St Mary’s Catholic Primary School
Baffam Lane, Selby

Pupil Moving and Handling Policy
General Policy Statement
North Yorkshire County Council attaches great importance to the health and safety of employees, children and young people.

The primary intention of the policy on the Moving and Handling of Pupils and Young people who may have Special Educational Needs or mobility needs is to prevent employees, pupils and young people getting hurt. The purpose of this document is to expand and explain the policy. It will also provide a framework to assist schools and settings in the implementation of the policy.

The Authority’s overall aim is to achieve ‘no lifting’ wherever reasonably practicable.

It is therefore the intention of the Local Education Authority to implement policies and procedures in line with current legislation that will reduce the risk of injury when undertaking moving and handling tasks. All staff will receive appropriate training and support to promote and develop good, safe moving and handling practice.

Wherever reasonably practical, moving and handling tasks must be avoided. Where moving and handling tasks cannot be avoided schools and settings must ensure that suitable and sufficient moving and handling risk assessments are completed in order that appropriate steps, including training, are taken to reduce the risk of injury to the lowest level reasonably practicable.

In relation to the handling of children and young people, this policy is intended to promote a safer handling approach, which means no manual lifting of the whole or a substantial part of a person’s body weight.

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

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 pupils.

**Link Worker** is a designated person who has undertaken an approved manual handling assessor’s course and carries out Manual Handling Risk Assessments.

**Manual Handling Key Trainer** is an assessor who has had further training in manual handling skills so that they are able to train their colleagues and take on the role of monitoring and supervising manual handling operations in their work area.

**Moving and Handling Assessment** is a written report, which, identifies the handling needs of the pupil relative to the environment and personnel needs and recommends measures to reduce risk of injury.
Moving and Handling Care Plan is a written care plan for a pupil, drawn up as a result of a Moving and Handling Assessment.

Relevant Current Legislation

5. Provision and Use of Work Equipment Regulations 1998 (PUWER)
6. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995
7. Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
9. Disability Rights Act
11. Restraint Policy (DMBC)
12. DMBC Health and Safety file

Occupational Health Requirements

1. All staff that regularly carries out moving and handling tasks will be subject to a pre-employment medical screening.

2. Employees who suffer from recurring muscular or skeletal disorders that affect their ability to perform moving and handling tasks will be referred to an Occupational Health Practitioner. From here the task is reassessed to ensure the safety of the system of work is correct.

3. Pregnant women regularly undertaking moving and handling tasks will be found alternative work, or ways of working, if there are no aids or adaptations to render the work safe. There will be monitoring procedure to cover the suitability of tasks as pregnancy progresses and, where a mother returns following the birth of a child, monitoring will continue, including the time when the child is being breast fed, for up to one year following the return.

Roles and Responsibilities

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

Executive Director of Education and Culture

Will ensure the effective implementation of the moving and handling policy and has and has a duty of care for all employees.

Governors
Are responsible for the effective implementation, monitoring and evaluation of the schools’ and settings’ moving and handling policy.

**Head teachers**

1. Must be aware of their role and the role of others within the school or setting and liaise with the Authority Health and Safety Section/Link Worker where necessary.

2. Must be aware of their responsibilities 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 operations, that they feel to be unsafe.

4. Must actively support ongoing manual handling training and maintain records of that training.

5. Must ensure that staff, pupils and young people do not wear clothing, jewellery and footwear not suitable for safe moving and handling or that is likely to be a hindrance to safe working.

6. Must ensure that appropriate and adequate specialist training and resources are provided for moving and handling.

7. Must 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 who are deemed to require it. This must include induction and adequate refresher courses. Records of this training must be maintained.

9. Must ensure that moving and handling accidents and/or incidents (actual or near misses) are appropriately reported, recorded and investigated, according to NYCC’s accident reporting procedure.

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

11. Are responsible for maintaining an inventory of all moving and handling equipment in their school or setting. This includes maintenance and inspection records and informing the Authority’s Insurers where necessary.

12. Will refer any employee with a recurring injury to the Council’s Occupational Health Department.
13. Must ensure that any person other than a competent employee of the school or setting, parent or carer of the child does not undertake moving and handling tasks whilst the pupils are under school supervision.

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

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

Responsibilities of all Employees
(Includes all supply and temporary staff)

1. All staff members are responsible for the health and safety of themselves and the health and safety of all people affected by their activities including pupils and young people with whom they work.

2. All employees 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 or setting 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. Will 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. Will report to their Line Manager any injury or health problem that affects their ability to safely carry out moving and handling tasks.

8. Will not wear clothing, jewellery and that may affect the safe handling and moving of pupils.

9. Will undertake a visual check of handling equipment prior to use and will promptly report to the responsible person any fault or defect, and where possible remove it from use.
Responsibilities of Specialist External Agencies

1. All staff members are responsible for the health and safety of themselves and the health and safety of all people affected by their activities.

2. All employees 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. External agency personnel will comply with the Authority’s and their own agency policy and will have undertaken manual handling training.

4. External agency personnel will follow pupils’ and young peoples individual moving and handling plans and any policies and procedures set out by the school.

5. External agency personnel must report any moving and handling concerns to the Head teacher, or responsible person, and their own Line Manager.

Monitoring and Review

The school or setting, through its management structure, must 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:

a) Making adequate routine inspections and checks to ensure that preventive and protective measures identified in the pupil or young person’s moving and handling plan are in place and effective.

b) Ensuring that all personnel involved in the pupil or young person’s moving and handling are adequately trained and given all relevant information.

c) Identifying when a pupils or young person’s moving and handling assessment is no longer valid and initiating the assistance of others, e.g. a Link Worker, to review and update.

d) Adequately investigating the immediate and underlying causes of incidents/accidents to ensure that remedial action 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.

Review involves:

a) 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.
b) Periodically reviewing the whole of the pupil’s moving and handling management system, including the elements of planning, organisation, and control and monitoring to ensure that the whole system remains effective.

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 pupils, etc.

### Contacts List

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<thead>
<tr>
<th>Contact</th>
<th>Address</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Health and Safety Officer</td>
<td>Janet Morris</td>
<td>07788 564532</td>
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<td></td>
<td>Physiotherapist Department</td>
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<tr>
<td>Paediatric Occupational Therapist</td>
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<tr>
<td>School Planning and Development Officer</td>
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<td>Emergency contacts for school incidents</td>
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<td>Assistant Director (Inclusion)</td>
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