



The Queensmill Trust

Policy for Moving and Manual Handling

Moving and Handling Policy

The Queensmill Multi-Academy Trust recognises its responsibility both to provide curriculum access for children with disabilities and to ensure the health, safety and welfare of its employees and pupils as far as is reasonably practicable. This manual handling policy has been designed to comply with the requirements of The Manual Handling Operations Regulations, 1992 (revised 1998 edition), and The Health and Safety at Work Act, 1974. It takes full account of the Disability Discrimination Act, 1995, The SEN and Disability Act, 2001, The European Convention for the Protection of Human Rights and Fundamental Freedoms and the EU Charter of Fundamental Rights (Nice 2000).

The Queensmill Trust aims to:

- Ensure full access to the curriculum and participation in the life of the trust of children with disabilities.
- Ensure the dignity and right to privacy of such children.
- Avoid manual handling and lifting of hazardous loads as far as is reasonably practicable.
- Assess fully all potentially hazardous manual handling where it has been impossible to eliminate it.
- Reduce any risks that are identified to the lowest level.
- Provide such information, instruction, training (TEAM TEACH) and supervision as is necessary to ensure the health, safety and welfare at work of all employees.
- Protect the health and safety of visitors to the trust whilst they are on the premises as far as is reasonably practicable
- Ensure that staff are aware of this policy and have read and understood relevant risk assessments.
- Monitor all accidents and incidents and ensure they are entered in the accident book.
- Implement and maintain work systems (behaviour plans and risk assessments) that are safe and minimise health risks.



- Make reasonable allowances for employees who become pregnant or develop a medical condition which may affect their ability to perform the required moving and handling tasks (a risk assessment is in place for employees who are pregnant. Any person becoming unfit for the work must not return to it until the Occupational Health Unit deems them fit enough.)

Children at The Queensmill Trust will:

- have their entitlement to curriculum access and full participation in the life of the trust acknowledged;
- receive appropriate assistance from staff employing safe systems of work (Team Teach) and implementation of behaviour plans and risk assessments;
- have their dignity and privacy protected at all times;
- have their safety championed and the risk of injury will be minimised or eliminated;
- as far as they are able, be expected to move independently and take responsibility for their safety and that of others.

Staff employed by The Queensmill Trust will:

- Take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions including:
 - reporting to the appropriate line manager any medical condition (temporary or permanent) that may develop (including pregnancy) which may affect their ability to carry out moving and handling tasks;
 - reporting to the appropriate line manager any problems or unsafe practice that (within their level of competence) they consider to be a risk to health and safety including any equipment faults.
- They will:
 - co-operate with the employer to allow the employer to comply with his/her health and safety duties;
 - use equipment appropriately in accordance with training and instructions provided;
 - follow the behaviour plans and risk assessments drawn up for each child;
 - comply with the moving and handling policy;
 - undertake any specified training to fulfil their duties;
 - not carry out moving and handling procedures without appropriate training (Team Teach)
 - report any accident or incident to the appropriate line manager and complete the accident book;
 - assess an emergency situation first. Where possible, they will follow the emergency techniques described in the moving and handling training (Team Teach) unless the child is in danger or in serious need.



GUIDELINES FOR SAFE WORKING

RISK ASSESSMENT

- a risk assessment should be undertaken when a child requires physical assistance with their movement;
- information from this assessment will inform the writing of the RA
- the health, safety and dignity of the child and of all those concerned is paramount;
- ensuring access to the curriculum, therapies, and other trust activities are a priority.
- where a child's movement requires any form of physical assistance on a regular and known basis, a Risk Assessment (RA) will be agreed and documented to identify the method of movement and the amount of support to be given;
- the responsibility to ensure a RA is in place lies with the Head teacher and Governing Body;
- the advice and views of children (as far as is reasonably practicable), parents/carers and other relevant staff, e.g. Physiotherapist, Occupational Therapist, should be sought and taken into account;
- the RA must be followed for the employee's own safety and that of others including the child;

Risk Assessments must be kept for a minimum of six years commensurate with requirements relating to injury claims.

Updated 2013

Updated Jan 2016 *F Adu*

Policy reviewed – Autumn 2021

Reviewed by *F Adu*

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