



# St Anne's School and Sixth Form College

## Moving and Handling Policy

The governing body adopted this policy Summer 2013, updated September 2018

### 1. INTRODUCTION

At St. Anne's School and Sixth Form College we believe that working in partnership with the East Riding of Yorkshire Local Authority and other relevant outside agencies, we have a duty to safeguard and promote the welfare and independence of all children and young people in contact with the school and residence.

This policy will reflect all requirements set out in current Government Legislation, Moving and Handling Operations Regulations 1992, and follows approved training techniques, guidance and procedures from Centaur Training Ltd.

### 2. AIMS

To work in conjunction with outside agencies such as Centaur Training Ltd, Occupational Therapists, and Physiotherapists to ensure a safe and secure professional service is delivered while minimising risks to both employees and pupils.

To continually educate and train staff to a high level of competence, ensuring that health and safety is paramount to themselves, colleagues and pupils at all times.

To ensure pupils are treated with upmost respect ensuring their individual rights, privacy, dignity and personal needs are met consistently and professionally, without discrimination.

To communicate effectively with each individual when applicable, and ensure they have an input into their own Moving and Handling procedures if possible.

To promote each individual's independence as much as possible, ensuring staff encourage and assist if needed, not to rush or limit a pupils attempt at their own independence due to your own time constraints.

To avoid Manual Handling Operations which are a risk to its employees as far as reasonably practicable.

To ensure each individual pupils needs are assessed and a risk assessment and safe scheme of work are written and agreed by the Moving and Handling Co-ordinators / parents or lead professional before being adhered too.

Reviewed annually or whenever a pupil's needs, condition or circumstances change, in order to ensure the best possible practice.

### 3. KEY TASKS

To ensure a safe, comfortable and secure environment for pupils to be assisted / supported with all aspects of moving and handling safely. Impaired movement can affect the way in which a pupil can control voluntary movement; their ability to alter position, control body segments, or even make limbs move or bend at will.

Impaired movement and often the accompanying neurological impairment can also affect balance, head control, posture, trunk control, muscle tone, and reaction to loud noises. All pupils which need some form of assistance with moving and handling will be assessed by qualified Moving and Handling Coordinators, who will liaise with other professionals to ensure all of an individual's needs are being met correctly and safely through the pupils risk assessment and Moving and Handling Plans (MHP)

To train and educate staff, on a continual basis on the key principles of safer Moving and Handling techniques. Following the approved Centaur Training guidance procedures.

To ensure all documents are reviewed when needed and paperwork is complete, up to date, and in line with current Government and Local Authorities Legislation.

All staff have a responsibility to support the Moving and Handling Co-ordinators and Senior Management team by adhering to all risk assessments and safe schemes of work in place.

All staff have a duty of care, to each pupil by adhering to all risk assessments and safe schemes of work in place for that individual.

### 4. ROLES AND RESPONSIBILITIES

#### **The Moving and Handling Co-ordinators are:**

- Residence: Mike Pearce and Peter Yorke
- School: Sarah Costello and Alison Nicholson

Kay O'Neill is responsible for team meetings.

#### **The Moving and Handling Co-ordinators will:**

- Keep their own training up to date, through regular assessments co-ordinated by Centaur Training Ltd.
- Deliver Training to all staff involved with Moving and Handling, and reinforce the basic principles in safer manual handling techniques following Centaurs training and guidance procedures.
- Maintain an up to date record of all Moving and Handling risk assessments and Moving and Handling Plans (MHP)
- Review and reassess risk assessments and safe schemes of work whenever it is deemed necessary, and feedback to the staff team of any changes through staff

meetings.

- Report to Kay O'Neill over all M&H matters, including equipment and pupil concerns.
- Liaise with other professionals, such as Occupational Therapists, and Physiotherapists to ensure consistency with handling procedures.

#### **The School will:**

- Provide Training to all staff involved with Moving and Handling and reinforce the basic principles, in safer manual handling techniques following Centaurs training and guidance procedures.
- Maintain an up to date record of all Moving and Handling risk assessments and Moving and Handling Plans (MHP) in the pupil's class files.
- Report any changes to risk assessments or safe schemes of work to the Moving and Handling Co-ordinators, so amendments can be made as soon as possible to better suit a pupils needs.
- Liaise with other professionals, such as Occupational Therapists, and Physiotherapists to ensure consistency with handling procedures.

#### **The Head teacher will:**

- Report to the Governing body annually on any Moving and Handling training / issues during the previous academic year.

#### **All staff will:**

- Support the Moving and Handling Co-ordinators across the school and residence and reinforce the principles of safer manual handling techniques.
- Follow guidance which has been supplied and given.
- If staff are untrained in Moving and Handling, or using a piece of equipment they must NOT lead or undertake any Moving and Handling procedure until trained by a Moving and Handling Co-ordinator.
- Be aware of their own health and safety as well as their colleagues and pupils by reporting faults, issues, breakages or potential hazards, and ensuring equipment and areas are kept clean and tidy and equipment stored appropriately and safely.
- Avoid manual handling whenever possible (except in an emergency situation and only if it is safe to do so) in the event of a fire - Albac mats are available within specific PLMD areas in the school and residence.

## **5. REVIEW OF POLICY**

- A review of the policy will be undertaken in line with the policy review timetable and any amendments or updates will be reported to the Governing Body.
- Any new legislation or directives will be incorporated into the policy as necessary