Moving & Handling Policy

Ratifying Committee	**Health, Safety & Safeguarding**
Date	**October 2025**
Review	**Annually**

John Fletcher of Madeley is committed to ensuring the safety of its staff and pupils. We will take all reasonable steps to minimise manual handling risks through appropriate training, support, and planning.

Signed: Headteacher
Signed : HBromwich (Moving and Handling Trainer)
Date: October

The Health and Safety at Work Act 1974 places a general duty on employers to “ensure so far as is practicable the health, safety and welfare of all” (Section 2.1). The Manual Handling Operations Regulations 1992 (with relevant updates, including revisions in 2024) which came into effect on 1st January 1993 supplement the employers and employee’s responsibilities with specific duties. These duties are designed to reduce the level of occupational injury associated with manual handling. Improvements to manual handling will ultimately improve the quality of education for the pupils. The regulations that guide manual handling practice include:

- The Work Place (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992 – Revised 2004
- Working at Heights Regulations 2005
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR)

John Fletcher of Madeley will, as far as is reasonably practicable, take steps to meet their responsibility by creating safe systems of work in relation to moving and handling of pupils and loads.

Key Points (Quick Summary)

- Pupils must **not be lifted** unless part of an agreed, trained care plan.
- All staff must complete **manual handling training**.
- Report equipment issues, injuries, or concerns to the **Health & Safety Lead**.
- Use equipment correctly and maintain good posture.
- Risk assessments must be completed before any manual handling task.

1. AIMS

- To ensure that all manual/moving and handling tasks are kept to a minimum.
- To avoid manual handling as far as reasonably practical.
- To ensure staff are trained and that there are sufficient aids and equipment to become, wherever possible, a ‘no manual lifting of pupils’ organisation.

2. Definitions

- **Manual Handling:** Any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying, or moving).
- **Load:** Can include people (e.g. pupils), equipment, or materials.
- **Individual Handling Plan:** A specific, documented plan for handling a pupil with physical needs.

- **Mechanical Aid:** Equipment designed to reduce or eliminate manual handling (e.g. hoists, slings, standing frames, slide sheets).

3. Working Safely: Staff Responsibilities

3.1 Staff MUST:

All staff are expected to:

- Follow this policy and associated procedures.
- Report any manual handling risks or incidents to their line manager or health & safety lead.
- Use equipment provided correctly.
- Attend manual handling training when required.
- Ensure they take reasonable care of themselves and others and co-operate with their employer in meeting health and safety responsibilities.
- Be aware of posture and body mechanics during all moving and handling tasks.
- Staff to monitor their positioning and movements when undertaking any Moving and Handling that may put stress on the muscles of their back i.e., excessive twisting, turning and leaning back supporting a pupil.
- When supporting a pupil at floor level for an extended time, staff should change position regularly and use appropriate back support to reduce strain.
- Inform the designated lead if you experience discomfort, strain, or require assistance.
- Ensure that if they have personal risk assessments that affect moving and handling, they are responsible for adhering to them and bringing them to the attention of the relevant member of staff.
- Act on information provided during induction and further training.
- If applicable follow the school generic and pupil specific moving and handling risk assessments and comply with them.
- Make a visual/tactile check on all moving and handling equipment before use.
- Request further advice/support if unsure **BEFORE** carrying out a task
- **Request further advice and support BEFORE carrying out a task if a medical condition (temporary or permanent) may impact on moving and handling.**
- Make full and proper use of any equipment or safe systems of work that are provided for their own safety and others.
- Wear suitable clothing and footwear to carry out their tasks safely.
- Comply with information and controls on risk assessments.
- Ensure that they maintain all equipment safely, including storage, charging, cleaning and ensuring equipment can be located at all times.
- Bring any concerns or risks regarding manual handling to Stacey Cross, who will enable support of a Moving and Handling Trainer to be actioned.
- Report any accidents, incidents or near misses in line with established reporting procedures.

4. STAFF TRAINING

Staff involved in lifting or handling pupils with disabilities will receive:

- **Manual handling training tailored to their role**, delivered by a physiotherapist or a trained manual handling instructor.
- Training will include techniques, use of equipment (e.g. hoists or slings), and emergency procedures.
- All other staff will receive **basic manual handling awareness training** as part of their induction and at annual training.

5. Key Principles

5.1 General Manual Handling

- Staff must **avoid** manual handling tasks wherever reasonably practicable.
- Use of **mechanical aids**, trolleys, or other equipment should be prioritized.
- Staff should assess the **load, individual capability, task, and environment** (LITE) before any manual handling.
- No staff member should be expected to perform a manual handling task they are not trained or comfortable to do.

5.2 Handling Pupils

- **Pupils must not be lifted** or physically carried by staff, **except where the child has a disability and lifting is required as part of their care plan.**
- In such cases, a **manual handling risk assessment** must be completed.
- An **Individual Handling Plan** must be created, agreed upon, and reviewed regularly.
- Staff involved must receive **specialist training from a qualified physiotherapist** or manual handling specialist.

7. Risk Assessment

- Manual handling tasks must be **risk assessed** using a standard school risk assessment template.
- For pupil handling, assessments must be completed in consultation with:
    - Physiotherapist / Occupational Therapist.
    - SENCO.
    - Parents/Carers (where appropriate).
- Risk assessments will consider:
    - The Pupil's medical and physical needs.
    - The number of staff required.
    - Appropriate equipment
    - Staff training and competency

8. Roles and Responsibilities of Specific Staff

Role	Responsibilities
Headteacher / SLT	Ensure this policy is implemented and resourced appropriately. Monitor training compliance.
Health & Safety Lead	Conduct audits, ensure equipment checks, manage incident reporting, coordinate with trainers.
SENCO	Coordinate pupil-specific risk assessments and Individual Handling Plans with external professionals.
Manual Handling Trainer / Physiotherapist	Deliver training, assess risk, develop safe techniques and handling plans.
All Staff	Follow procedures, report risks, attend training, and use equipment correctly.

9. Communication with Parents/Carers

Parents/carers are kept informed when manual handling is part of a child's care plan:

- Parents/carers must be involved in the planning and reviewing of handling strategies.
- Consent and understanding should be documented.
- Any changes to the plan will be communicated promptly.

10. Emergency Situations

In the event of an emergency (e.g. fall, injury, fire evacuation), staff may need to deviate from standard procedures to ensure pupil safety. In such cases:

- The incident must be reported immediately.
- An updated risk assessment will be carried out afterwards.
- Emergency evacuation protocols will be included in PEEPs (Personal Emergency Evacuation Plans) for pupils with additional needs.

11. Monitoring and Review

- The policy will be reviewed **annually**, or sooner if:
    - There are significant changes to legislation.
    - There is a serious incident or near miss.
    - There is a change in pupil needs.
- The review will involve: Health & Safety Lead, SENCO, SLT, and manual handling trainer.

Policy Statement

John Fletcher of Madeley is committed to ensuring the safety of its staff and pupils. We will take all reasonable steps to minimise manual handling risks through appropriate training, support, and planning.

Signed: *(Headteacher)*

Signed: HBromwich (Moving and Handling Trainer)

Date: October 2025