



WESTFIELD SCHOOL

Manual Handling Policy

Date Produced	September 2018
Review Due	April 2026
Updated	April 2025
Reviewer	Zoe Burge & Zoe Williams
Ratified by Governors	

Westfield school is a SEND school and this policy focuses on those pupils who require moving and handling care and support. This policy also covers general manual handling as many of the principles are the same.

The school recognises its responsibility to ensure the health, safety and welfare of its employees as far as is reasonably practicable.

Central to this policy is the avoidance of injury and minimisation of risk. Westfield School has a responsibility to ensure the safety of employees and pupils when involved in moving and handling.

The school aims to:

- Avoid unnecessary handling tasks where ever possible;
- Train and educate staff in correct methods of assessment, handling techniques and principles;
- Design equipment and work places to make them ergonomic as is reasonably practicable.

School's provision:

- Staff are provided with education and training for handling and moving operations and in the use of aids and equipment as appropriate;
- The school will ensure provisions of appropriate equipment for moving and handling;
- Suitably trained staff must assess all operations involving manual handling procedures judged to be potential hazardous, and reduce the risk to the lowest level which is reasonably practicable. (suitably trained staff may be Manual Handling Trainers, Physio/OT professionals);
- A risk assessment will be completed where needed;
- All potentially hazardous moving and handling operations should be assessed on any annual basis OR when there are any changes to care needed, equipment or student behaviour/condition.

School's approach to manual handling

Only trained staff are to complete manual handling tasks unless they are with a manual handling trainer.

Westfield school has adopted 2 approaches for safer manual handling:

1. AAPEE

A- Avoid manual handling

A- Asses the load and task

P- Prepare to carry out the task, gather any aids, equipment and additional support.
Plan the move out with the second person.

E- Execute the move follow all the guidance and training provided.

E- Evaluate the move. Did it go well, if not why not? What changes are needed? Do you need support from Manual handling trainer?

2. Base to Face check points

1. Feet. Shoulder width apart one in front of the other.
2. Knees. Soft knees not locked back. Not any more than 90 degrees over the foot.
3. Legs. Use your legs to power the move.
4. Back. Keep your spine in line. Avoid twisting.
5. Arms. Keep them as close to your centre of gravity as possible when carrying a load.
6. Hands. Placed correctly to carry the load.
7. Head. To plan the move and lead the move. Look at the direction you are going in.

Staff responsibilities:

- It is the responsibility of staff involved in moving and handling operations to request assessment/reassessment.
- It is the responsibility of staff to follow any safe systems of work that have been identified by the assessor.
- To check and store all equipment to ensure it is safe and ready to use.
- To report any damage to equipment as soon as it is found.
- It is the responsibility of staff to use any equipment provided in the correct manner in order to carry out any manual handling move. Staff are not to use equipment unless trained to do so by Manual Handling trainers or Physio/OT or any other trained professional.
- It is essential that staff wear appropriate clothing and footwear for their own and other's safety.
- It is the duty of all staff to report all accidents, incidents, injuries and near misses to themselves or to students. See Health and Safety policy.
- It is the responsibility of staff to inform the manual handling trainers of any changes to student or equipment so that the relevant assessments can be carried out and any risks can be reduced and staff correctly supported.
- Staff should not make any adjustment to the equipment provided such as wheel chairs or standing frames. If something has moved or requires adjusting beyond tightening up the relevant professional should be contacted and that equipment should not be used until deemed safe to do so.

Employers' Responsibilities

The employer must ensure as far as is reasonably practicable, the health, safety and welfare of all employees. This includes providing whatever information, instruction, training and supervision are needed to achieve this. The term 'reasonably practicable' means comparing the cost of reducing risk, evaluated in terms of time, effort and money, against the likely benefits gained by risk reduction.

Responsibility for the workplace environment

Rooms where people work must have sufficient floor area, height and unoccupied space to allow them to work without risk to anyone's health safety and welfare. They must have adequate and appropriate ventilation, temperature, lighting and cleanliness.

Responsibilities relating specifically to manual handling

1. Avoidance of manual Handling

Each employer must, so far as is reasonably practicable, avoid the need for employees to undertake any manual operations at work which involves a risk of their being injured.

2. Assessment of Risks

The employer must make a suitable and sufficient assessment of all manual handling operations which involve a risk of injury. This will include reference to four main elements:

- Task
- Load (pupil)
- Individual capability
- Working environment

3. Reduction of risks

The employer must also take steps to reduce the risk of injury to employees, arising from undertaking such manual handling operations, to the lowest level reasonably practicable. As with assessment, a structured approach should be adopted, with reference to the same four elements:

- Task
- Load (pupil)
- Individual capability
- Working environment

4. Provision of information on the Load (pupil)

The employer must take appropriate steps to provide any of those employees who are undertaking manual handling operations, with general indications and (where it is reasonably practicable) precise information on:

- The weight of the load (pupil)
- The heaviest side of any load whose centre of gravity is not positioned centrally.

5. Review of Risk Assessments

Any risk assessment must be reviewed by the assessor who made it if

- There is reason to suspect that the assessment is no longer valid
- Or there has been significant changes in manual handling operations at work to which the assessment relates

Where as a result of a review, an assessment changes, the employer must document these changes and respond to them.

Employees' Responsibilities

General responsibilities for health, safety and welfare in addition to those already listed above.

1. Responsibility for people

Every employee has a duty whilst at work to take reasonable care of health and safety of themselves and other people who may be affected by his actions or omissions- ie actions he chooses to do or not to do.

2. Responsibility to co-operate with employer

Each employee must co-operate with the employer to allow them to comply with his health and safety duties.

3. Responsibility for using equipment appropriately

Each employee must use appropriate equipment supplied by the employer, in accordance with training and instructions provided. This clearly includes equipment and aids for manual handling.

RESPONSIBILITIES RELATING SPECIFICALLY TO MANUAL HANDLING

The manual handling operations 1992 specify only one key responsibility for employees:

Using safe systems of work

Every employee must use safe systems of work provided by the employer through an assessment carried out by a trained manual handling trainers.

Employees, by law, must comply with systems specified in policies and procedures relating to manual handling. This includes this policy, risk assessments and safe systems put in place.

What to do to avoid an incident or near miss occurring while carrying out a manual handling task and how to report them.

All staff are required to follow the safe systems of work at all times. Equipment should only be used by staff who have had relevant training from Manual handling trainers or a relevant

professional (OT/Physio). Any near misses are to be reported to the manual handling trainers who will review the safe systems of work and discuss with the relevant staff.

Should a student have a seizure while being moved the staff should stop and lower student to nearest safe place, even if that is the floor. Remove any hazards, this included the hoist and spreader bar. Follow procedures for recording and reporting seizure.

If a hoist failed whilst in use, pull the emergency pull cord which will lower the pupil to the floor or nearest/safest equipment safely. Make the environment as safe as possible, report the incident to a moving and handling trainer.

Mobile hoist and sky frame hoist use. To follow safe system at work. Only staff with manual handling training should use the mobile hoist. Breaks only to applied when in storage or transported in the mini bus. Students should only be moved as short a distance as possible from on place to another piece of equipment as close as is safe to do so. Both have a n emergency cord or button that will lower to the ground. Both need charging after use. If equipment is damaged it should be reported to School Business Manager.

Should a member of staff become injured or unwell during a lift or move student should be made safe first. This may be by strapping them back into the chair, lowering to nearest safe place and ensuring and safety features are used correctly. Then the staff may raise the alarm and call for help. This incident should be reported to SLT's and class teacher.

References

Health and safety at work Act 1974 and Manual Handling Operations Regulations 1992

Health & Safety Policy – January 2023: Westfield School

Manual Handling Care Plan

Name of client: D.O.B: Build:		Name of assessor:	
Handling constraints relating to disability, medical condition, comprehension, behaviour, cooperation:			
Degree of independence, mobility, weight-bearing, ability, likelihood of falls etc.			
Checklist			
1. Tasks		2. Methods to be used	
3. Remaining problems and further measures required			
Toileting			
Standing Frame			
Rebound			
Feeding			
Hydrotherapy			
Physiotherapy			
Medical condition e.g. spasm/stiffness			
Changes to layout of room or furniture			
Changes of route			
Training			
Medical issue with carer e.g. pregnant/back problem			
Date Assessed:			
Assessors signature			
Staff Signature(s)			
Proposed Review date:			

Manual Handling Form IPA1
Individual Pupil Assessment

Name D.O.B Year group		Male/ female Condition Weight/ build Culture	
	Abilities	Equipment normally used	
Communication			
Walking			
Standing/ sitting			
Personal care			
Transfers			
		Yes	Notes
1. Does weight/size/shape of pupil present a risk?			
2. Does communication present a risk?			
3. Does comprehension present a risk?			
4. Is there a history of falls?			
5. Are there medical conditions?			
6. Is pain/discomfort a risk factor?			
7. Do clothes/equipment/appliances present a risk?			
8. Does behaviour present a risk?			
9. Is frequency of handling a risk?			
10. Insufficient rest or recovery periods			

11. Do attitudes and feelings and anxiety present a risk?		
12. Are there any environmental risks?		
13. Are there risks concerning individual capability (child)?		
14. Are there risks concerning individual capability (staff)?		

Risks Identified and Action Plan

Risks Identified	Action Plan	Date of completion

Safe System of Work

MANUAL HANDLING POLICY, IN ACCORDANCE WITH MHO REGS 1992, STATES THAT CARERS FOLLOWING THIS SAFE SYSTRM OF WORK MUST HOLD A CURRENT HANDLING CERTIFICATION AND HAVE RECEIVED INSTRUCTION IN THE USE OF ALL RELEVANT EQUIPMENT.

Carers should take responsibility for their own postures and personal safety throughout all manual handling procedures.

Date Assessed:					
Assessors signature					
Staff signatures(s)					
Proposed review date					

Activity – Pupil transfer between equipment

Appendix D

Task:

Does this task involve:	Risk Present:	Hazard:	Existing Control Measures:	Further Action Required:
Holding loads away from the trunk				
Twisting				
Stooping				
Reaching upwards				
Large vertical movements				
Long carrying distances (over 10 meters)				
Strenuous pushing or pulling				
Unpredictable movement of pupil/ student				
Frequent or prolonged physical effort				
Insufficient rest and recovery				

Load:

Is it:	Risk Present:	Hazard:	Existing Control Measures:	Further Action Required:
Heavy				
Bulky				
Difficult to grasp				
Unstable/ unpredictable				
Medical factors e.g. spinal rods, feed tubes, pumps etc.				
Intrinsically harmful e.g. sharp/ hot etc.				

Environment:

Are there:	Risk Present:	Hazard:	Existing Control Measures:	Further Action Required:
Space constraints preventing good posture				
Uneven, slippery floors				
Variation in levels				
Poor lighting conditions				
Climate, hot/ cold/ humid conditions				

Staff Capability:

Are there:	Risk Present:	Hazard:	Existing Control Measures:	Further Action Required:
Restrictive clothing				
Does the task require unusual strength or height				
Task puts at risk those who are pregnant or have a health problem				
Wearing of personal protective equipment (PPE) hinder users' posture				
Does the task require special knowledge or training for its safe performance				

Assessor:**Signed:****Review Due:**