

RIVERSIDE SCHOOL



MOVING AND HANDLING POLICY

APPROVED BY GOVERNORS ON 27th JANUARY 2010

DUE FOR REVIEW JANUARY 2012

**RESPONSIBLE PERSON – INTEGRATED SERVICES CO-ORDINATOR AND
PHYSIOTHERAPIST**

SIGNED BY CHAIR OF GOVERNORS _____

HEADTEACHER _____

This policy is the moving and handling policy for Riverside School from January 2010. It replaces all previous such policies and covers all manual handling operations which take place within the school and on educational visits outside of the school grounds.

A definition of manual handling operations is:

'any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force'

Load is anything which is moveable e.g. inanimate object, person or animal.

Aims and Objectives

It is the intention of the Head Teacher and Governors to reduce the risk of all manual handling operations to ensure maximum safety to staff and pupils while not eliminating educational activities because they involve manual handling operations. In doing so, the school is not only emphasising its commitment to the welfare of all staff and pupils, but also demonstrating its full compliance with the 'Health and Safety at Work Act 1974 (HASAWA 1974)' and the 'Manual Handling Operations Regulations 1992 (MHOR 1992)'.

The MHOR (1992) states that *the employer* (regulation 4) should so far as reasonably practicable:

1a) avoid the need for his employees to undertake manual handling operations at work.....

1b) where it is not reasonably practicable to avoid the need for his employees to undertake any manual handling at work which involves a risk of their being injured to:

- a) make suitable and sufficient assessment of all such manual handling operations....
- b) take steps to reduce the risk of injury to the lowest level reasonably practicable
- c) to provide information on a given load including its weight, size and centre of gravity.

The employee (regulation 5) should make full and proper use of any system of work provided for his use by the employer in compliance with regulation 4.

Roles and Responsibilities

The head teacher, deputy head teacher and governors have responsibility for the implementation of this policy.

In discussion with the head and deputy head teachers, governors and multi disciplinary team (physiotherapists, occupational therapists) as appropriate, the

TLR (Teaching and Learning Responsibility) post holder for 'Integrated Services' is responsible for the following areas:

1. In consultation with physiotherapists and occupational therapists, writing risk assessments for each pupil, ensuring their implementation and reviewing as necessary
2. Delivering training programmes for all staff including induction and refresher courses
3. Supervising staff and advising staff about individual pupils/issues arising
4. Keeping records of staff training and supervision
5. Coordinating funding for manual handling equipment including:
 - Ongoing maintenance
 - Identifying and selecting correct equipment
 - Ordering equipment from agreed suppliers
 - Care and maintenance of equipment to comply with current legislation
6. Implementing the procedure for withdrawing unsafe equipment
7. Ensuring procedures to be followed in the event of a dangerous situation (falling pupil etc) are known to all staff.

It is the responsibility of the Deputy Head Teacher to ensure adequate training is given for the role of Moving and Handling trainer and adequate time is allocated for staff training to occur.

It is the responsibility of the Head Teacher or Deputy Head Teacher to ensure that all environmental adaptations are carried out in order to ensure safe pupil handling.

Reporting an Accident/Incident

All accidents or near misses should be reported immediately in line with the following procedure:

- Report incident to your line manager or person in charge at the time of the incident
- Inform the Deputy Head Teacher or Head Teacher if Deputy is absent
- Inform the TLR2 Post holder for Integrated Services
- Fill in the accident book including a statement of events as they occurred
- Check if required and then fill in appropriate Incident Report Forms (e.g. IR1) available from the nursing team or school business manager
- Cooperate fully with any resulting investigation relating to the incident

Monitoring and Reviewing

- This policy and its effectiveness will be reviewed at least annually

Julia James (TLR2) and Carolyn Thwaites (physiotherapist) Jan 10

Appendix 1 – Current Post Holders (Jan 2010)

Head Teacher – Dr Viv Hinchcliffe
Deputy Head Teachers – Mr Steve Solomons
School Business Manager – Mrs Sue Crane
Head of Nursing Team – Mrs Sue Holloway
Physiotherapists – Mrs Carolyn Thwaites
Occupational Therapist – Ms Kerry Brown
TLR2 for Integrated Services – Mrs Julia James

Manual Handling Key trainers

- Sue Grover
- Evelyn North
- Hazel Norman
- Chris Hill