



# Peninsula East

## Primary Academy

# **MOVING AND HANDLING POLICY**

Written: September 2023

Update due: September 2024

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**Primary Academy**

**Moving and Handling Policy**

**Introduction**

- This policy is intended to underpin the good Moving and Handling practice throughout the Academy in order to reduce the risk of injury to pupils and staff.
- This policy is intended to meet the requirements imposed on the Academy by “*Health & Safety at Work Act 1974*”, the “*Manual Handling Operations Regulations 1992*” and the “*Management of Health and Safety at Work Regulations 1999*”.
- This policy is particularly concerned with pupils who require Moving and Handling because of a disability. However, the general principles apply to the moving and handling of any large or heavy item.
- **Staff in the academy have been trained at Level 1 for Team Teach and can only perform basic maneuvers. At Peninsula East Primary Academy, it is 95% restraint reduction and only in specific, individual circumstances would we need to use physical contact (prompts, comfort and guides).**

**Training**

- The Academy will ensure that key members of staff are trained and accredited as Moving and Handling practitioners. These members of staff will have:
  - Basic training/refresher to trained members of the staff as specified by the training agency.
  - Full documentation and records of training. Records of training will be signed by the trainer and the member of staff receiving the training.

**Individual (staff)**

- All persons appointed to the staff must be sufficiently fit and healthy to undertake physically active duties.
- Any staff members who feel they are not fit and healthy should discuss their needs with SLT and if necessary the Moving and Handling team will complete an individual risk assessment. An individual staff risk assessment will be reviewed twice at dates given during the review, if the individual still requires the risk assessment after this it will be passed to the Senior Leadership team who will decide on the next course of action.

- Any staff who are pregnant/breastfeeding and regularly completing manual handling of any kind should have an individual risk assessment to support their main assessment.
- Staff are to familiarise themselves with this policy annually or when it is communicated to them do so following an update or amendment.
- Members of staff **MUST** follow any recommended risk reduction procedures in the Risk Assessment in order to reduce the risk of injury to themselves and the pupils.
- Members of staff should take reasonable care of themselves to maintain and reduce the risk of injury, there are recommendations within the attached appendix “Managing your own back”.

### **Staff Uniform**

- All clothing must be safe, decent and appropriate to their role as a member of staff at Peninsula East Primary Academy.
- Any clothing that could present as a potential health and safety risk when working with students/pupils e.g. scarves and ties must be removed.
- Appropriate shoes must be worn at all times when moving and handling. They must have flat, not high heels and be closed in at the front and back to protect the feet.
- The wearing of jewellery is not encouraged. Large earrings or any other jewellery such as rings which pose health and safety risks are not permitted. Where possible long hair should be tied up during manual handling procedures for both students and staff members.
- If there is any doubt as to the acceptability of any item of clothing, footwear or jewellery, the Principal’s decision shall be final.

### **Pupil Healthcare**

- Staff must ensure that they have read and understand the individual pupil healthcare plans.
- Pupils will undergo a review of their handling annually or if their needs change.
- Class teams inform the Moving and Handling team if the pupils' needs/abilities change and need updating.
- Should a pupil have a medical episode during a moving and handling procedure then it is to be stopped as soon as it is safe to do so and the student should not be moved again until either the medical episode is complete or the medical team decide they should be moved.

### **Risk Assessment**

- All pupils who require moving and handling will be the subject of regular risk assessments. Ideally the initial risk assessment will take place before admission but otherwise will take place within a week of admission.
- Pupils will not be moved and handled unless a risk assessment has taken place.
- Risk assessment will be undertaken by the nominated risk assessor in conjunction with the members of staff that will be responsible for future

moving and handling practice.

- Risk assessments will be reviewed annually or whenever circumstances change.
- Risk assessors will give notice of risk assessment arrangements and publish a programme of re-assessments.
- Risk assessments will be written on the agreed pro-forma and submitted to the school Principal.
- The risk assessment will be saved in the pupil's folder on the Academy's Google Drive and a copy provided for the class teacher which should be kept in the pupil's file in the classroom.
- Two copies will be sent home for parents/carers to sign and return a copy. However, if the Risk Assessment isn't returned within 1 week then the assessors will put the Risk Assessment into place.
- When planning off site visits please consult the Moving and Handling members of staff for support to assess if the environment is safe and appropriate for students with a risk assessment.

## Practice

- The Academy will provide equipment so that as far as is reasonably practicable to ensure manual lifting will be avoided where appropriate.
- Pupils will only be moved and handled using the equipment and techniques described in the “risk reduction procedures” defined within the risk assessment or as shown by a Moving and Handling trainer.
- Any staff members/teams that deviate from the risk assessment without consultation from the moving and handling team will be addressed by the moving and handling team and the Senior Leadership informed immediately.
- Any difficulties or change in circumstances must be reported immediately to the risk assessor so that a re-assessment can be arranged.
- After initial training staff are to take ownership of training needs, by informing Moving and Handling team if needs change, this includes new team members/staff changes, new pupils, individual needs of either the pupil or staff change.
- Any observed incidences of bad practice or deviation from the agreed risk assessment plan MUST be reported to the line manager and Moving and Handling team to be resolved. If a training issue is identified, the Moving and Handling team will address this with the training co-ordinator.
- Any concerns of ‘poor’ manual handling will be addressed immediately by the Moving and Handling team initially and referred to the Senior Leadership team should further training be required or if the practice was to continue.
- Unless otherwise assessed staff are not to lift pupils unless there is an immediate danger to the staff or pupils, see Emergency Situations.
- Pupils are **not** to be carried under any circumstances not matter what the distance involved is.
- Staff are to read and sign each risk assessment for each pupil who has one.
- The risk assessments will be read each time it is updated and at the beginning of terms 1, 3 and 5. Each staff member is to then sign in the appropriate areas of the risk assessment to declare that they have read and understood the content of the risk assessment.
- Staff practice will be monitored by the Moving and Handling team through regular discussions with class teams and the Moving and Handling team will carry out twice termly monitoring walks to ensure good practice is continuing. See above ‘Training’.

### **Monitoring**

- The academy Vice Principal and SENCo will form a “Moving and Handling Team” that will meet once a term in order to review and discuss any relevant issues and general practice in the Academy.
- The policy will be reviewed every year or in the light of new regulations.

### **Reporting**

- Any incidents whereby the trained staff use physical intervention needs to be recorded onto our behaviour log on Bromcom and will be reported to the Senior Leadership team.
- Parents would be informed by a member of the Senior Leadership team.
- Each incident would be considered individually with risk assessments taken into consideration and a behaviour support plan would be developed (if there has not been one already).

### **Emergency Situations**

- The regulation of manual handling tasks does not apply in genuine emergency situations i.e. assistance should be offered if someone is in imminent danger of drowning or in danger from a collapsing building. However, many untimely situations, such as a pupil with epilepsy having a seizure or standard fire evacuation is NOT considered an emergency because it is foreseeable and safe systems of work can therefore be planned.

### **Appendices**

- A: Blank copy of Positive Behaviour Plan
- B: Managing Your Own Back”

## **APPENDIX A: Blank copy of Positive Behaviour Plan**

Other Key Details:

Positive Handling Required Preferred Handling Strategies (staff are only level 1 trained)	Yes		No	Not at this time
		Caring C	Guiding elbows	Helping Hug

If you do this I will be happy & engaged ...	If you do this I will be unhappy and disengaged ...

Further important details

Available support

## APPENDIX B: Managing Your Own Back

1. Improve your posture – Stand tall – keep your head up, your chin and your stomach tucked in and your hips rolled forward. **Avoid** slouching and rounding your shoulders. **Avoid** excess forward curve of lower back.
2. Get in Shape – take up gentle exercise like swimming – just 20 minutes three times a week is adequate. This will strengthen your abdominal and back muscles to support your spine and strengthen your joints.
3. Excess weight exerts a constant pull on the back muscles with subsequent weakness in the abdominal muscles, which will increase your risk of back problems.
4. Sit with your knees lower than your hips. Keep your feet flat on the floor. Use a cushion or backrest to maintain correct curves of your back.
5. Rest your back muscles – do you have a firm but comfortable mattress?

### **IN SUMMARY:**

- Get fit – tone those muscles
- Take gentle regular exercise
- Correct your posture
- Rest your muscles
- Look after your back – it has to last a lifetime!