



**Policy  
for  
Moving and Handling  
of  
Students**



ST PAUL'S ACADEMY

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## **1. Context**

St. Paul's Academy is fully inclusive Catholic Academy which welcomes all students regardless of their level of need, ability or disability, ethnicity and socio-economic background. We expect all students who come to the academy to achieve their potential and to have their achievements recognised and valued.

The school has some students who have medical conditions which require daily moving and handling assistance.

St. Paul's Academy has a number of students who require physical assistance with movement or changing or toileting during the school day.

## **2. Introduction**

Moving and handling of all students should always be carried out with respect for the individual whilst following the school policy.

The school ethos promotes treating students with dignity and respect in all school activities. It is the duty of all staff to demonstrate that ethos in our duty of care in safeguarding our students.

Manual handling is defined as 'the transporting or supporting of any load by hand or bodily force' (Manual Handling Operations Regulations, 1992). This includes lifting, pushing, pulling, putting down, carrying and moving. In effect, any activity that requires an individual to lift, move or support a load, will be classified as a manual handling task.

Moving and handling has a high priority in all care settings including education and has become a mandatory skill for nurse training and for healthcare workers in all trusts. The widespread use of slide sheets, transfer boards and hoists has shown that trusts and local authorities are providing equipment to aid staff in moving and handling situations.

The Health and Safety at Work Act 1974 states that one of the duties of the employee in the workplace is to: 'Take reasonable care of their own health and safety and those who may be affected by their acts and omissions.'

In addition to this there are more specific acts such as the Management of Health and Safety of Work Regulations 1999 or the Manual Handling Operations Regulations 1992 (updated 2002). These emphasise that employees should take care to ensure that their activities do not put others at risk, yet the duties and responsibilities of the employee simply focus on the need to attend a moving and handling course annually and make proper use of any equipment and systems provided.

The following policy outlines best practice when working with students at St. Paul's Academy, for the students' and member of staff's personal safety during moving and handling situations.

## **3. Moving and Handling Practice**

Before entering into a moving and handling situation with any student, staff should make themselves aware of

- The medical needs of the students who require assistance (see statement of Special Educational Needs, Physiotherapy and Occupational Therapy Care plans)
- The school Health & Safety Policy including whether a risk assessment needs to be carried out (See Appendix 2)

- The guidelines provided by the specific training on Safe Working loads and safe lifting guidelines (see Appendix 1)
- Any risk assessments which have been carried out. (see Appendix 2)

Staff will be provided with training and guidelines if

- a student needs the use of a hoist to be moved
- a student needs to use specialised equipment such as a standing frame, pacer
- a student has any other individual requirements

Specialist guidelines will be stored in the student's SEN file. Training for specialist equipment is usually carried out by an Occupational Therapist.

Staff should not be involved in any moving and handling situation without specialist training.

#### **4. Moving and Handling when toileting**

*(See also St. Paul's Academy Personal & Intimate Care Policy)*

Included in Moving and Handling Practice is the support of the most personal needs of our students. There may be some students who need to be moved on to a bed to enable changing. As above, staff should be aware of the individual needs of a student.

As above, safe practice and techniques that support student health and wellbeing should always be used.

There should always be an additional adult present when involved in the intimate care of a student.

#### **5. Staff training**

All relevant staff will receive annual training to reflect the ongoing changing profile of students requiring physical assistance. This is usually carried out by an occupational therapist.

All relevant staff have general 'Moving and Handling' training which is updated every 2 years.

**This policy should be reviewed and updated every two years.**

## **Appendix 1**

### Safe lifting guidelines

- **Avoid lifting where possible**
- Plan your move including distance and environment
- Keep your back straight
- Have a stable base – wide leg stance
- Get a firm grip
- Check if the load is stable
- Keep the load close to the body
- Use the arms and muscles of the body to support load
- Lift smoothly – don't jerk
- Position feet and face towards the direction of travel
- Avoid lifting and twisting – know your centre of gravity
- Work as a team
- Know your own capability and limits
- Follow the recommended weight guidelines
- Use equipment wherever possible
- Personal protective clothing and equipment, if appropriate

## **Appendix 2**

### **The need for risk assessment**

Risk assessment in moving and handling is the process of identifying the hazards and weighing up the risks to make the working environment safer for employees and patients. Risk assessment is a holistic process with several interrelating aspects.

#### **TILE**

is an acronym for a simple checklist for identifying risk:

##### **1. The Task**

Does the activity involve twisting, stooping, bending, excessive travel, pushing, pulling or precise positioning of the load, sudden movement, inadequate rest or recovery periods, team handling or seated work?

##### **2. The Individual**

Does the individual require unusual strength or height for the activity, are they pregnant, disabled or suffering from a health problem. Is specialist knowledge or training required?

##### **3. The Load**

Is the load heavy, unwieldy, difficult to grasp, sharp, hot, cold, difficult to grip, are the contents likely to move or shift?

##### **4. The Environment**

Are there space constraints, uneven, slippery or unstable floors, variations in floor levels, extremely hot, cold or

humid conditions, poor lighting, poor ventilation, gusty winds, clothing or Personal Protective Equipment that restricts movement?

Risk Assessments should be carried out by a team using appropriate guidelines.

For further information, the following website may be useful:

<http://www.healthyworkinglives.com/advice/work-equipment/manual-handling.aspx>