

MOVING AND HANDLING POLICY

The OHC&AT Board of Directors has agreed this Policy and as such, it applies across the organisation – 9th December 2016.

Jay Mercer
Chair of OHCAT Board



Darren Coghlan
Chair of OHC Board



Moving and Handling Policy

INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is committed to providing outstanding educational opportunities for all our pupils and students. Supporting the health and wellbeing of pupils and students in all OHC&AT settings is key to enabling effective learning and ensuring equality of opportunity for all.

This policy is designed to ensure that:

- There is clear understanding of the measures that must be taken by both managers and staff to reduce the risk of injuries being incurred when undertaking moving and handling.
- All pupils/students, staff and other parties are safe from injury caused by carrying out, or being party to, any manual handling activities.
- Safety and comfort for the individual is maximised.
- All staff recognise the importance of respecting a pupil or student's dignity and wishes at all times when carrying out manual handling procedures.
- All staff are aware of the correct procedures involved in manual handling and adhere to these at all times.
- All staff are aware of the process to communicate manual handling procedures to others.
- All staff are aware of and adhere to the procedures that need to be followed in the event of a 'near miss' (any situation where any persons, particularly pupils or students, are exposed to unnecessary risks which are liable to result in injury) and/or accidents/incidents relating to manual handling.
- Legal requirements are met.

The policy has been written with reference to the following legislation: Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, Health and Safety at Work Act (HASWA) 1974, and the Provision and Use of Work Equipment Regulations (PUWER) 1998.

RESPONSIBILITIES

Senior Leadership Team/Departmental Managers

The Health and Safety at Work etc. Act 1974 (HASWA) is the basis of all health and safety legislation and sets out the legal requirements that employers have towards employees and others, and the legal requirements that employees have to themselves and each other.

The Management of Health and Safety at Work Regulations 1999 place an obligation on employers to carry out a suitable and sufficient assessment of the risks whilst they

are at work. OHC&AT management staff need to ensure that there are adequate trained staff to meet the manual handling needs of pupils and students. If this is not possible, a best interest meeting will need to be held to decide whether it is safe for the pupil/student to remain at school or College.

OHC&AT recognises that hazards may exist related to manual handling of both pupils/students and loads. OHC&AT is dedicated to ensuring the provision of safe management systems, equipment and any information, training, staffing level and supervision that is necessary to enable its employees to carry out their duties in a safe manner.

Permanent staff working with pupils/students whose needs may include manual handling will be given mandatory Manual Handling training as part of their induction process, and they will be tested for competency before leading in any manual handling situation. Training will include information on the current legislation, information on this and related OHC&AT policies, necessary risk assessments and employer and staff responsibilities with regards to manual handling.

Staff who have completed their induction training in Moving and Handling will receive regular 'refresher' training in Manual Handling, including safe operation of hoists and other equipment. Agency staff employed to work with pupils/students who require manual handling must have relevant mandatory manual handling training. Staff who are not adequately and currently trained in manual handling should not be allowed to lead on manual handling.

Only staff who are deemed 'competent' will work with pupils/students that have high moving and handling needs. A competency checklist will be filled out by the Manual Handling Advisor/ Physiotherapists/ Occupational Therapists for every employee at Orchard Hill College in order to deem them competent to carry out a variety of tasks. Should an employee not be found to be 'competent' they will undergo further Moving and Handling training (in the form of practical training) from the Manual Handling Advisor/ Physiotherapists/ Occupational Therapists to ensure that they reach the necessary level to carry out their day-to-day tasks.

Operations involving the manual handling of loads will be eliminated so far as is reasonably practicable. Where it is not reasonably practicable to eliminate manual handling, assessments will be made and action taken to reduce the risk to the lowest level possible. Measures to achieve this will include ergonomic design of the workplace, operational procedures, training and the provision of automated or mechanical aids.

Any reported incidents of malpractice/negligence (not following guidelines, not working competently) will be dealt with immediately by the relevant line manager.

Staff

All staff have a responsibility for their own and others' health and safety. Staff have the right to ask for advice, assistance and further resources if they do not feel safe carrying out aspects of moving and handling. All staff are to 'make full and proper use

of services provided' at OHC&AT.

Staff must report any concerns/barriers that are preventing them from carrying out moving and handling duties in a safe and approved manner. Such reports may include concerns regarding other staff members' moving and handling practice and/or lack of equipment/facilities. Health conditions that limit manual handling should be declared at the application stage. It is staff's responsibility to inform the OHC&AT HR team of any health conditions acquired later in the job that limit them from performing manual handling tasks. Staff will need to undergo Occupational Health checks to confirm that they cannot undertake tasks requiring manual handling.

Staff must familiarise themselves with an individual pupil/student's Moving and Handling Profile and any guidelines that are applicable before carrying out any procedures. If staff are working with a pupil/student they do not know, they must refer to their Moving and Handling profile and seek assistance from a member of the Physiotherapy/Occupational Therapy team or a member of staff who is familiar with that pupil/student and their profile. It is every staff member's responsibility to read any manual handling guidelines that are available before working with a pupil/student, as well as other aspects of the Support Plan, including communication information, to ensure they are fully responsive to a pupil/student's needs and wishes during moving and handling.

Any incidence of injury to pupils/students or staff must be recorded on the Incident/Accident form and procedures followed in line with the Incidents and Accidents Policy.

MANUAL HANDLING OF PUPILS AND STUDENTS

It is essential that in any manual handling procedure the safety, dignity and wishes of the pupil/student are recognised and acknowledged. Staff are to verbalise to pupils/students throughout any manual handling procedures, clearly explaining what is about to happen at each stage, in an age appropriate manner. Staff should watch and listen for all forms of verbal and non-verbal communication from the pupil/student to be assured that they feel safe, comfortable and not distressed. Touch and audio cues can be given as appropriate.

Staff should follow manual handling policies and procedures and only carry out advised techniques. Disciplinary action may be taken if staff do not adhere to Manual Handling procedure as this compromises the pupil/student's safety and the safety of other staff.

Staff should always check all equipment prior to hoisting and report any defective equipment as outlined in manual handling training. Slings should be 'LOLER' checked 6 monthly using Appendix A. This could be carried out by any trained staff.

In the situation where a conflict of interest may arise, decisions will be taken in the best interest of the pupil/student.

Pupils/students who are wheelchair users or who have other mobility difficulties must always be assisted to and from the floor, changing bed or other seating with the aid of a hoist and appropriate sling unless clearly instructed otherwise by the Physiotherapist/ Occupational Therapist or their Moving and Handling Profile.

Every pupil/student who uses a sling at school or College is required to bring a spare sling to school or College every day as per Appendix B. If a spare sling is not brought into school or College, parents/carers should be contacted to request one is brought.

Moving and Handling Profiles must be kept in pupils'/students' files and a copy kept in the Support Plan, together with associated risk assessments for that pupil or student, relevant locations and manual handling. Guidelines must be read prior to carrying out manual handling.

Any changes to individual Moving and Handling Profiles can only be made by, or in conjunction with, the Physiotherapist/Occupational Therapist/Manual Handling advisor

MANUAL HANDLING OF EQUIPMENT

OHC&AT follows the guidance laid out in Manual Handling Operation Regulations 1992.

Movement of heavy equipment must always be referred to the Facilities Helpdesk in the first instance.

All staff are expected to use common sense and good practice before attempting to move any equipment. Moving objects such as a table must always be done with a safe and appropriate number of people involved. Equipment should never be moved in the proximity of pupils/students where it could cause an injury.

All staff are to use appropriate tools or trolleys to move equipment.

It is unacceptable for unsafe work practices, which pose a risk of injury to employees, to continue whilst a satisfactory solution is found. A balance must be found where one party's benefit does not significantly increase the other party's risk.

Any incidence of injury to pupils/students or staff must be recorded in the relevant provision's Accidents book and procedures followed in line with OHC&AT's Incidents and Accidents Policy.

LEVELS OF COMPETENCY

It is recognised that there are different levels of skills and training within various professions and that there may occasionally be individuals who will require different handling to those methods outlined in this document. This is acceptable as long as

the situations have been risk assessed and that the agreed method of handling is performed by trained staff.

All Staff Manual Handling

Includes all manual handling that staff are able to do whilst waiting for formal mandatory training from the manual handling advisor such as:

- Working with pupils/students that are able to mobilise with minimal support
- Basic sit to stand transfers
- Pushing wheelchairs
- Moving small equipment

Student Specific Manual Handling

Includes all manual handling that staff are able to do once they have completed their formal mandatory training from the manual handling advisor. Only staff that have been signed off as competent by the relevant therapist are able to carry out such tasks:

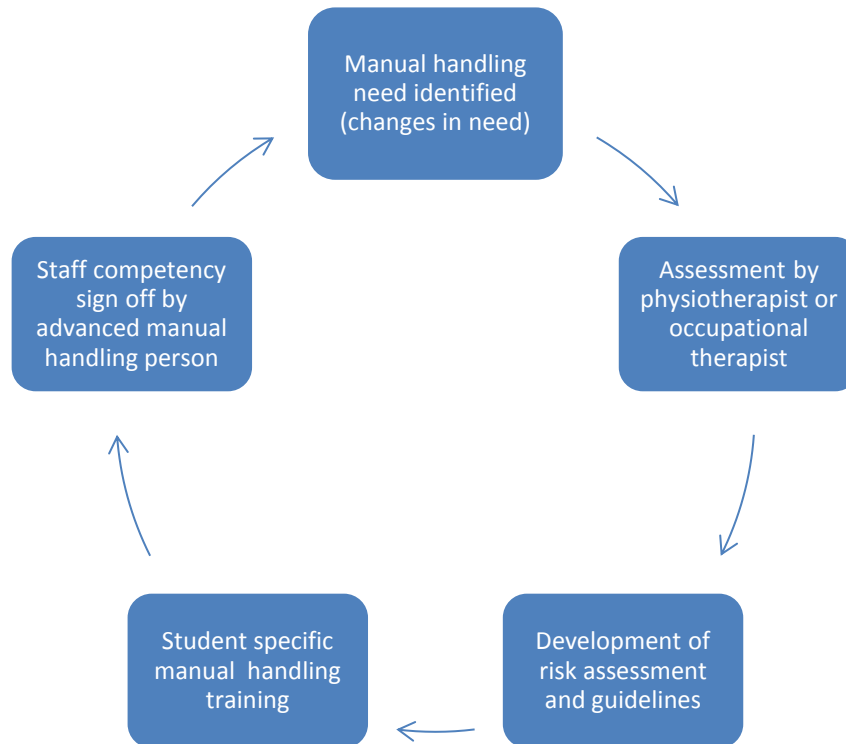
- Working with pupils/students who require hands-on assistance when mobilising
- More complex sit to stand transfers
- Moving larger equipment whilst adhering to correct guidelines in keeping their back safe
- Hoisting pupils/students with any hoist currently used within OHC&AT provisions. This includes being able to lead another staff member whilst hoisting.

Advanced Manual Handling

Includes all staff who carry out competencies and staff training in manual handling.

RISK ASSESSMENTS

Risk assessments must be completed for any essential moving and handling tasks. The Care Quality Commission (CQC) insists that independent care providers conduct their own risk assessments but it would be good practice where multi-disciplinary agency working is involved for risk assessments to be jointly completed.



When making a moving and handling risk assessment, **TILE** (Task – Individual – Load – Environment) factors must be considered.

Risk assessments should be reviewed in accordance with local working practices and policies **or** if there is reason to suspect that it is no longer valid **or** where there has been a significant change in circumstances.

Documentation and agreement by managers must be completed in all these identified situations e.g. it may be a necessary component of assessment for relevant employees who are suitably trained to supervise and prompt individuals on steps or stairs by observing them closely and assisting in accordance with the requirements of the support plan.

Emergency handling

Some situations are foreseeable and can therefore be planned for to reduce the risk of injury e.g. if an individual has a history of falls or collapses then this must be incorporated into their manual handling risk assessment and be clearly stated in their support plan. However, there may be situations where staff have no time to get equipment or plan the move. Consider your safety and the safety of others around you prior to taking any further action.

In the community, if a person falls and is unable to stand independently and is not in danger, non-medically qualified staff should make the person comfortable and seek advice from an appropriate professional. They must stay with the person until necessary assistance/equipment arrives.

If a person falls when they are with a member of staff, the staff member should allow them to fall to the floor as attempts to break the fall would pose too great a risk to the member of staff.

Medical emergency evacuation procedures for wheelchair users

Each pupil/student must have an emergency evacuation plan in place in case of a medical emergency like serious respiratory or cardiac problems, seizures etc. This will be incorporated into their PEEP or general Risk Assessment.

Equipment

Staff must avoid all unnecessary manual moving and use the appropriate equipment where it is assessed as necessary.

All equipment must be suitable for use in line with PUWER Regulations 1998.

Staff must use equipment for which they have been trained. It is the responsibility of each prescriber i.e. risk assessor/employer/moving and handling trainer to give instruction in the use of such equipment. Informal carers should not instruct care staff in the use of aids or equipment. Staff must seek guidance if they are still unsure about how to use equipment.

Managers must ensure that sufficient resources are available to allow the prompt provision of appropriate aids, where risk assessments completed by the appropriate professional have identified the need. If the required equipment is not available for use then this must be reported to the line manager and the assessed task not performed until the equipment is in place.

The nominated professional should advise staff of the range of mechanical and other moving and handling equipment and encourage its use where appropriate through training and refresher sessions.

All staff have a responsibility to use moving and handling equipment correctly and to report any malfunction or potential malfunction immediately. The equipment must be marked with a sticker and dated to alert other people to the potential problem and moved to a safe place. It cannot be used until checked/serviced and deemed safe by a competent person.

All staff have a responsibility to check that the equipment is clean and in good working order before using it. If the equipment is considered to be unsafe, a best interest meeting should be carried out to establish whether the pupil/student is safe to stay in school or College.

Equipment must be suitable and sufficient for the purpose and the person for whom it was provided after an assessment of needs. It should not be used for anyone other than the person for whom it was assessed. Slings cannot be shared between pupils/students as these are bespoke to the individual, also for infection control purposes.

Specific lifting appliances e.g. hoists must have a current test certificate. It must be signed by the competent person and must specify the safe working load. The safe working load must not be exceeded. This equipment is also required to have a thorough and documented examination by a competent person every 6 months. (LOLER 1998).

POLICY REVIEW DETAILS

<i>Version:</i>	1.0
<i>Reviewer:</i>	Jackie Van-West, Stephanie Hill
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	9 th December 2016
<i>Due for review:</i>	Autumn 2019

RELATED POLICIES AND PROCEDURES

Child Protection Safeguarding Policy and Procedure
Health & Safety Policy
Incidents & Accidents Policy
Infection Control Policy
Personal and Intimate Care Policy
Risk Assessment Policy
Whistle Blowing Policy

APPENDIX A: SLING INSPECTION REPORT

SLING INSPECTION REPORT				
This report has been designed to meet the requirements of the Lifting Operations and Lifting Equipment Regulations 1998. It also meets the requirements for Periodic Inspection (Servicing) in BS EN ISO 10535:2006				
Examination conducted on behalf of:			Location of Equipment:	
Contact Name:			Contact Name:	
Date:			Address:	
Address:			Telephone:	
Telephone:				
Manufacturer:			Ensure a tick is placed in one of the following boxes Pass, Not Applicable or Fail in the centre columns next to the point of examination	
Model:				
Serial Number:				
Suggested points of examination (not comprehensive)	Pass	Not applicable	Fail	Comments
Lifting straps are not frayed or worn				
Strap attachment points are good				
No wear or damage to buckles or clips				
Constructional stitching is not damaged				

Sling fabric is not cut, torn or worn				
Fabric is not rotted or deteriorated				
Sling is not stretched or otherwise misshaped				
Bindings, hems, pommel straps are not frayed or worn				
Hook & Loop tape is in good condition				
Label meets BS EN 10535:2006 requirements				
Bones / Stiffers are all in good condition				
Overall condition of sling is good				
Accessories (if applicable) are in good condition				
If any part of a sling fails due to poor condition in any section then the sling must be taken out of service.				
Comments				
Examiner:				Signature:
Date:				
Review date:				

APPENDIX B: SPARE SLING LETTER

Text should be copied and pasted onto appropriate headed paper. Please delete highlighted sections as appropriate.

Dear XXXX,

As you use your sling for all of your transfers throughout the day the Therapy team are writing to request that you bring a spare sling with you to **school/College** every day. If you happen to spill something on yourself, it becomes wet or damaged we need to have a spare to use for your safety.

There are many reasons why we are unable to keep spare slings at **school/College** including infection control and load testing regulations. Also your sling has been specially measured and ordered for you; it may place your skin at risk to place you on a different sling.

Unfortunately if you do not bring a spare sling we will need to ask your parents or carers to bring a sling into **school/College** or you will have to return home from **school/College** for your own safety.

The staff at **[school name/Orchard Hill College]** will ensure your spare sling travels with you to and from **school/College** to ensure you are never without a spare at home. Please start coming to **school/College** with your spare sling at the beginning of the new term.

What to do if you do not have a spare sling?

If you do not have a spare sling you can call your community Occupational Therapist who ordered the sling for you and request another one. If you require assistance in contacting the community OT we can help you with this in **school/College**.

Thank you for your understanding,

The Orchard Hill College Therapy Team.
020 7358 7300