



# Moving and Handling (Manual Handling) Policy

## Introduction

This policy reflects the values, ethos and philosophy of Greenside School in relation to our responsibilities for ensuring the safe moving and handling of learners.

The Moving and Handling Policy for learners is a working document and as such it reflects both the practices that are carried out and those to which the school is striving.

The policy is agreed upon by the whole staff and presented to the Governing Body. The document is available for interested parties.

## Rationale

The policy sets out guidelines to ensure that risks to learners and staff are minimised with regard to the safe moving and handling of learners, their transport and equipment. The policy aims to point the way to practical, workable solutions designed to improve both the safety and efficiency of our working practices.

We will not discriminate against learners because of their gender, sexual orientation, ethnic background, religion, disability or social class and will ensure that all learners' ability to achieve their potential is not limited by discrimination or prejudice - either directly or indirectly.

## Aims

Greenside School aims to create an environment where:

- potential problems and difficulties in moving learners with physical disabilities will be assessed and solutions found to enable them to access a fully inclusive curriculum and range of experiences while giving them as much independence as possible.
- the dignity of learners will be considered and maintained at all times during moving and handling operations, resulting in respect for and protection of each learner's individual rights
- learners are able to access a range of positions and use a variety of equipment under the guidance of therapists within a safe and supportive environment
- every learner is recognised as an individual and is not defined by his or her disability. This may result in the need for a quite individual method of moving or handling
- learners will be encouraged to actively participate during moving and handling operations whenever possible so that their opinions are valued and their fears and anxieties are minimised.

## **Implementation**

The majority of learners at Greenside School who have additional physical disabilities have an individual Access to Learning Plans (ALPs) which are prepared by the class teacher in conjunction with therapists and parents. As part of this process an assessment is made regarding the moving and handling of the learner and recommendations are made regarding hoisting and transferring learners. These are reviewed annually or sooner if individual needs change.

Some learners do not have physical difficulties but the nature of their unpredictable behaviour may necessitate some moving and handling by staff. Individual Behaviour Support Strategies are in place for these learners to minimise risk to learners and staff. Whenever possible there will be a policy of minimal manual handling and lifting with the following hierarchy of intervention in place:

### **Avoidance of manual handling as far as reasonably practicable**

Staff will assess the environment to ensure that moving and handling learners is kept to a practical minimum. Learners will be encouraged to be as independent as possible reducing the need for staff to intervene unless necessary.

Wherever possible use will be made of mechanical equipment and aids to assist in the safer movement of learners.

Ceiling hoists and/or mobile hoists, slide sheets and handling belts are available in different areas of the school as appropriate. Adjustable changing beds are available in toilet and swimming pool changing areas.

### **Assessment of risks**

On going discussion and assessments between staff and therapists ensure that individual Personal and Social Support Strategies including, ALPs and Behaviour Support Plans are reviewed annually, or sooner, if necessary and amended accordingly.

In some circumstances, because of the individual needs and severity of some learners disabilities, it may be necessary to move or reposition individuals by manual lifting. Under these circumstances an assessment will be made in order to reduce the risk to learner and staff to the minimum

### **Reduction of Risk**

All staff working with learners who require manual handling as part of their personal care, exercise routines or classroom activities will receive instruction to maintain continuity and to ensure the health, safety and welfare of all concerned.

It is the responsibility of staff to follow the guidelines and to report any concerns if there is reason to suspect that the assessment is no longer valid, or if there is significant change to the needs of the learner or the circumstances in which moving and handling is required.

This policy has been designed to comply with the requirements of the Manual Handling Operations Regulations 1992 (revised 1998 edition) and takes account of the Disability Discrimination Act 1995.

### **Review of the policy**

The policy will be reviewed in line with whole school procedures.