



Manual Handling Policy for a Child/Young Adult Care and/or Education Setting

Introduction to Policy

This policy applies to all employees working across Meopham School who undertake the manual handling of children/young adults activities within the school.

This policy provides instruction and guidelines for the relevant staff to be used in conjunction with the following Health and Safety Executive's guidelines 'Manual Handling Operations Regulations, 1992'; the 'Management of Health and Safety at Work Regulations, 2006'; the 'Health and Safety at Work etc Act, 1974'; the 'Lifting Operations and Lifting Equipment Regulations, 1998'; the 'Provision and Use of Work Equipment Regulations, 1998' and the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013'. A summary of these documents is available from www.hse.gov.uk.

Overall Aim of the Policy

The overall aim of this policy is to reduce accidents, incidents and episodes of ill-health within Meopham School to child/young people in their care and staff due to manual handling activities.

This will be achieved by:

- The undertaking of manual handling risk assessments
- The instruction, supervision and training of staff
- The safe use of manual handling equipment
- The reporting of manual handling incidents and accidents
- The management of life threatening/unusual circumstances
- The monitoring of employees' health

1. The Undertaking of Manual Handling Risk Assessments

Meopham School will endeavour to avoid, so far as is reasonably practicable, the need for its employees to undertake manual handling operations which involve a risk of injury. Where manual handling operations involving a risk of injury that cannot be avoided a formal risk assessment will be undertaken.

The risk assessment shall:

- Be carried out by staff who are suitably trained and appropriately assessed in manual handling risk assessment skills, have up to date knowledge and skills in handling techniques and available up-to-date equipment.
- Be carried out by staff who are aware of, and preferably have working knowledge of, the child/young adult's handling needs.
- Be sufficient in detail to have identified all reasonable hazards and their control measures - both short and long term, so that the hazards are reduced to the lowest level reasonably practical.
- Be recorded clearly and made available for all those children/young adults at either direct risk from harm or managing those who are at risk of harm.
- Consider the child/young adult's personal wishes or that of a representative wherever possible; and the child/young adult's independence and autonomy is supported in order to empower them to gain control of as much of their own lives as possible.
- Be reviewed by the person as described above in the event of any significant changes occurring to any part of the assessment or if the assessment is no longer valid.

Please note:

- It may, in certain circumstances, be necessary to arrange care at very short notice before a full risk assessment has been completed. In these situations, sufficiently detailed information must be made available to the organisation to make arrangements that ensure staff and the child/young adult are not put at unnecessary risk.
- Where full information is not immediately available, additional precautions may need to be put into place until a full assessment can take place. For example, additional staff may be required to handle the individual, or to limit the nature of the care to be provided. Such arrangements are only acceptable in an emergency or very high-risk situations. They should not be considered the normal approach to managing risk.

2. The Instruction, Supervision and Training of Staff

Meopham School considers the training of staff in safer manual handling of children/young adults to be mandatory for **all** those who undertake this activity within the organisation.

- It is the responsibility of the Manual Handling Trainer(s) to ensure that all staff who undertake children/young adult handling activities are trained to do so safely, on an annual basis. Additional training sessions may be required for staff who are deemed

to be not yet competent, or if a new system of work (e.g. new equipment) is introduced to the environment.

- The content of training sessions will be decided upon by the Manual Handling Trainer(s) but will be based on best and current professional practice standards. The duration of the training will be as follows:

For new staff/staff who have exceeded eighteen months since previous training.	Duration - One day (approx. six hours).
For experienced staff who have attended manual handling training within the previous twelve months.	Duration - Half day (approx. three hours).

- The Manual Handling Trainer(s) will also be responsible for supervising all staff in the workplace whilst undertaking child/young adult handling services. Should staff be observed in a work setting and be seen to be not yet competent, they will be advised to attend further training or supervisory sessions until deemed competent.
- The Manual Handling Trainer(s) will attend a Children Handling and Risk Assessment Key Trainer's course and associated Refresher/Update training at least every two years. However, they will be requested to attend more frequently if not yet competent or changes occur. This training will be supplied by the corporately approved training organisation.
- All staff who undertake children/young adult handling activities are expected to attend training sessions as and when they are requested to do so by the SENDCO. Attendance/non-attendance on training sessions will be recorded by the SENDCO.
- All staff are expected to report immediately any unsafe handling practices that they observe in the workplace to the Manual Handling Trainer(s), the SENDCO or the Caretaker.

3. The Use of Manual Handling Equipment/Aids

Meopham School considers the provision of manual handling equipment/aids as central to reducing the risks associated with child/young adult handling activities. In accordance with the assessed risk, suitable and sufficient manual handling equipment/aids will be provided to ensure a safer system of working.

- When equipment/aids are selected for a child/young adult, this should be recorded on the risk assessment document in sufficient detail to allow correct selection of equipment to carry out the manoeuvre. For example, 'hoist' is insufficient information. The type and model of hoist and the sling type and size required for the child/young adult should be clearly indicated.
- The equipment/aids will be appropriately maintained and kept in good working order to comply with Health and Safety Executive regulations and guidance notes (see Introduction to Policy). To further comply with these regulations, adequate operating instructions will be made available to all users of equipment/aids in the workplace.

- Any equipment/aids found to be faulty or in any way inappropriate for use will be clearly labelled 'Unsafe, do not use' and reported to the Caretaker.
- No member of staff should use, or supervise the use of, any manual handling equipment/aids unless they have been trained and assessed by the Manual Handling Trainer(s) as competent to do so.
- No equipment should be tampered with or modified in any way outside the manufacturer's instructions and guidance.

4. The Reporting of Manual Handling Incidents and Accidents

All manual handling accidents and/or incidents will be reported in line with the Meopham School procedure (see Introduction to Policy).

5. The Management of Life Threatening/Unusual Circumstances

Staff may find themselves in a situation where a child/young adult's life is in danger. Such situations may include cardiac/pulmonary arrest, drowning, choking, serious seizures etc. Alternatively, a child/young adult may be in an area that is on fire or filling with smoke; in a building that is in danger of collapsing or in an area where they could be hit by a moving vehicle.

- Staff must always be aware of the risk to themselves and others when handling individuals in an emergency or high-risk situation.
- Initial consideration should always be given to whether it is safe to wait for assistance in such circumstances or, alternatively, whether there is sufficient time to utilise a piece of equipment that will reduce the risk of injury to all parties. Staff should move the child/young adult (if required to do so) as they feel appropriate – this may mean using a 'controversial technique'. However, they should be aware of their own safety and welfare at all times in addition to taking into consideration the gravity of the situation for the child/young adult.

The Falling Child/Young Adult

Some children/young adults are at a higher risk for falling. This has the potential to cause a severe injury to both the child/young adult and the member(s) of staff who attempt to 'catch' the individual. Consequently, Meopham School advise all employees that if the child/young adult is falling and cannot be persuaded to stand, or be redirected to a seated/lying position, the member of staff will make the immediate area as safe as possible for the child/young adult to descend to the floor but with no physical intervention from the member of staff.

The Fallen Child/Young Adult

Should a child/young adult be found on the floor, advice should be sought from the Student Services who will assess the individual for any signs of injury.

- Medical/paramedical assistance shall be sought for all children/young adults injured or suspected of injury as a result of their fall.
- Only in life-threatening or very high-risk situations should the child/young adult be manually lifted from the floor.
- In circumstances when the individual has been assessed as likely uninjured, they shall be given verbal guidance from staff, with if necessary, the absolute minimum physical assistance to raise themselves from the floor.
- Should an individual not have the ability to raise themselves, then appropriate lifting equipment must be obtained and utilised for the task

6. The Monitoring of Employees' Health

Staff across Meopham School have a responsibility along with the Swale Academies Trust Occupational Health Service to maintain a high level of health and fitness commensurate with the work they are employed for.

- When recruiting staff across the school, manual handling requirements must be clearly identified by the interviewer, so that appropriate medical and occupational health advice can be considered as part of their employment process.
- Manual handling activities must be reappraised by occupational health services if there is good reason to suspect that an individual's health might significantly increase their risk (or that of others) of injury.
- Employees should report to Student Services any conditions including pregnancy, injuries or ill-health which may affect their ability to undertake manual handling activities safely.

7. Roles and Responsibilities of Key Personnel

Headteacher

Overall accountability for ensuring the health, safety and well being of all Meopham School employees, children/young adults in their care, visitors and others affected by the organisation's activities.

Health and Safety Director

Responsible for overseeing compliance with health and safety law in the organisation including those relating to manual handling. Responsible for ensuring that manual handling is considered in the development of the Health and Safety Strategy for the organisation.

Manual Handling Lead

Responsible for the day-to-day implementation of the Manual Handling Policy, including:

- Auditing the manual handling policy/procedures and ensuring results are shared appropriately within the organisation.
- Auditing of the manual handling risk assessment system and ensuring results are shared appropriately within the organisation.
- Development safer systems of work for manual handling operations and ensuring results are shared appropriately within the organisation.
- Develop and coordinate manual handling training across the organisation.
- Provide advice on all aspects of manual handling including the selection of appropriate aids and equipment.
- Analyse manual handling incidents and accidents to identify, and where appropriate, action root causes.
- Offer support in the investigation of manual handling accidents and incidents.

Site Managers

- Seek guidance from Occupational Health Services regarding employment capability on recruitment and thereafter if appropriate.
- Responsible for ensuring that staff understand and comply with this policy and associated policies/procedures.

Must ensure that within their area of control:

- Risk assessments are undertaken, actioned appropriately, reviewed appropriately and relevant records kept.
- Adequate information, instruction, training and supervision are given to all staff who are involved in manual handling activities.
- Staff attend manual handling training when requested.
- Manual handling training is delivered to a high quality.
- Appropriate equipment/aids are provided, maintained in good order and (where required) comply with Health and Safety Executive regulations and guidance notes (see Introduction to Policy).
- Any incidents and/or accidents relating to manual handling are investigated and remedial action taken where necessary.

All Employees

- Report all incidents involving manual handling operations in line with corporate procedure (See Introduction to Policy).
- Attend training sessions when requested to do so.
- Comply with all information, instruction and training given to them in safer manual handling operations.
- Comply with all information detailed in manual handling risk assessments.
- Ensure their own health and safety is not put at risk when carrying out manual handling operations.
- Carry out a personal dynamic risk assessment before each event and

- request assistance if they require it.
- Use equipment/aids as instructed that have been provided for their use to minimise manual handling risks.
- Report any difficulties encountered in relation to manual handling activities.
- Label any defective manual handling equipment/aids appropriately and report to the Caretakers.
- Report to **site manager** any past or current medical conditions which may affect their ability to undertake manual handling activities.
- Report to the **site manager** if they suspect they may be pregnant.
- Report to the **site manager** any concerns they may have, or their medical/midwifery supervisory team may have, concerning their abilities to undertake manual handling activities whilst they remain pregnant or continue to breastfeed.

Agency Staff and Other Contracted Service Providers

Agency staff and other contracted service providers are required to adhere to all aspects of this manual handling policy. Meopham School's contracts with such providers should reflect this.

Child/Young Adult/Family/Friends

- Meopham School seeks to take account - and action where possible - any reasonable, personal expressed wish from the individual or a representative regarding manual handling activities.
- Where the child/young adult has mental capacity, but has difficulty in communicating their wishes, or lacks mental capacity, staff should make all reasonable efforts to understand their preferences. For example, taking into account non-verbal communication, using other forms of communication that are non-verbal such as picture cards etc, using advocates, or views expressed through others close to the child/young adult.

8. Exceptional, Higher Risk or Life-Threatening Situations

Bariatric Person

The definition of who may be described as a bariatric person is not clear. It may be defined as a person adult who:

- Regardless of age has limitations due to their weight, physical shape, mobility, tissue viability and environmental access.
- Weighs over 159kg (25 stone).
- Has a Body Mass Index (BMI) > 40kg/m² and or are 40kg above ideal weight for height (NICE 2004).
- Exceeds the Safe Working Load (SWL) and dimensions of the support surface such as a chair, bed, wheelchair, medical couch, toilet, etc.

In order to deliver high quality care to this individual a full and comprehensive risk

assessment must be carried out and documented and should identify:

- The person's weight, height, BMI, weight distribution and body type (shape).
- The person's usual level of mobility function.
- The person's level of mobility function prior to any medical event.
- Details of all the manual handling activities that will require either guidance and/or assistance from staff, including the numbers of staff required for each task.
- Any specialist equipment provision required.
- Any tissue viability concerns.

Design factors must also be considered and should identify:

- Additional space the child/young adult may require to accommodate any heavy duty/specialist equipment.
- Working Load Limit of the floors (if not remaining on the ground floor).
- Working Load Limit of the lifts.

Preventative control measures to be in place to ensure the child/young adult is secure and safe in the event of a life-threatening and/or emergency situation (e.g. falls, serious seizures, fire evacuation etc).

Information as to how life-threatening and/or emergency situations will be safely managed should they occur.

Assisting Child/Young Adult Up/Down Steps and Stairs

Due to high risk injury, staff are not advised to manually assist children/young adults up or down more than five steps/stairs. The exception being in a life-threatening situation and/or emergency when there is no other equipment available. In this situation an agreed technique should be utilised if staff have been appropriately trained and supervised to do so.

9. Definition of Commonly Seen Terms in Legislation

Manual handling operations/activities

The term refers to the transporting or supporting of a load including:

- Lifting
- Putting down
- Pushing
- Pulling
- Carrying
- Moving thereof by hand or bodily force

Hazard

A hazard is anything that can cause harm.

Risk

Risk is the likelihood, high, medium or low, that somebody or something will be injured or damaged should that hazard be realised. Risk considers both the likelihood of harm occurring and the severity of injury.

So far as is reasonably practicable

If the solution is practicable, it must be implemented. The degree of risk in an activity or environment can be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk. If these measures are so disproportionate that it would be quite unreasonable for the employer to have to incur them to prevent the risk, they are not obliged to do so.

Must/Shall

When legislation uses the words must and/or shall this is an absolute duty and must be adhered to by the organisation.

10. Audit and Review of Policy

This policy will be reviewed annually by Jenny Browne to ascertain the progress it has made in achieving the set aim. However, the policy must be reviewed before this should any significant changes occur to manual handling activities with Meopham School.

With overall responsibility for manual handling activities within Meopham School.

Name:

Job Title:

Signature:

Date:

With overall responsibility for health and safety within Meopham School.

Name:

Job Title:

Signature:

Date: