

Policy on safer assistance in handling at Delamere School.

Policy Statement

This policy has been written to support all staff; teachers, teaching assistants, and support staff who come into contact with pupils within the school so that Delamere School complies with the Health and Safety at Work Act 1994. (and the regulation under it; which is a legal requirement.)

This document applies to the movement and positioning of children at Delamere School. Delamere is committed to inclusion and the learning environments which enable our children to participate to their full potential in the school curriculum, including activities outside in the community as far as is reasonably practicable.

It is our aim at Delamere for pupils where possible to achieve minimal assistance and handling. Delamere adopts a balanced approach to the protection of the health, safety and welfare of both children and staff as provided by legislation and the policy of the Local Authority.

This policy should be read in conjunction with the "Moving and handling of pupils; guidance for special schools". Written by the health and safety unit and Human resources at Trafford Council. Written in February 15.

It is important that all staff in this school clearly understand this policy and their responsibilities in the context of their duty of care in taking appropriate measures where manual handling is required. It is vital that any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff. When routinely carrying out activities within school; e.g. sensory or physical it is vital that any advice from therapists is always taken into consideration.

Accident prevention

Delamere School and the LA recognises that the prevention of accidents and ill health resulting from work forms part of the LA moving and handling policy.

The elimination of the stressful manual assistance of pupils whilst desirable is not always practicable or lawful. The use of mechanical equipment and aids to assist with safer movement of both pupil and inanimate loads should be used where appropriate and suitable once relevant risk assessments have been made.

The working environment

It is the aim of the school to ensure that the environment which children and staff work is as safe and free from risk as far as reasonably practicable.

All staff have responsibility to maintain an uncluttered, safe working environment. All equipment should be returned to its rightful place and stored in a safe manner. Staff must report any health and safety issues / defects to the school business manager and site supervisor by completing the relevant form on the server.

Reporting of accidents

The senior management team comply with the local authority guidance on accident reporting and investigation. School accident policy and procedures should be followed in the event of any accident.

The use of mechanical and handling aids.

The senior management and the moving and handling advisors are responsible for the training of staff in using any equipment identified as part of a Moving and Handling Risk assessment and care plan [formally known as HS9]. The SMT, business manager and the site supervisor are responsible for ensuring the maintenance of any mechanical and handling aids as directed by the *Lifting Operations and Lifting Equipments Regulations*.

All staff are expected to make full use of any items of equipment provided for a particular pupil. Reference should always be made to the manufacturer's instructions on use and care. This should be in accordance with training and the procedures described in the Individual Pupils moving and handling Risk Assessment and care plan.

Unsafe practices

The use of any unsafe practices will not be condoned by the Local Authority. Any staff using unacceptable assistance or handling techniques will be disciplined in line with the Local Authority policy.

Conflicts in assistance and handling

Any conflicts or concerns expressed over a method of handling will be discussed by all parties involved with the manual handling team and a balanced decision achieved in which one party's benefit does not significantly increase the risk of the other to an unacceptable level.

Training

The provision of training under the *Health and Safety at Work Act* and other regulations stresses the importance of training to protect the welfare and safety of all staff.

The Head Teacher and SMT must have a working knowledge of the assistance and handling procedures being used in the school.

All staff will receive training in what is relevant to the duties they are expected to perform as part of their contract of employment.

Employees are expected to undertake the training that is provided by the moving and handling trainers and apply what they are taught in the workplace.

School will maintain staff training records.

All newly appointed staff, supply staff or those returning to work after a break of more than a year, who will be involved in the moving and handling of pupils with physical needs

will attend training as soon as possible. They will be permitted to work with children under the guidance of the teacher with reference to the individual pupils Moving and handling risk assessment and care plan and alongside other experienced staff.

Personnel who are not directly employed by the LA should not be allocated duties which involve handling or moving of pupils unless working under the supervision of an experienced practitioner.

Refresher training will be provided. It is the responsibility of the SMT and staff to ensure that the updating of skills as required by the LA has taken place.

Delamere School has one moving and handling advisor; Sheila Symons [Head of Experiential learners] who has attended a Handling People with Special Needs “train the trainer course” with Centaur Training & Development Ltd and attended regular refresher training courses.

Their role is to

- To act as an adviser in the school environment.
- To run bi-annual moving and handling training for all staff or as appropriate; to include both theory and practical training.
- To run training for new staff; to include both theory and practical training.
- Complete and maintain up to date training records.
- To undertake moving and handling risk assessments once a risk has been identified. Should additional advice / guidance be necessary then they will seek the appropriate support and arrange for the necessary assessment to take place.
- To offer training to take account of individual pupil needs as necessary as they are identified.
- To offer support and advice in the completion of Moving and handling Risk assessment and care plans.
- To monitor and provide support to staff following moving and handling training and to ensure they are confident in carrying out safe handling techniques and in the use of equipment.
- To communicate with others, e.g. occupational therapists, physiotherapists, speech therapists, which will ensure a consistent approach is adopted by all involved in the support of the pupil.
- To enforce good moving and handling practice within their school.

Appropriate dress

All staff and authorised persons are required to wear appropriate clothing for their area of work. When involved in assisting in transferring pupils/students non-restrictive clothing and flat enclosed shoes are required.

Jewellery should be kept to the minimum and any worn which is likely to be a potential hazard to assisting staff or pupils/students should be removed.

Implementation

Personal Care Hygiene - some pupils require help with personal hygiene. Dependent upon the pupil's risk assessed needs it may be necessary for two members of staff present in a bathroom. [Staff to refer to pupils' individual Moving and Handling Risk Assessment & Care plan]

Emotional Support - staff and authorised persons may use physical contact e.g. an arm around a shoulder, in order to give a pupil emotional support.

Encouragement - a pupil may need physical prompts to encourage their participation and enjoyment of an activity. To maximise interaction this will be done in a thoughtful and sensitive manner.

Sensory/ Physical Therapies - pupils must experience appropriate handling during sensory and physical therapy sessions, and staff will have due regard to the pupils right to respect and dignity. When working from any individual assessments maximum independence will be encouraged in all pupils. The advice from therapists should always be taken into consideration when routinely handling pupils.

School will respect where ever possible any parental request with regard to a child's culture or religion.

Additional guidance re moving and handling is written in the staff handbook on the server.

The policy was prepared and will be consulted with staff and governors and will be shared with parents once ratified. The responsible person for the implementation of the policy is the Headteacher.

The policy will be reviewed annually by the SMT and the Governing Body.

Sheila Symons is the trained moving and handling advisor for Delamere School and has responsibility for the operation of the policy with the support of the Senior Leadership Team and school business manager.

**Written by Sheila Symons
October 19**