



Title:	Moving & Handling of Students Policy
Type:	POLICY

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Lead Staff:	Co-Headteacher & Head of Therapy
Support:	Therapy Lead, Manual and Handling Lead

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4	Updated Policy	Lead Staff	Autumn 2024
5	Updated Policy		Spring 2026

LINKED INTERNAL DOCUMENTS:
Positive Relationship and Behaviour Policy (School Policy) Health and Safety policy (School Policy)

LINKED EXTERNAL DOCUMENTS:

Health and Safety at Work Act 1974, HASAWA, 1974
Manual Handling Operations Regulations (1992) MHOR, Health and Safety Executive (HSE)
Pregnant Workers Risk Assessment Policy (Wandsworth Local Authority policy)
Provision and Use of Work Equipment Regulation 1998 (PUWER)

Lifting Operations and Lifting Equipment 1998 Regulations (LOLER), Approved Code of Practice and Guidance L113, HSE Books <http://www.hse.gov.uk/>
Health and Safety Policy 2014, (School policy and Wandsworth Local Authority policy)
Health & Safety Executive'13 (HSE) – Lifting Equipment at Work – A Brief Guide
Guidelines for Assisting Disabled Children and Young People to Move (2009) Paediatric Handling Group

The Health and Safety (Offences) Act, 2008
Management of Health and Safety at Work (Amendment) Regulations, MHSAW 2006
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, RIDDOR, 2013
Human Rights Act, 1998
Mental Capacity (Amendment) Act, MCA 2019
Guidance for safer handling during cardiopulmonary resuscitation in healthcare settings, Working Group of the Resuscitation Council UK

Equalities Statement:

We have carefully considered and analysed the impact of these policies on equality and the possible implications for people with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Requests for Paper Copies:

If you require this policy in a different format e.g. print or braille please contact co-headteachers@lindenlodge.org.uk

Wellbeing statement of commitment

We are committed to providing a healthy working environment and improving the quality of working lives for all staff and students. The wellbeing strategy aims to support our mission, core values and freedom of thought and expression, freedom from discrimination and the recognition that our community is our greatest asset. For further information on our school's commitment to wellbeing, please see the Mental Health and Wellbeing Policy and Strategy document, or visit our school website.

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1.0 General Policy Statement

Linden Lodge attaches great importance to the health and safety of its students and employees. Moving and handling students is for us an unavoidable part of working in a special educational setting. The school recognises that the risks of injury from moving and handling students are greatest with regard to those students with complex disabilities and medical presentation.

Common situations involving students which are potentially hazardous include assisted transfers into and out of vehicles; stepping wheelchairs up/down steps; personal hygiene routines, transferring between specialist seating/equipment, emergency evacuation, dressing and undressing, accessing the pool and play equipment, assisted walking and potentially managing falls when appropriate.

The primary intention of the policy on the Moving and Handling of Students who may have special educational needs or mobility needs is to prevent all involved parties from injury whilst enabling and encouraging students to maximize their potential and independence.

The purpose of this document is to explain the policy and make clear how the school intends to comply with current legislation.

The school's overall aim is to achieve minimal manual lifting wherever *reasonably* practicable.

In relation to the handling of students, this policy is intended to promote a safer handling approach, which means avoiding manual lifting, of the whole or a substantial part of a person's body weight. See Appendix 4 for Pupil Risk assessment.

We recognise our responsibility to ensure the health, safety and welfare of our employees as well as students, as far as is reasonably practicable. It is therefore the intention of the school to implement policies and procedures in line with current legislation that will reduce the risk of injury when undertaking all moving and handling tasks.

Any member of staff not complying with this policy may be subjected to disciplinary procedures.

It is our policy to conform to the requirements of the

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work (Amendment) Regulations 2006
- Manual Handling Operations Regulation 1992
- Lifting Operations and Lifting Equipment Regulations (LOLER), 1998
- Supporting students with disabilities, special education needs and additional support needs (HSE'13)

2.0 Responsibilities of School i.e. Employer

The law sets out a detailed framework of provisions to protect employees against the risk of injury from moving and handling. There are legal obligations on us to take care of our employees' health and safety; and trade union safety representatives have legal rights to information and consultation.

The Health and Safety at Work Act, 1974 places general duties on us as employers to ensure the health and safety of our employees and anyone else on the premises. In relation to the Manual Handling Operations Regulations, 1992, the School has a responsibility with regards to hazardous manual handling in the workplace and is responsible for the risk assessment of this activity.

The School where reasonably practicable, shall avoid the need for employees to undertake any manual handling operations at work, which involve a risk of being injured, promoting tasks being completed independently or with operations being automated.

Where it is not reasonably practical to avoid the need for this handling;

- i) A suitable and sufficient risk assessment needs to be completed (Appendix 6). Staff are to consider the five key factors;
 - Task; Repetitive, familiar etc.
 - Individual capacity; staff, number, training, competencies etc.
 - Load; weight, predictability, behavior etc.
 - Environment; safe, clean etc.
 - Equipment; attachments, storage, batteries etc.
- ii) Appropriate steps are taken to reduce the risk of injury to the lowest level
- iii) Any assessment completed is required to be reviewed if there is reason to suspect that it is no longer valid or there have been any significant changes i.e. surgery, absence etc. (Appendix 6)

When determining if someone is appropriate to complete this activity the employee must be;

- i) Physically suitably to carry out the operation
- ii) Wearing appropriate clothing, footwear or other personal effects
- iii) Have knowledge and training

3.0 Equipment

The Manual Handling Operations Regulations (1992) states that if a load moved within the recommended 'zones' are a weight **lower** than the lowest value in the load recommendations of the 'Guidelines for safer lifting and lower of loads risk assessment filter', as seen within the Appendix 2, a more detailed risk assessment may not be

necessary.

A Risk Assessment however is advised if:

- The load is **greater** than this recommended loads
- Is carried further than a short distance and/or
- Involves a non 'inanimate object' i.e. pupil, twisting, repeated lifting and lowering etc.

Wherever reasonably practical, hazardous manual handling must be avoided. The Health and Safety at Work Act 1974, states the duty of the employers is to ensure, so far as is reasonably practicable, to have a safe system of work. This therefore indicates the use of specialist equipment is used where practicable, to reduce the handling risk.

Lifting equipment includes any equipment, of which its primary purpose is to 'lift' a load i.e. a pupil. The Lifting Operations and Lifting Equipment Regulations, LOLER 1998 regulate the use of this equipment when used within a work place. The regulations therefore refer to

- Slings
- Hoists
- Lifts
- Shower Trolleys

The regulations state that these items must be regularly examined and inspected;

- For items lifting people: 6 monthly
- For items lifting inanimate objects: 12 monthly

These thorough examinations are undertaken by a competent person, are completed within Linden Lodge by an external servicing company (Currently Hill Rom, September 2024). Any defects are required to be reported and records of examinations are maintained and stored by the school Premises team.

In line with both LOLER and Provision and Use of Work, Equipment Regulations PUWER 1998, all staff using the equipment must be trained on its use and maintenance checks to ensure it is safe and in working order.

In Summary Linden Lodge School aims to use lifting equipment that is:

- Strong and stable enough for the particular use and marked to indicate its safe working load
- Positioned and installed to minimise any risks
- Used safely i.e. the lift is planned, organised and performed by competent people
- Subject to ongoing, thorough examination where appropriate, and to inspections carried out by competent people.
- Subject to pre-use checks before it is used
- Covered by defect reporting systems
- Uniquely identified for a specific purpose with suitable risk assessment and control plan, used only by people with the appropriate skill set to ensure that it is safe to use

4.0 Responsibilities of School i.e. Employee

With regards to Manual Handling, it is the responsibility of the Employee and expectation that one should;

- i) Comply with the safe systems of work as stated in the risk assessment and advised at manual handling training
- ii) Follow training provided, including refresher training
- iii) Follow Policy
- iv) Take responsibility for their own health and safety and that of others who may be affected by their actions including:
 - o Report near misses, accidents or anything they consider to be a risk to health and safety
 - o Report to the senior leadership team any medical condition (temporary or permanent) that they develop (including pregnancy) which may affect their ability to carry out moving and handling tasks.
- iv) Report any accident or incident to 'My Concerns' and complete the accident and/or incident form.

5.0 Training

Staff will receive appropriate training and support to promote and develop good, safe moving and handling practice.

All staff will undertake a 1-day manual handling training day as soon as possible after employment with an external trainer who comes into school usually on INSET days. The recommendations for those 'people handling' is an all-day training which is refreshed on a 2 yearly basis as per recommendations in Appendix 2.

In addition to this, all staff will receive familiarisation training with the school's Manual Handling Champion in order to sign off hoisting competencies. The staff will be trained to use the hoist systems within the school which includes ceiling tracking, gantry and mobile hoists.

This Champion will support the review and maintenance of these competencies however, it remains the responsibility of the employee to keep this up to date.

6.0 Risk assessment

Where moving and handling tasks cannot be avoided, the school will ensure that suitable and sufficient risk assessments are completed in order that appropriate steps, including training and provision of specialist equipment, are taken to reduce the risk of injury to the lowest level reasonably practicable.

This may be a standard risk assessment for an inanimate object using the 5 steps as per the Health and Safety Executive recommend:

- Identify the hazard: Environment, Load, Individual Capacity, Task, Equipment/others

- Identify who may be harmed
- Evaluate Risks using a risk Matrix as per appendix 3 and establish precautions
- Record significant findings
- Regular review of risk assessment

For Manual Handling specific to Linden Lodge Students a personalized manual handling risk assessment will be completed by the multidisciplinary team as seen in Appendix 4.

Linden Lodge completes a team approach to these risk assessments, considering the advice and views of students (as far as is reasonably practicable) parents/carers and opinions of the multidisciplinary relevant staff e.g. Physiotherapist, Occupational Therapist, Teachers, Residential staff etc.

The risk assessment may identify differences in the requirements of moving a pupil as part of a therapy programme (therapeutic handling) and moving the same person to meet their education and daily living needs- this will be clearly identified.

Linden Lodge will complete an annual Staff Manual Handling Risk Assessment to assess the risk of all hoisting and handling across the school.

All risk assessment should be reviewed on a regular basis i.e. annually, or whenever there is any significant changes to aspects of the activity or pupil.

6.1 Riskassessments- Hydrotherapy and Swimming

The Paediatric Handling Interest Group (2009) have provided guidance in relation to risk assessments for hydrotherapy and swimming for children with disabilities.

They have suggested additional risk assessments items that are needed to be considered. Details of the guidance are detailed at Appendix 5.

7.0 Summary of the Moving of Students Policy

- The risk assessments take into account the nature of the situation, the environment in which the lifting is to be used, the size and weights of the students involved, the degree to which they may either assist with their transfers or actively resist being moved and the individual capabilities of the members of staff and frequency of lifting tasks
- 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 staff involved in moving and handling; and competence in these tasks is proven prior to being used

- All staff must be signed off as competent following training
- If the risks can be reduced or eliminated by the means of mechanical aids, the
 - School will endeavor to provide them.
- All incidents, accidents and near misses will lead to a review of the risk assessment.

8.0 Moving of Students in a Medical Emergency

The Working Group of the Resuscitation Council UK, describes reasonable principles and guidance for dealing with move and handling in the context of attempted CPR, taking into account the absolute urgency of an effective response to cardiorespiratory arrest or impending cardiorespiratory arrest. As part of this, it is important to identify principles that will minimise the risk to the rescuer as far as is reasonably practicable.

Before approaching a collapsed pupil, attempting to move the patient and/or starting CPR it is important for rescuers to assess rapidly and effectively the risks to themselves and to the pupil. Assessing the safety of the rescuer is the first action in the sequence of events in any resuscitation attempt.

Before attempting to move a patient, rescuers must consider their own individual capability, knowledge and experience, and the size and weight of the patient (relative to their own size and strength). Care must be taken to avoid injury to the rescuer during attempted CPR as this may prevent them performing effective CPR as well as causing them personal harm.

In many clinical settings additional rescuers may be expected to arrive at the scene within a very short time; in some such circumstances it may be more appropriate to wait for help rather than risk personal injury. Any risk of injury must be balanced against the risk of delaying CPR and thereby reducing the chance of a successful outcome.

Where possible manual handling equipment such as slide sheets could be used if readily available but it may not be appropriate to use formal hoisting due to the delay to CPR.

Therefore, in summary for moving a pupil in a medical emergency with view to assist with CPR as quickly as possible staff are advised to:

- Avoid harmful manual handling operations so far as it is reasonably practicable
- Assess those manual handling operations that cannot be avoided
- Reduce the risk of injury so far as it is reasonably practicable

9.0 Moving & Handling of 'falling' Students

Linden Lodge, in line with all current recommendations does not advise staff to attempt to 'catch students' in the event of a fall, due to the risk this poses to the student and supporting adult.

For students at general risk of falls during mobilization, all students will be risk assessed as part of their manual handling risk assessment to promote safe mobility.

For students at risk of frequent falls secondary to a medical condition, staff are encouraged yet not mandated to provide assistance to support a pupil, where possible and safe to do so, by supporting the fall/lowering to the floor. This would be done where possible, by means of redirecting the fall to soft furnishings or with the support of a stable wall to reduce the impact of the fall.

If a staff member is already physically supporting this pupil and is trained to do so, they may use handling key points, when appropriate or possible, to lower them safely or support them to reduce the impact of the fall.

For these students the advice would also be reiterated within their risk assessment to avoid environments they may be at risk.

To this end, we aim to:

1. Avoid manual handling tasks, which are a risk to our students and employees as far as is reasonably practicable.
2. Assess all tasks that cannot be avoided involving manual handling procedures in order to reduce the risk to the lowest level. A record of the risk assessment should be maintained.
3. Ensure that all potentially hazardous tasks involving manual handling are assessed if and when required and reviewed at least annually.
4. Provide all employees directly involved in manual handling of students with thorough training, covering all the key elements for safe handling processes.
5. Ensure that safe handling of students is carried out in line with safe systems of work.
6. Ensure that the views of students (as far as reasonably practicable), parents/carers and other relevant staff will be sought and taken into account. The health, safety and dignity of all those concerned is paramount.

7. Ensure that the equipment used in lifting operations such as hoists and slings is checked in line with legislative requirements. (LOLER 98/PUWER98).
8. Ensure that we will not discriminate against our students because of their gender, age, sexual orientation, ethnic background, religion, disability or social class when making decisions about moving and handling and will ensure that all students' ability to achieve their potential is not limited by discrimination or prejudice – either directly or indirectly. The dignity of students will be considered and maintained at all times during moving and handling tasks, resulting in respect for and protection of each students' individual rights and their parents/carers' expectations

10.0 Definitions

- **Manual Handling:** is the movement of a load by means of bodily force. This includes lifting, supporting, carrying, putting down, pushing and pulling
- **Load:** includes inanimate objects as well as students
- **Moving and Handling Assessment:** is a written report, which, identifies the handling needs of the pupil relative to the environment and personal needs and recommends measures to reduce risk of injury

Relevant Current Legislation

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work (Amendment) Regulations 2006
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation(RIDDOR) 2013
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Children Act ,2004
- Children Act,2004
- Equality Act 2010
- Human Rights Act, 1998
- Health & Safety Executive (HSE) – Lifting Equipment at Work – A Brief Guide
- Health and Safety (Offences) Act, 2008
- Mental Capacity (Amendment) Act, 2019

11.0 Roles and Responsibilities

All employers and employees must be aware of their role and the role of others within the organization and liaise where necessary with the appropriate agencies.

11.1 The Governors

The Governors are responsible for the effective implementation, monitoring and evaluation of the school's moving and handling policy.

11.2 The Co-Headteachers

1. Are aware of their roles and the role of others within the school and liaises with Wandsworth Local Authority Health and Safety Section where necessary.
2. Are aware of their responsibility to ensure that manual handling legislation and the resulting policies and assessment procedures are fully and effectively implemented, once they are approved.
3. Will respect the right of employees to refuse to carry out any moving and handling tasks that they feel to be unsafe.
4. Will ensure a Pregnant Worker's Risk Assessment form is completed for all pregnant workers or mothers who have recently given birth, with regard to all significant moving and handling risks and forwarded to Wandsworth Council's Occupational Health department
5. Will ensure that staff and students do not wear clothing, jewellery and footwear that is unsuitable for safe moving and handling or that is likely to be a hindrance to safe working.
6. Will ensure that appropriate and adequate specialist training and resources are provided for moving and handling.
7. Will ensure that moving and handling tasks are identified, assessed and risk reduction control measures are implemented and will support the recommendations of a qualified person.
8. Are responsible for identifying and implementing a moving and handling training programme for all staff that are deemed to require it. This will include induction and adequate 18-month refresher courses to maintain skills. Refresher courses will need to be undertaken sooner if staff are returning to the classroom when there has been a significant break in using manual handling equipment.
9. Sign off of competency can be undertaken on one occasion and unless the delegate has a break for more than a term when they do not hoist, they do not need to repeat the process. If they do have a break then they will need to be supervised by an

experienced hoister until they are ready to be signed off again. Spot checks will be done regularly
by hoist trainer.

10. Training records will be maintained.

11. Will ensure that moving and handling accidents and/or incidents (actual or near misses) are appropriately reported, recorded and investigated following the school's accident reporting procedure.

12. Will identify and inform the Governors of any lack of resources, which prevent risk control reduction measures from being fully implemented.

13. Staff are responsible for maintaining an inventory of all moving and handling equipment at the school. This includes maintenance and inspection records.

14. Will ensure that any person, other than a competent employee of the school, parent or carer of the pupil, does not undertake moving and handling tasks whilst the students are under school supervision.

15. Will ensure that risk assessments are completed and reviewed annually, when circumstance change or become unclear for any reason.

16. Will ensure that parents/carers are made aware that a risk assessment will be carried out and a handling plan devised and implemented.

11.3 All staff members

1. Are responsible for the health and safety of themselves and the health and safety of all people affected by their activities including students with whom they work.

2. Must be aware of their role and the role of others in ensuring that moving and handling policies and procedures are followed to develop and maintain safe working practices

3. Must undertake moving and handling training approved by the school and must not undertake any moving and handling task until they have received appropriate training specific to their work area.

4. Must follow the moving and handling assessment plan and make full and proper use of equipment provided.

5. Must advise their Line Manager if the moving and handling assessment requires revision.

6. Must report all accidents and/or incidents (including near misses) using the school's (or Setting's) accident reporting procedures.

7. Must report to their Line Manager any injury or health problem that affects their ability to safely carry out moving and handling tasks.
 8. Must not wear clothing, jewellery or footwear that may affect the safe handling and moving of students.
 9. Must undertake a visual check of handling equipment, including slings, prior to use and will promptly report to the responsible person any fault or defect, and where possible remove it from use.
 10. Must follow any hoisting guidelines as prescribed by Therapy and / or the School's Manual Handling Adviser. Staff must use the up-to-date hoisting guidelines to ensure correct sling and sling loops are being used
 11. Must check a pupil's gastro-button / peg is out of the way and has been clipped off properly before carrying out a moving and handling manoeuvre with a pupil/child or young person (e.g. rolling, hoisting). This will reduce the chances of it catching and being pulled.
1. Should use slide sheets and gloves, as directed, to help with repositioning during a moving and handling manoeuvre.

11.4 Wandsworth Occupational Health

The Schools Occupational Health Department is located at Wandsworth Town Hall. The Occupational Health staff will:

- a) Undertake pre-employment health screening of employees and review pregnancy risk assessments. The identification of individuals who may be particularly at risk from moving and handling injuries will allow for appropriate safe systems of work to be adopted to safeguard them against the risk of injury. The Occupational Health clinical staff will inform the School's HR Manager of any action that may need to be implemented.
- b) Review any accident report forms involving an employee who receives an injury while undertaking a moving and handling task, so that appropriate action can be taken.
- c) Be accessible to, see, and advise employees, who, following any period of time off work, as a result of an injury due to a moving and handling incident, or physical problems not related to an accident but which impacts upon an individual's moving and handling capability, before advising clearance to return to work.

11.5 Contractors / Agency Workers & Volunteers

This is a potentially complex area but in many respects the duties of an employer towards any of these categories are the same as their duties towards their "own" employees. Equally

these categories would have the same duties as an “employee” see above. It should be noted that legal Health and Safety (H&S) responsibilities cannot be transferred by means of a contract. There is a clear legal duty for cooperation and communication and sharing of information between all parties. Other issues to consider include how have these individuals or companies been vetted and who will be responsible for ensuring their training and competency.

12.0 Monitoring and Review

The school through its management structure will monitor and review what it is doing to implement the Pupil Moving and Handling Policy to assess how effectively risks are being controlled.

Monitoring includes:

1. Making adequate routine inspections and checks to ensure that preventive and protective measures identified in the pupil moving and handling plan are in place and effective.
2. Ensuring that all personnel involved in the pupil moving and handling are adequately trained and given all relevant information.
3. Identifying when a pupil’s moving and handling assessment is no longer valid and initiating the assistance of others, to review and update.
4. Adequately investigating the immediate and underlying causes of incidents/accidents to ensure that remedial action is taken and lessons learnt. In all cases it is appropriate to record and analyse the results of a monitoring activity to identify any underlying trends that may not be apparent from looking at events in isolation.

12.1 Review involves:

1. Establishing priorities for necessary remedial actions that were discovered as a result of monitoring to ensure that suitable action is taken in good time and is completed.
2. Periodically reviewing the whole of the pupil’s moving and handling management system, including the elements of planning, organization, and control and monitoring to ensure that the whole system remains effective.
3. In all cases, reviews should be undertaken at least annually. In addition, a review should be undertaken when there have been changes which could affect the manual handling assessment, e.g. a change of location, a change of equipment, a change in the needs of the students, etc.

REFERENCES

1. Health and Safety at Work Act 1974, HMSO
2. Manual Handling Operations Regulations (1992), Health and Safety Executive (HSE)
3. Positive Relationship and Behaviour Policy (School policy)
4. Pregnant Workers Risk Assessment Policy (Wandsworth Local Authority policy)
5. Provision and Use of Work Equipment Regulation 1998 (PUWER)
6. Lifting Operations and Lifting Equipment 1998 Regulations (LOLER), Approved Code of Practice and Guidance L113, HSE Books <http://www.hse.gov.uk/>
7. Health and Safety Policy 2014, (School policy and Wandsworth Local Authority policy)
8. Health & Safety Executive (HSE) – Lifting Equipment at Work – A Brief Guide
9. Guidelines for Assisting Disabled Children and Young People to Move (2009) Paediatric Handling Group
10. Guidance for safer handling during cardiopulmonary resuscitation in healthcare settings, Working Group of the Resuscitation Council UK

Appendix 1 - STAFF MOVING & HANDLING TRAINING – DURATION/FREQUENCY

**PEOPLE
HANDLERS**

Pupil handlers No previous training	Initial training	Update frequency and duration
Anyone working with a	1 day (New Staff)	Half day 2 yearly

NON – PEOPLE HANDLERS / LOAD HANDLERS

Non- pupil handlers	Initial training	Update frequency and duration
Management	Half day	Half day 2 yearly
Office Based Staff	Half day	Half day 2 Yearly

Appendix 2 - BASIC GUIDELINE FOR MANUAL HANDLING OPERATIONS INVOLVING LIFTING AND LOWERING

Purpose of the Guidelines

The HSE medical and ergonomic experts have published the basic guideline parameters for Manual Handling Operations (MHOs) (reference no 3) involved in lifting and lowering, and these are shown at Figure 1. The guideline only provides an initial filter to help identify those activities that require more detailed examination. There is NO threshold below which MHOs may be regarded as safe. All MHOs that exceed the guideline parameters at Figure 1 are to be avoided or made less demanding.

Individual Capability

There is a wide range of physical capability amongst the working population, and the guideline figures will give reasonable protection to 95% of all men. To provide similar protection to working women, the figures have been reduced by about one third. Pregnant workers and those with a disability will need further consideration.

Lifting and Lowering

The basic guideline figures, involving lifting and lowering, assume that the load is readily grasped by both hands, that the MHO takes place in reasonable working conditions and that the handler is in a stable condition. The figures show the significant reduction in capability to lift or lower loads if held at arm's length or the hands are raised over shoulder height.

NB: These weights are guidance only and are not necessarily safe weights for a given individual or where actions are required to be repeated.

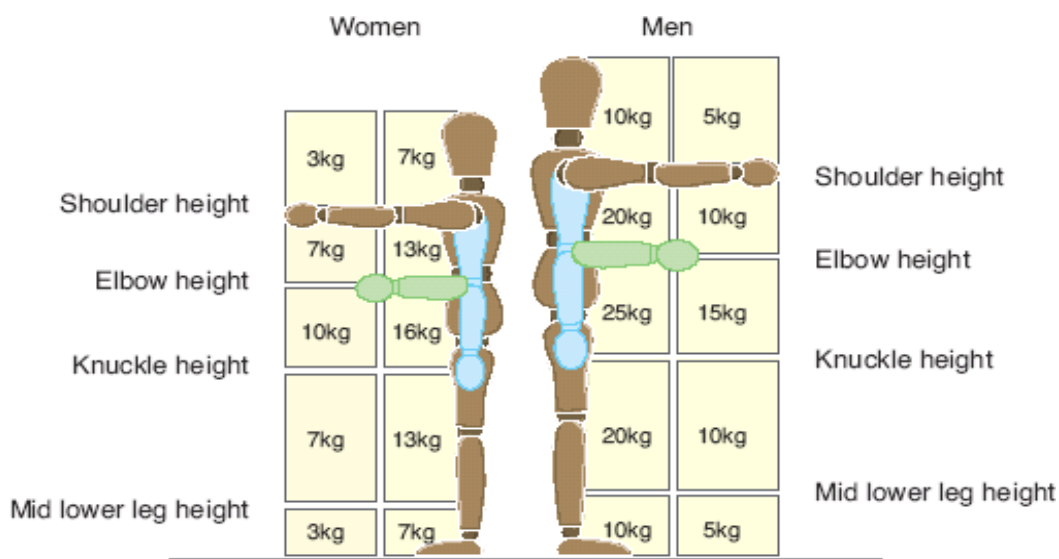


Figure 1: Manual Handling Operations Regulations (Guidelines) HSE 2004

Appendix 3 - MANUAL HANDLING RISK ASSESSMENT FORM - Non person

The objective of risk management is to identify and reduce the risks associated with manual handling activities to the lowest level reasonably practicable. Risks are not expected to be completely eliminated but it is expected risk will be assessed and managed responsibly. Furthermore, the risk assessment should only include what you could reasonably be expected to know and not unforeseen risks.

To evaluate the level of risk, a risk matrix can be used. This will support the prioritization of actions needed to reduce the risk.

The person carrying out a manual handling assessment (assessor) should be a competent member of staff who has an understanding of risk assessment or who has undertaken the appropriate training in Manual Handling Risk Assessment and/or the Manual Handling Advisers.

There are no absolute values for incidents, but effective risk assessment, applying appropriate control measures and monitoring those measures, together with training, can help minimise the potential for injury and/or other losses.

Risk Matrix

Likelihood		Very Likely	Lively	Unlikely	Highly Unlikely
Consequences	Fatality	High	High	High	Medium
	Major Injuries	High	High	Medium	Medium
	Minor Injuries	High	Medium	Medium	Low
	Negligible Injuries	Medium	Medium	Low	Low

Appendix 5- RISK ASSESSMENTS HYDROTHERAPY AND SWIMMING

For the Hydrotherapy and Swimming risk assessment it is important to consider:

- The impact of the pool environment on a child's mobility. Wet floors, textured tiles, humid conditions, noise levels, which may all impair the child's physical mobility. It may be necessary to use equipment (e.g. hoists) to transfer children who would not normally require this level of support.
- The experience may provoke an emotional response which affects their behaviour
- The impact of fatigue following the swimming activity needs to be taken into account when assessing exit from the pool and subsequent transfers
- Sling assessments need to consider the fit when the child is in swimwear
- Effect on pupil/carer of prolonged periods spent in this environment (dehydration and fatigue)
- Effect on carer of work organization (assistance with dressing/changing followed by assistance in the pool)
- Footwear. It may be necessary for children to keep their shoes/splints on until they reach the poolside
- Footwear of carers at poolside. Carers should be wearing non-slip enclosed shoes.

Transfers into swimming pools

- Hazardous transfers using ladders: Independent transfer into and out of the pool using steps, rail, and ladder, with verbal prompts only.
- Heron Hoist
- Overhead and Sling Hoist

Here at Linden Lodge the Swim Team are responsible for planning emergency evacuation techniques.

Appendix 6 – MANUAL HANDLING RISK ASSESSMENT FORM PROCESS FOR EMPLOYEES

New Pupils

- During Transition Days – Prioritise MH and gather information.
- OT and PT are to write the MHRA.
- Draft MHRA is needed by the first official day at school.
- 1 week to finalise (link with teacher) and sign off the document. Teachers need to sign as well.
- OT then to email the MHRA to Sarah Norris and Monika Gaweda (Co-Headteachers) with Jackie (Co-Head's PA) cc'd for approval and sign off.
- Once signed, OT to move the MHRA to relevant class folder on G Drive and upload to WriteUpp.

Summer Reviews

- At the start of the Summer Term 2 - Admin to make copies of all MHRAs (excluding leavers) and update the dates to following year. These will be saved in a new folder for the following year.
- By the second to last week of school year - OT and PT to check content of all MHRAs on caseload and link with teachers to make any updates. Therapists and teacher will sign review boxes if there are no changes and Co-Headteachers' signatures remains the same. If changes are required, therapists will sign as contributors and move it to 'To be signed' folder on G Drive.
- Therapists inform Admin and Leads when this is completed for caseload.
- In last week of school year - Admin to update Co-Heads and PA that the 'To be signed' folder requires review and follow-up accordingly.
- Admin to move MHRAs to relevant class folders once signed and upload all new ones to WriteUpp.
- In September - All working with student to read over MHRA and sign review box if new to the student (i.e.: not a contributor).

Subsequent Changes (*i.e. change in needs, post-operative within the academic year*)

- OT/PT to make changes to current document on G drive.
- If any content has changed, OT to email the updated MHRA to Co-Heads and Co-Heads' PA to be signed off.
- Once updated, PT/OT to include updated risk assessment in an email to relevant staff to make everyone aware of the updates and remind the class teacher of their responsibility to review, print, share with team and disregard previous version. Please email relevant staff (*i.e. class teacher, PE, Swim Team and cc in Therapy Team, Head of Department, Co-Heads and Co-Heads' PA*).
- OT to upload the updated version to WriteUpp.