

## Moving and Handling (Students) Policy

Policy Code:	HR44
Policy Start Date:	September 2020
Policy Review Date:	December 2024

Please read this policy in conjunction with the policies listed below:

- HR9 Positive Handling and Safe Touch Policy
- HR24 Allegations of Abuse Against Adults Policy
- HR16 DBS and Safeguarding Policy
- HR33 Records Management Policy
- HR42 Low-Level Concerns Policy
- HS2 Medical Treatment Policy
- HS5 Health and Safety Policy
- SW5 Safeguarding and Child Protection
- SW11 Educational Visits Policy
- SW13 Intimate Care Policy
- TL6 Special Educational Needs and Disability Policy

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## **1 Policy Statement**

- 1.1 The policy outlines the Trust's approach to moving and handling (students). Some disabled students and/or students with SEN may require specialist moving and handling, treatment or facilities. Students may not be able to recognise everyday hazards, communicate distress, or move around independently.
- 1.2 This policy has been written in accordance with HSE guidance and the following legislation:
- The Health and Safety at Work etc Act 1974
  - The Management of Health and Safety at Work Regulations 1999
  - The Manual Handling Operations Regulations 1992
  - The reporting of injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
  - The Provision and Use of work Equipment Regulations 1998
- 1.3 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Training, Priory Apprenticeships, Lincolnshire Teaching School Alliance and Lincolnshire Teaching School Alliance SCITT.
- 1.4 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.
- 1.5 The Trust is committed to leading a mentally healthy organisation, which includes a commitment to and promotion of emotional wellbeing and mental health. Therefore, all Trust policies and procedures ensure this commitment is incorporated in order to support all staff and students. Members of staff are encouraged to speak to their line managers, and students are encouraged to speak to any member of staff, if they feel any part of this policy would affect their emotional wellbeing and mental health. Any such comments should be passed to the Trust's HR department (via [FederationHR@prioryacademies.co.uk](mailto:FederationHR@prioryacademies.co.uk)) for appropriate consideration at the next available point in the policy review cycle.

## **2 Roles, Responsibilities and Implementation**

- 2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Welfare.



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2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

2.3 This policy applies to all activities both on and off academy property, including educational visits, sports fixtures and any other planned activities outside of the academy grounds.

### **3 Aims**

3.1 To ensure the health and safety, and wellbeing, of all students and staff in relation to moving and handling, as far as is reasonably practical.

3.2 To enable staff to comply with their legal duties of care, with relation to moving and handling.

3.3 To ensure the focus is on enabling, not prohibiting, student participation.

### **4 Definition**

4.1 'Moving and Handling' is a term used to refer to the manual handling of people. Manual handling is defined as 'the transporting or supporting of any load by hand or bodily force' (Manual Handling Operations Regulations, 1992). This includes lifting, pushing, pulling, putting down, carrying and moving. In effect, any activity that requires an individual to lift, move or support a load, will be classified as a manual handling task. 'Load' is not limited to inanimate objects - it includes people and animals.

### **5 Staff Training**

5.1 Only staff who have received moving and handling training can undertake any moving and handling activities.

5.2 Training must be refreshed every two years.

### **6 Moving and Handling Coordinator**

6.1 Where necessary, each academy will identify a member of staff who will take on the role of 'Moving and Handling Coordinator'. This individual will be responsible for:

- the assessment of the moving and handling needs of students in the academy (on entry to the academy and as and when changes occur);
- the writing of moving and handling risk assessments and subsequent moving and handling plans. This will be done in liaison with parents/carers, the student (where possible) and health professionals (where applicable);

- the coordination (and delivery where possible) of moving and handling training (induction training for new staff, refresher training and bespoke training for staff as and when the need arises);
- competency checks on staff to ensure maintenance of their skills and compliance in relation to the policy legislation and guidelines;
- the maintenance of written risk assessment records; and
- ensure that the academy has the necessary equipment.

## **7 Guidelines**

7.1 Whenever possible, manual lifting should be avoided and if possible heavy loads should be moved by sliding rather than lifting. Where lifting cannot be eliminated, it is important to ensure safe moving and handling procedures are in place. In every situation where moving and handling is unavoidable and a potential risk has been identified, then a risk assessment needs to be completed.

7.2 The following guidelines must be followed in all moving and handling situations:

1. If you are moving a pupil, tell them what you are going to do before you start.
2. Ensure that the transfer route and surface is stable and clear of objects.
3. Two people are required for any hoisting transfer.
4. Ensure the transfer is over the shortest distance possible.
5. Implement the principles for safer moving and handling
  - Plan and prepare
  - Keep close to the load
  - Create and maintain a stable base
  - Moderately flex back, hips & knees
  - Use a secure hold
  - Avoid twisting
  - Lead with the head
  - Move smoothly
6. A correct lift should be used at all times.
7. Any pain or injury should be reported to the Moving and Handling Coordinator.

## **8 Staff responsibilities**

8.1 It is a member of staff's legal duty to take reasonable care of their own health and safety and that of others who may be affected by what they do or not do.

8.2 Staff must therefore:

- work within their own limitations and not carry out any activity for which they are not competent;

- co-operate with their line manager in performing risk assessments for moving and handling;
- look out for hazards and report any accidents, incidents and near-misses in line with the Trust's reporting procedures;
- use equipment provided e.g. hoists;
- follow safe working practices;
- not interfere with or misuse any equipment or aids that have been provided;
- not use any equipment for which they have not received appropriate training;
- follow training and instructions provided on moving and handling e.g. moving and handling protocols, person handling plans and guidance from training courses;
- wear suitable clothing and footwear for moving and handling (whilst still complying with the dress code); and
- report pregnancy or any medical conditions which may affect their ability to perform moving and handling tasks.

8.3 Staff must report any unsafe situations to the Moving and Handling Coordinator and/or the Health and Safety Liaison. This includes things such as:

- faulty equipment – which should be labelled and immediately taken out of use;
- unsafe working practices; and
- environmental problems.

## **9 Safeguarding**

9.1 If a member of staff has any concerns about a student's reaction to the moving and handling process, or they notice anything during the procedure which causes concern they must follow the academy's safeguarding procedures and report their concerns immediately.

9.2 If a student makes an allegation against an adult working at the school, this must be reported in accordance with The Trust's safeguarding procedures. Please refer to HR24 Allegations of Abuse Against Staff Policy.

9.3 An adult who has concerns about the conduct of a colleague at the Academy must report this to the Headteacher or the Academy DSL. If the concern is about the Headteacher it should be reported to the Chief Executive. Please refer to HR24 Allegations of Abuse Against Staff Policy for reporting procedures.

## **10 Policy Change**

10.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.



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## **The Priory Federation of Academies Trust**

### **Moving and Handling (Students) Policy**

This Policy has been approved by the Education & Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.