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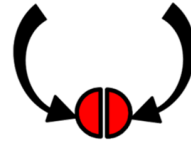
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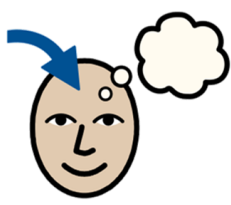
YSGOL MAES Y COED

PEOPLE MOVEMENT AND HANDING POLICY

Adopted by: Ysgol Maes y Coed

Date:11/01/23.....

Next review : January2024



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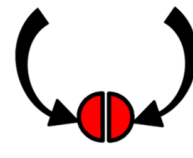
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Ysgol Maes y Coed People Movement and Manual Handling Policy Policy Statement

Ysgol Maes y Coed recognises its responsibility and aims to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and compliant with all statutory requirements and codes of practice.

Manual handling is covered specifically by the following legislation:

- (a) The **Health and Safety at Work, etc Act 1974**
- (b) The **Management of Health and Safety at Work Regulations 1999**
- (c) The **Manual Handling Operations Regulations 1992**
- (d) The **Lifting Operations and Lifting Equipment Regulations 1998.**

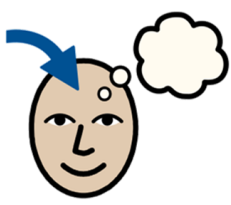
The **Manual Handling Operations Regulations 1992** were the result of a European directive, issued in 1990, and are firmly based on a "minimal handling" approach to manual handling. Under the Regulations, employers are required to avoid the need for employees to undertake any manual handling operations which involve a risk of their being injured and where such activities cannot be immediately eliminated a "suitable and sufficient assessment" of all such operations are mandatory. Having carried out this assessment, employers must take appropriate steps to reduce the risk of injury to the lowest level reasonably practicable.

Aims

Ysgol Maes y Coed defines manual handling as the transporting or supporting of loads by hand or by bodily force either with or without mechanical help. This includes activities such as lifting, carrying, shoving, pushing, pulling, nudging, and sliding heavy objects. It especially covers the lifting or moving of pupils.

As all these manual handling activities obviously carry the risk of injury if they are not performed carefully, Ysgol Maes y Coed will take the following steps to ensure that its statutory duties to protect staff and pupils are always met

1. Each employee is given information, instruction, and training as is necessary to enable safe manual handling.
2. Processes and systems of work involving manual handling are assessed and properly supervised at all times.
3. Processes and systems of work are designed to take account of manual handling
4. Ceiling hoists, mobile hoists, trolleys etc are available to keep manual handling to a min



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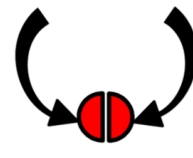
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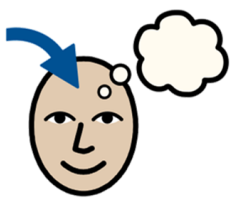
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Risk Assessments & Handling plans.

1. A moving and handling risk assessment is undertaken on any pupil requiring significant help to move. Appendix A
2. The member of staff carrying out this risk assessment is trained for this and works in consultation with the occupational therapist and the physiotherapist as well as the school's manual handling trainer.
3. A Handling Plan is written and available to all members of staff with responsibility for moving and handling the person. Staff are expected to read and follow the Handling plan at all times.
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5. Staff should carry out ongoing risk assessments for each manual handling task. They should look for risk of injury and try to minimise any risk e.g. can equipment be used instead, changing the task to minimise the risk or altering the working environment to make manual handling less awkward.
6. Staff should never, in any circumstances, attempt to lift a pupil or a weight where they believe that there is a significant risk of injury involved.



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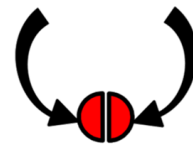
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ESTABLISHING RISK LEVELS

Deciding the level of risk will inevitably call for some degree of judgement. To assist in your decision the following definitions may be used as a guide.

LOW RISK LEVEL

A task can be assessed as a LOW RISK it can be easily repeated or explained at any time because it is simple and obvious, or the manual handling tasks are quite straightforward and are going to last only a short time, and the time taken to complete a full assessment would be disproportionate.

ACTION

Complete Manual Handling Risk Assessment Form. Ensure staff are notified of changes and review assessment regularly

MEDIUM RISK LEVEL

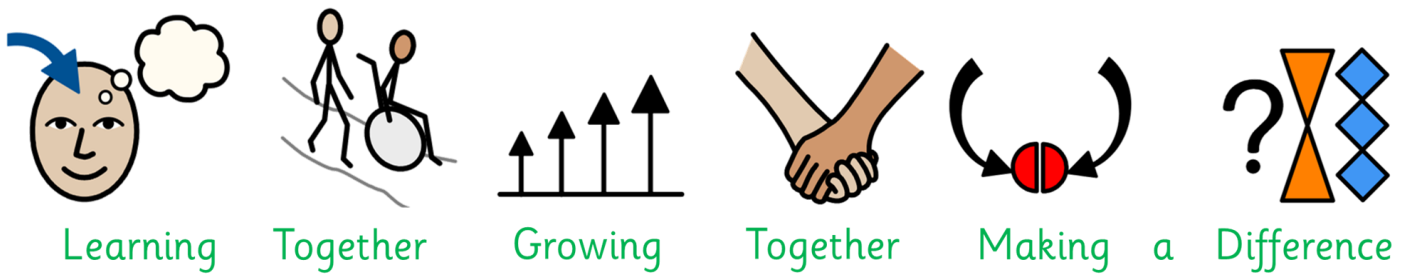
A task can be assessed as a MEDIUM RISK if the handling activities present a significant risk of injury to a number of the workforce

Ensure safe systems of work are in place and followed. Review working practices accordingly. Consider existing equipment available which would reduce risk (e.g. Marie Rose Sling, Lifting Belts, Shopping Trolleys, Smaller containers). Consider additional staffing.

HIGH RISK LEVEL

A task can be assessed as HIGH RISK if handling activities are likely to present a significant risk of injury to the majority of individuals

Consider stopping task immediately. Implement **immediate** interim measures for preventing risk of injury. Implementation of any improvements to reduce the risk of injury should be a priority. Review and re-assess after implementation of practices.



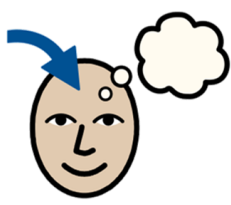
Duties on Staff and Employees

The **Manual Handling Operations Regulations 1992** set out an obligation upon employees to make full use of systems of work laid down for their safety in manual handling operations. This is in addition to their obligations under other health and safety legislation including making proper use of equipment provided for their safety. To conform to the **Manual Handling Operations Regulations 1992**, this organisation requires its staff to adopt the following three-stage model.

1. Staff should avoid hazardous manual handling as far as is reasonably practical.
2. Where hazardous manual handling cannot be avoided, staff should assess the risk first.
3. Depending on the result of the assessment, staff should reduce the risk involved to the lowest level reasonably practicable.

It is also the policy of this organisation that, under section 7 of the **Health and Safety at Work, Act 1974**, it is the **responsibility of every employee** at work to;

1. Take reasonable care of their own health and safety and those of any other person who may be affected by their acts or omissions at work.
2. Take reasonable care for their own safety, and that of others when carrying out moving and handling and attend training as required by their employer.
3. All individuals must sign to say they have seen the risk assessment and agree to it
4. Use moving and handling equipment and techniques in accordance with training and written instructions received from nominated professional and manufacturer's instructions.
5. Observe the principles of manual handling and use the equipment provided in accordance with instructions.



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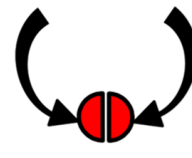
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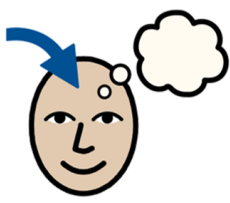


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6. Wear appropriate clothing and footwear that do not constrain movement/posture when moving and handling and should use the personal protective equipment provided by the organisation.
7. Comply with the infection control policy and procedures relevant to the organisation.
8. Report to their manager/supervisor if they are not sure of any moving and handling procedure, consider any task too difficult or if it is likely to pose a risk of injury.
9. Alert managers to the need for review of the risk assessment, equipment or further training.
10. Report all incidents or near misses arising from moving and handling in line with the organisations incident/accident reporting procedure.

Principles of good Person Handling

- * **Always** ask 'Do I need to lift?'
- * **Assess** the pupil being handled and know about their additional needs which may affect the way you assist them.
- * When a pupil requires to be transferred, **explain** what you are going to do
- * **Always** use appropriate handling equipment where recommended
- * **Prepare** the handling and movement area, watch for all hazards
- * **Never** start to move a person if you are uncertain where they are to go
- * The position of the handlers' feet is important. They should be apart with weight balanced between them and with one foot pointing away from the other



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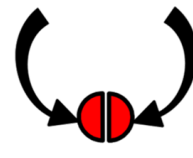
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- * Make sure of a comfortable hand grip. Use the palm of your hand to hold and keep your elbows tucked into the sides of your body. **Do not** use pupils' arms and legs as 'handles' when moving.
- * Keep your back in a naturally erect posture. **Do not** twist your trunk or spine when handling. **Bend your knees** and keep your head up and pointing in the direction of the move.

Independence

Prior to the lift or move, find out as much relevant information about the pupil as you can.

- * How much are they able to do for themselves?
- * Could they be more independent with the use of suitable equipment?

Touching

Be aware that pupils react differently to being touched. To some it may seem an invasion of personal space, to others it might prove reassuring.

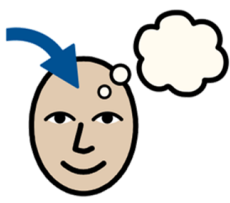
- * Make sure the pupil to be moved is aware what you are going to do before you touch them.
- * Check whether the pupil is in pain or has any sensitive areas before you touch them.

Working together

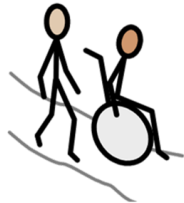
Make sure that you and any colleagues, are clear about when the move will happen.

Always use Ready Steady ____ and then the command of what you want the person to do ie ready, steady stand, ready, steady sit.

Use rhythm and timing when handling. Rotation and flexion together are the most damaging movements to the back.



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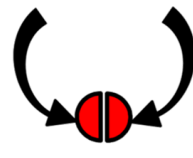
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Staff injured at work

Manual handling accidents are covered by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**. According to RIDDOR, all manual handling accidents and injuries should be recorded and also reported to the HSE, especially if they result in staff being off work for seven days or more or involve faulty equipment. The DHT is responsible for the implementation of this policy.

Lifting equipment

Manual handling equipment provided e.g. hoists and pneumatic beds are regularly inspected and maintained.

Training

- ☐ New staff, as part of their induction training, are required to read the policies on Health and Safety and Manual Handling
- ☐ All teachers, teaching assistants and care assistants are required to complete a basic/refresher course in people moving and/or manual handling.
- ☐ Training on the use of hoists is carried out by the manual handling trainers. New staff are supervised when using hoists until they are confident and competent in their use.