Hollywater School
Inspire. Believe. Achieve.

Moving and Handling Policy

Policy Updated	Agreed by Governors	Policy Review Date
May 2026 Reviewed by Jen Quibell	May 2026	May 2027

Hollywater School has a high number of pupils with physical disabilities who fall within the remit of this guidance. Because of this the following school specific procedures are in place.

Co-ordination

There is currently one Moving and Handling Co-ordinator who supports the Headteacher in the day-to-day responsibility of ensuring safe working practice.

The co-ordinator is expected to work closely with the Occupational Therapists and Physiotherapists in all aspects of moving and handling.

Rationale

Hollywater school recognises its responsibility both to provide curriculum access for children with disabilities and to ensure the health, safety and welfare of its employees as far as reasonably practicable. This manual handling policy has been designed to comply with 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).

Aims

Hollywater school aims to:

- Ensure full access to the curriculum and participation in the life of the school 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 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.
- Review any handling plans and risk assessments annually or sooner if a significant change occurs.
- Provide such information, instruction, training 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 school whilst they are on the premises as far as reasonably practicable.
- Ensure the staff are aware of this policy and have read and understood relevant risk assessments.
- Ensure that every room where people work shall have sufficient floor area, height and unoccupied space for the purposes of health, safety and welfare.

- Ensure equipment provided is available for use, e.g. charged up, serviced, faults reported.
- Monitor all accidents and incidents and ensure documents completed and appropriate action taken where necessary.

Pupils at Hollywater school will:

- Have their entitlement to curriculum access and full participation in the life of the school acknowledged.
- Receive appropriate assistance from staff employing safe systems of work.
- Have their dignity and privacy protected at all times.
- Have their safety championed and risk of injury minimised or eliminated.
- As far as they are able, be expected to move independently and take responsibility for their safety and that of others.

Procedures

Staff employed by Hollywater school 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 moving and handling trained trainer any problems or unsafe practice that (within their level of competence) they consider to be a risk to health and safety and reporting any equipment faults to the Moving and Handling Trainers.

They will:

- Wear appropriate clothing and enclosed shoes. Staff should not wear jewellery or have long nails
- Co-operate with their 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 moving and handling plans and risk assessments drawn up for each pupil.
- 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/advice.
- Report any accident or incident to the appropriate line manager and complete an A/VIR on CPOMs
- Assess an emergency situation first without rushing in to lift a child. If the child has fallen, wherever possible the member of staff will reassure the child and get help if necessary. They will give him/her time to recover and then encourage the child to

get up by him/herself, or with the minimum of assistance needed. If this is not possible, they will follow the emergency techniques described in the individual's moving and handling risk assessment form.

Resources

Staff have access to all relevant policies and guidelines (on the school system). A wide range of moving and handling equipment is available throughout the school, some for general use and some for individual pupils. These are to be clearly labelled for individual use.

Therapists and Moving and Handling Trainers submit recommendations for individual items of specialised equipment. The school has a Service Level Agreement with Hampshire Equipment Services and will seek specialist equipment from this source in the first instance.

A programme of regular training and refresher sessions ensures staff awareness of moving and handling best practice. This whole school training will be taken during the inset days in the September of the new academic year.

Staff new to school should be given a basic introduction to equipment as part of their induction to school.

Equality and diversity

Equal opportunity is the right of everyone to equal chances and each individual is respected for who they are – regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation

Health and safety

Health and safety issues are described fully in the school Health and Safety Policy which forms part of the guidance issued by the L.A.

It is the responsibility of each adult to report health and safety issues without delay.

Professional Development

Appropriate training should be made available to personnel involved in any of the procedures involved in this policy and for the purposes of updating, informing staff of changes and developing skills.

Guidelines for Safe Working Risk Assessment

A handling/risk assessment should be undertaken when a pupil requires physical assistance with their movement.

Every assessment should take into consideration these five areas:

- Task: the transfer or movement involved
- Individual: capability: of the member of staff and training required
- Load: the person to be handled
- Environment: including space, lighting, distance from other people, floor surface, temperature, doors, stairs
- Equipment: Appropriately serviced and maintained

Information from this assessment will inform the writing of the Moving and Handling Assessment form (see below).

So called emergencies are almost always foreseeable, therefore the risk of anyone having to lift a pupil should be minimal. Real emergencies/medical emergencies include situations where a person's airway being restricted or where the person is in the water and in imminent danger of drowning; in an area that is actually on fire or filling with smoke; in danger from bomb or bullet; in danger from a collapsing building or other structure and Chemical emergency. These events should be planned for as part of emergency evacuation procedures. Finding a child who has simply fallen on to the floor is not an emergency and should be planned for.

Moving and Handling Safety Assessment Forms

- The health, safety and dignity of the pupil and of all those concerned is paramount.
- Ensuring access to the curriculum, therapies and other school activities is of paramount concern.
- Where a pupil's movement requires any form of physical assistance, a handling plan will be agreed and documented to identify the method of movement and the amount of support to be given.
- The advice and views of the pupils (as far as reasonably possible), parents/carers and other relevant staff, e.g. physiotherapist, occupational therapist, should be sought and taken into account.
- Bear in mind there is no absolute safe weight.
- Wherever possible the procedure should be mechanised.
- The plan must be followed for the employee's own safety and that of others including the child.
- Changes to the plan will be made during the Handling Review which should be held 6 monthly or when circumstances change. Alternative methods, equipment and environment changes should be considered and used where appropriate to reduce the risk as far as is reasonably practicable.

Equipment and Facilities

All equipment should be regularly checked before each use for signs of wear and tear. An accredited contractor/competent person checks hoist and slings every six months (Lifting Operations and Lifting Equipment Regulations 1998) and hoist are serviced bi-annually. All other non-lifting equipment is serviced/thorough examination every 12 months (Provision and Use of Equipment Regulations 1998, PUWER)

If there is any concern about a piece of equipment then this should be reported to managers and put out of use. A suitably qualified person must recommend hoists and other specialist equipment, generally an occupational therapist or a physiotherapist or Moving and Handling Trainer. The organisation of the maintenance of the equipment is usually the responsibility of the school.

Principles for Safe Handling

- Inform the child of what you are going to do.
- Keep your spine in line to reduce lumber pressure.
- Adopt a mobile, stable base and be aware of your centre of gravity to provide stability and balance.
- Bend your knees not your back and use the strong leg and buttock muscles.
- Raise your head on commencement of procedure as it helps to keep your spine in line.
- Keep the load close to you as it reduces the pressure on the spine.
- Get a good grip and brace muscles because this gives more control.
- Don't twist because it exposes the spine to damage.

Related Policies
Health and Safety Policy