

# Sheringham Woodfields School



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## MOVING AND HANDLING POLICY

Approved by SMT: 8 <sup>th</sup> January 2019	Approved by Staff: 21 <sup>st</sup> January 2019	Approved by Governors: Spring 2019
Next Review date: Spring 2022	Person(s) responsible for review: Key Workers (Iwona and Nic)	

### 1. Relevant Legislation

- i. Health and Safety at Work Act 1974 with any relevant amendments.
- ii. Health and Safety (offences) Act 2008
- iii. Health and safety Legislation takes precedence over any other legislation/procedures that the school operates within.
- iv. Manual Handling Operations Regulations MHOR 1992.
- v. Lifting Operations and Lifting Equipment Regulations LOLER 1998.
- vi. The provision and Use of Work Equipment Regulations 1998

### 2. Introduction

i. The school management is committed to promoting best and safest practice in all manual handling operations. The Moving and Handling Policy and associated risk assessments is the main management procedure to achieve this and must be complied with at all times. On top of this staff training and update briefings provide the main vehicles for updating and testing employees knowledge of Moving and Handling.

ii. The main aim of the policy is to protect staff and pupils and promote best practice. The policy aims to reduce the risks to pupils and staff as far as is reasonably practical whilst at the same time remembering the complexities of the school.

This policy is for all staff, supply staff and visiting professionals that support with moving and handling within the school.

### 3. Definitions

i. The terms moving and handling or 'Manual Handling' include any transporting or supporting of a load or person. This includes pulling, pushing, lifting, and lowering, carrying or moving using equipment.

ii. The term 'Minimal Handling' refers to the moving of objects and people only when necessary and by making full use of techniques advised during training and appropriate handling equipment.

iii. The term 'Senior Management' refers to Leadership Team.

iv. The term 'Key Trainer' refers to staff who has achieved appropriate external accreditation to support the moving and handling training program. The members of staff currently with said accreditation are Iwona Litwiniec and Nicola Stewart.

### 4. Key Principles

i. Managers and employees are responsible for complying with the requirements of the Legislation and the procedures identified in the Moving and Handling Policy.

ii. In the event of an emergency situation that may lead to death or significant harm e.g. fire, disaster, drowning, medical emergency, staff need to take action which may mean not following the prescribed system of work to move a child (even when a PEEP is in place).

iii. The policy seeks to reduce the need for employees to perform hazardous moving and handling activities so far as it is reasonably practical. A system of Risk Assessment, taking into consideration Legislation and backed by supportive training will be the key to the success of this policy.

The Risk Assessment Process (carried out for pupil that requires moving and handling support) will take into account:-

- a) The nature of the task.
- b) The nature of the load.
- c) The capability of the person carrying out the task.
- d) The needs of the pupil
- e) The working environment in which the task takes place.

This will then be used to remove or reduce the risk of injury to the lowest level reasonably practicable.

iv. Other people coming into the school, including those not directly employed will be made aware of the potential risks associated with moving and handling tasks through induction and welcome meetings.

v. All pupils who can safely do so should be encouraged to move themselves whenever possible in order to promote their independence. Where support is required it should be the minimum needed to safely complete the task/activity.

vi. The pupil risk assessments will identify the appropriate 'system of work'. This must be followed by staff.

vii. The Moving and Handling Policy will be reviewed annually unless circumstances dictate otherwise.

viii. The Key Trainers will coach, mentor, support and encourage colleagues to adopt a best practice approach at all times. They will also review and act upon any moving and handling related near misses/accidents.

ix. Moving and handling training forms an integral role in the induction process.

## **5. Responsibilities**

### **i. Senior Managers**

a) Senior Managers must be aware of and understand the Moving and Handling Policy.

b) Senior Managers must, in accordance with the legislation ensure that Employees are not exposed to any foreseeable risk of injury from moving and handling so far as is reasonably practicable.

c) Senior Managers must ensure that there are clearly identified systems and procedures in place to assess and record the risks associated with moving and handling. Such risk assessments should involve the delegated operations needed to perform the manual handling task.

d) Senior Managers must investigate and record accidents involving manual handling, in accordance with schools Health and Safety Policy (once the Key Trainers have been able to provide input).

e) Senior Managers must ensure appropriate equipment identified in the manual handling risk assessment is made available and training in its use is provided. Funding for this will be provided within the school budget or from the Health Authority.

f) Senior Managers must ensure appropriate systems and procedures are in place to maintain manual handling equipment in line with manufacturer's instruction and legislation. This is delegated to the Site Manager and Business Manager on a daily basis.

h) Senior managers will keep an overview of all written risk assessments, to ensure they are of a good standard and that they identify risk and show risk reduction before the completion of the safe system of work.

### **ii. Employees**

a) Employees must make full and proper use of any system of work identified by Senior Managers. They must follow the manual handling risk assessment directives within the moving and handling policy and procedures.

b) **No** employee shall undertake a manual handling task without having moving and handling training,

c) **No** employee shall undertake a manual handling task without making an informal/dynamic assessment of the risks involved to themselves or others who may be affected by their actions.

c) Employees must assist and support pupils within the responsibilities of their job, guided by the risk assessment and system of work prescribed.

d) Employees must participate constructively in the risk assessment process.

e) Employees should feel comfortable before performing any manual handling task. Where they have concerns they must report these to their manager.

f) Employees must recognize that lifting children from the floor is a high risk activity, except in emergency equipment must always be used for this task. Children of small build and weight are excluded from this - the risk assessment and capabilities of the handler must always be considered.

g) Employees must use equipment for the purpose it was designed and following instruction/training they have received. A visual check must be made to ensure the equipment is safe each time it is used.

h) No employee should manually handle a child/load beyond their physical limitations.

i) Employees must inform their Managers of any health concerns that may affect their ability to perform manual handling tasks.

j) Employees must report manual handling accidents and incidents to their manager immediately.

k) Employees must wear clothing and footwear, in line with the school dress code - see Staff Handbook - clothing and footwear needs to ensure it doesn't restrict their movement or posture.

l) Employees must not wear jewellery when moving or handling pupils.

m) Employees must participate in manual handling training when requested to do so by their managers.

n) Employees must take heed and notice of advice and support offered by the schools key trainers.

### **iii. Key Trainers responsibilities**

a) To promote best practice in manual handling techniques and procedures.

b) To support management by encouraging other employees to follow the procedures outlined in the Moving and Handling policy.

c) To lead sessions providing advice and training on manual handling and risk assessment.

d) To work alongside colleagues in a coaching mentoring role supporting manual handling procedures and practice.

f) To maintain Key trainers qualification by attending refresher courses.

### **iv. Other Responsibilities**

- a) Staff - **Senior Managers, Moving and Handling Instructors**
- b) Purchase of appropriate equipment - **School Business Manager**
- d) Staff training - **Key Trainers with support from School Business Manager**
- e) Risk assessment writing class teams with support from - **Key Trainers**
- f) Monitoring Risk Assessments - **Key Trainers**
- g) Care and Maintenance of equipment, including withdrawing unsafe equipment - **Site Manager and Business Manager**

### Notes

- Risk assessments take into account the nature of the situation, the environments in which the lifting is to be used, the size and weights of children and young people involved, the degree to which they may either assist in a lift or actively resist lifting and the individual capabilities of the members of staff and frequency of lifting operation.
- Appropriate mechanical equipment such as hoists should be considered in the initial lift and not as a secondary precaution.
- Training in moving and handling techniques and in using mechanical aids is provided to all teachers and support staff involved in moving and handling; and competence in these tasks is proven prior to being used.
- **Key Trainers** (i.e. those who have successfully completed the Handling People with Special Needs-Train the Trainer course) are qualified and accredited by Centaur Training and Development Ltd. They receive specific training to train staff on moving and handling children and young people with Special Needs in an educational environment (i.e. Sheringham Woodfields School).
- Training for ALL education staff (includes lunchtime supervisors) involved in moving and handling is provided for all equipment used in the school. Bus drivers, escorts, physiotherapy, occupation therapist are exempt and follow their own training procedures. The School training programme is reviewed and refresher training undertaken on a 24-36 month basis (or sooner if necessary). Training is offered sooner if there are concerns around a member of staff's practice or if new pupils (with new moving and handling requirements) join a class team. Priority is given to those classes where Moving and Handling is used daily.

## **6. 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.

In any other emergency situations Employees are responsible for following **PEEPs**.

A PEEP is a **Personal Emergency Evacuation Plan**. It is a bespoke 'escape plan' for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency.

In Sheringham Woodfields School PEEPs are required for students with: mobility, sight, hearing and cognitive impairments.