



**Atlantic Academy Portland**  
an Aspirations Academy

# Moving and handling of children and young people with physical (mobility) difficulties

**2022/2023**

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## 1. Introduction

- This policy is about children and young people who have physical difficulties affecting their mobility and the staff supporting them with this.
- Having physical difficulties can be profound for some children and young people. It can affect their independence and how they access learning. It can also have an impact on their health and wellbeing. Other children and young people may have difficulty getting around the school and playground, sitting in the classroom, or going to the toilet.
- Staff can help children and young people with physical (mobility) difficulties by moving and supporting them, sometimes with special equipment. This is known as moving and handling. It is also called manual handling.
- This policy explains how we will approach moving and handling at Atlantic Academy Portland. We want to do this as safely as possible so that we reduce the risk of injury to everyone involved.
- Moving and handling can be dangerous if it is not done properly. Therefore, it is very important that everyone follows this policy.

## 2. Vision and Aims

At Atlantic Academy, we want our children and young people with physical (mobility) difficulties to:

- be happy
- enjoy their education and have equal opportunities
- be safe
- be involved in their care
- be confident about the support they receive
- achieve their full potential

We also want our staff to be as knowledgeable, confident and safe as possible when undertaking moving and handling tasks.

This policy explains how we will achieve these aims.

## 3. Legislation

We will start our approach to safer moving and handling of children and young people by following relevant legislation, including:

- Health and Safety at Work Act (HSWA), 1974
- Management of Health and Safety at Work (Amendment) Regulations (MHSWR), 2006
- Manual Handling Operations Regulations (MHOR), 1992
- Equality Act (EqA), 2010

- Human Rights Act (HRA), 1998
- Mental Capacity Act (MCA), 2005 - for those over 16 years
- Lifting Operations and Lifting Equipment Regulations (LOLER), 1998
- Provision and Use of Work Equipment Regulations (PUWER), 1998 including the use of Personal Protective Equipment (PPE)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

We will also follow the *Safer moving and handling for children and young people with physical (mobility) difficulties* policy and guidance (Dorset Council, 2021).

#### 4. Guiding Principles

In line with the Manual Handling Operations Regulations 1992, we will:

- **Avoid** manual handling situations, wherever possible
- **Assess** manual handling tasks that cannot be avoided
- **Reduce** the risk of injury to all involved by following the risk assessment
- **Review** moving and handling risk assessments when changes occur, or when they are no longer valid.

#### 5. Training

At Atlantic Academy, all staff who need to undertake moving and handling of children and young people will receive appropriate training before doing so. As a minimum, this training will include:

- an overview of relevant legislation
- the responsibilities on employers and employees
- the need for and importance of following risk assessments
- an awareness of the spine
- ways to avoid musculoskeletal injuries
- an explanation of why 'controversial handling techniques' should not be used
- an awareness of skin viability and vulnerable joints
- a practical training session for staff to demonstrate they can apply safer handling techniques
- the purpose of small manual handling aids and how these can benefit both staff and children or young people.

A record of all staff training and associated competencies will be kept by the school.

#### 6. Risk Assessment and Care Plan

As moving and handling can cause injuries, we will avoid such tasks where possible (to ensure a safe system of work), by:

- encouraging a child or young person to do as much as they can themselves
- looking at alternative ways of completing tasks, such as educating pupils with mobility difficulties in accessible spaces and wherever possible, on the ground floor
- using lifting equipment where appropriate.

If we can't avoid moving and handling, or if lifting equipment is needed, we will make sure a risk assessment is undertaken. The risk assessment will consider who could be harmed or injured during the task and what can be done to reduce the risk of such harm or injury. It will help us to identify safer systems of work, such as:

- introducing approved manual handling techniques
- using small handling aids and equipment (e.g. slide sheets, kneeling pads and handling belts).

We will use the Dorset Council Moving and Handling Risk Assessment and Care Plan for this purpose.

The Moving and Handling Risk Assessment and Care Plan will also detail the daily moving and handling tasks to be undertaken in school, when, how and by whom. It will consider the child or young person's capability, medical needs, behavior, and any other needs.

We will involve the child or young person, and their family in this process. We will also involve professionals such as therapists, where needed. The Risk Assessment and Care Plan will be shared with all relevant staff so that safer systems of work are followed.

We will ensure that our Risk Assessment and Care Plans are updated every 12 months or sooner if incidents or changes occur that affect moving and handling.

## **7. Equipment**

Some children and young people with physical (mobility) difficulties will have specialist equipment at school. This equipment is usually prescribed by an occupational therapist or physiotherapist. This includes items such as specialist seating, standing frames and walking aids. Sometimes equipment is provided to help with moving and handling tasks, such as hoisting and transfers.

At Atlantic Academy all specialist equipment will be used in line with the manufacturer's instructions and all relevant staff will receive competency training in how to use it before doing so. Training in the use of specialist equipment will be provided by the prescribing therapist and/or manufacturer, or by a moving and handling training provider.

We will check all moving and handling equipment (including slings) before and after each use to check that it is safe, undamaged and clean.

If staff have concerns about the safety of specialist equipment, they will not use this and report it to the Headteacher immediately. If appropriate, the specialist equipment will be taken out of use and labeled unsafe.

The Principal will ensure that all equipment at the school is maintained according to both the manufacturer's and legal requirements, ensuring compliance with Provision and Use of Work Equipment Regulations (PUWER) 1998 and where necessary, Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. Equipment will also be cleaned after each use.

## 8. Falls

If a child or young person with mobility difficulties begins to fall, staff at Atlantic Academy will not attempt to catch them, in line with moving and handling guidance. However, if **all** the conditions below apply, staff can choose whether to execute a controlled descent to the floor:

- training has been received on controlled descents to the floor
- the falling child or young person is directly next to the staff at the time they are falling
- staff are in a position to support them to the floor
- staff are not putting themselves in danger.

A fallen child or young person will not be moved if it places them or staff at risk of injury or harm. Staff will seek advice from a first aider or moving and handling trained staff.

## 9. Staff Clothing and Footwear

All staff undertaking moving and handling tasks will wear appropriate clothes, footwear and PPE (where required to do so) such as masks, gloves and aprons.

Clothes and jewellery that present a risk, such as scarves, ties, long necklaces and large earrings or rings will be removed before completing moving and handling tasks. Shoes should be flat and be closed at the front and back to protect the feet.

Where possible, staff, children and young people with long hair should tie this back for manual handling tasks.

All staff supporting personal care needs will wear appropriate PPE and adhere to infection prevention and control procedures.

## 10. Principal Responsibilities

The Principal will ensure that:

- the school is compliant with relevant legislation
- staff are familiar with this policy
- moving and handling tasks are avoided, where possible
- moving and handling tasks that cannot be avoided are risk assessed and that risk assessments are kept up to date
- safe systems of work are followed
- specialist equipment is provided where needed, and maintained and serviced as required
- all staff undertaking moving and handling of children and young people receive appropriate training and update this at a frequency advised by the training provider, before carrying out such tasks
- new staff are supervised when undertaking moving and handling tasks
- Incidents which result in injury are recorded, reported and fully investigated as per the accident reporting policy and legislation with systems of work and risk assessments reviewed after the incident.

## 11. Staff Responsibilities

Staff will ensure that they:

- safeguard their own health and safety and that of any person who may be affected by their actions
- familiarise themselves with this policy
- follow identified safe systems of work
- use equipment provided
- use equipment in accordance with the instruction and training received
- report faults with equipment to line management immediately and take items out of use (with a clear note on the item explaining this and the date of reporting)
- attend training as required and apply the knowledge gained to all moving and handling tasks
- report all incidents or accidents, including 'near misses'
- inform line management if they are unable to perform normal moving and handling duties
- conduct an on-the-spot, or dynamic risk assessment before carrying out any manual handling task
- do not perform a moving and handling task if they are unsure how to carry it out or which they believe is beyond their physical capability
- comply with the school's policy regarding suitable clothing, footwear and infection control and prevention.

The policy will be monitored and reviewed yearly to ensure its continued development. Any changes made to moving and handling within the academic year will be reflected in this document. The Governors of this academy are in full agreement with this policy and will be kept fully informed of any new SEND documentation/initiatives or amendments to the policy.