

**Les Quennevais School**

**Manual Handling Policy**

<b>Date of initial policy</b>	<b>January 2022</b>	<b>Date of next review</b>	<b>January 2025</b>
<b>Reviewed</b>	<b>January 2024</b>		

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**Aim:**

At Les Quennevais School we value all, we respect all and we are determined to enable all to have equality of access to the curriculum and all learning & personal development opportunities. In-line with our SEND policy, our Children with Medical Needs policy, our Inclusion Policy and our Equality Policy, it is essential that we have a clear school understanding of our responsibility regarding enabling students with physical needs to access all learning opportunities.

**Definitions:**

- i. The terms “Manual Handling” or moving and handling” includes any transporting or supporting of a load or person. This includes pulling, pushing, lifting, lowering, carrying or moving by hand or bodily force
- 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

Les Quennevais School recognises that the risks of injury from moving and handling students are greatest with regard to students with special educational needs. Moving and handling students is an unavoidable part of working to support young people with physical special educational needs and our staff are at particular risk since the “load” involved is human and can move. Common situations involving students which are potentially hazardous include moving into and out of vehicles; lifting wheelchairs up steps; personal hygiene routines; transferring between specialist seating/equipment and emergency evacuation.

All SEND staff will receive generic moving and handling training, and specific guidance will be provided for each child or young person with moving and handling needs. Each child or young person with the consent of their parent / carer will have a risk assessment undertaken, which will be shared with appropriate staff. We recognise our responsibility to ensure the health, safety and welfare of our employees as well as students, as far as is reasonably practicable. This policy applies only to the handling, moving and carrying of children and young people in school and participating in school activities as access to the curriculum, therapies and other school activities require.

To this end, we aim to do the following.

1. Avoid manual handling operations which are a risk to our employees as far as is reasonably practicable.

2. Assess all operations involving manual handling procedures that cannot be avoided, and reduce the risk to the lowest level that is reasonably practicable and make a record of risk assessment.
3. Ensure that all potentially hazardous operations involving manual handling are assessed if and when required and reviewed at least annually.
4. 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.
5. The equipment used in lifting and moving children should be checked regularly.

## **Equipment**

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 Les Quennevais employees' health and safety.

The Health and Safety at Work Act places general duties on us as employers to ensure the health and safety of our employees and anyone else on the premises.

Staff must fully use any measures taken to reduce risks and should follow safe systems of work provided by the employer, Les Quennevais School.

In line with the Lifting Operations and Lifting Equipment Regulations Act to ensure the safe use of lifting equipment, lowering equipment and accessories for lifting/lowering equipment provided or used at work. Les Quennevais School aims to use lifting equipment to reduce health and safety risks and require that the lifting equipment is:

- ♣ strong and stable enough for its 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 inspection is carried out by competent people. (Lifting Equipment for lifting people should be checked formally every six months);
- ♣ subject to pre-use checks before it is used;
- ♣ covered by defect reporting systems;

Written records of these inspections are to be kept in a safe place by the Site Manager

The moving and handling of children and young people is not part of any teacher's job or professional obligations.

**Staff should:**

- ♣ undertake relevant training;
- ♣ take responsibility for their own health and safety and that of others who may be affected by their actions including:
  - ♣ reporting 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;
  - ♣ reporting to the Senior Leadership team any circumstances that (within their level of competence) they consider to be a risk to health and safety including any equipment faults;
  - ♣ report any accident or incident to the Senior Leadership Team and complete an accident and/or incident form. Through training, teachers should recognise the possible existence of emergency situations in which the moving and handling of students for life-threatening and potentially dangerous reasons might be necessary as part of the teacher's general duty of care.