

031 Health and Safety inc Manual Handling

Responsibility: MG
Date: June 2018
Next Review: June 2020

1. Policy Statement

Holmfirth High School is committed to ensuring the health, safety and wellbeing of all its employees, pupils and other persons who may be affected by its activities.

The school recognises that continual improvements in health and safety performance are achieved primarily through the identification, assessment and management of risk and that this not only reduces accidents and ill-health at work but also contributes to the health and wellbeing of local communities as well as the protection of the environment.

It is the policy of the school to ensure so far as reasonably practicable:

- The provision and maintenance of safe plant, equipment and systems of work
- Adequate arrangements for the safe use and handling, storage and transport of articles and substances
- The provision of appropriate health and safety information, instruction, training and supervision
- The provision and maintenance of a safe working environment, including safe access and egress as well as adequate arrangements for welfare.

To assist the school in discharging its statutory health and safety responsibilities, the school has appointed a Premises Manager who takes responsibility for H&S issues relating to the Premises and reports to Finance and Premises Governors in this respect.

The school is committed to promoting a positive health and safety culture, which aims to produce high standards of health and safety. The school believes that achieving these high standards will positively contribute to the overall quality of the services provided.

The school recognises that in order for this policy to work it must have the full support and co-operation of all employees and pupils in making the workplace a safer place for all. The school expects and encourages similar support from contractors, partners and volunteers and co-operation from clients, service users and visitors who use our services, facilities or premises.

The school will regularly monitor and review the effectiveness of this policy.

THINK SAFETY – PLAN SAFETY – WORK SAFELY

1.1 Objectives

The school's objectives are:

1. To ensure as far as is reasonably practicable the health, safety and welfare of pupils and employees and visitors

2. To ensure all employees are informed of their health and safety responsibilities for ensuring their own safety and that of others
3. To provide appropriate occupational health surveillance and support to employees who require it
4. To strive to continually reduce work related accidents, work related ill health and the dangers posed by threats of violence at work
5. To consult with employees' representatives on matters affecting health and safety using established forums
6. To ensure all contractors, partners etc appointed have adequate health and safety management arrangements in place
7. To make arrangements for effective co-ordination and co-operation with others where school employees share premises and facilities in multi-occupied buildings
8. To provide adequate resources to implement this policy
9. To ensure health and safety has equal ranking with other management responsibilities and is a core management function and considered in business decisions
10. To provide access to competent health and safety advice from Safety Advisors based in the Corporate Safety Unit
11. To monitor and report on the school's health and safety

2. Organisation – People and Responsibilities

To ensure that this Policy is effectively implemented throughout the school the health and safety responsibilities of management, pupils and employees and key stakeholders are specified in this section. Department safety policies may provide more detailed responsibilities and arrangements, depending on the size and structure of the respective Department and the nature of its activities.

2.1 Governors

Members of the Governing Body have overall responsibility for health and safety within the school. The responsibility for the day to day management of health and safety is devolved to the Headteacher. Members of the Governing Body shall:

- Ensure that the objectives of the Health and Safety Policy are achieved, as far as is reasonably practicable;
- Ensure appropriate attention is given to health and safety when school policies are being formulated;
- Ensure that suitable and adequate resources are made available to enable the school to discharge its health and safety responsibilities;
- Ensure appropriate arrangements are in place to enable the effectiveness of this policy to be monitored on an on-going basis.

2.2 Head Teacher

The Head Teacher has ultimate responsibility for health and safety throughout the school and leads in setting corporate policy and strategic direction. This will be achieved by:

- 2.2.1 Ensuring that the objectives of the health and safety policy are achieved as far as is reasonably practicable
- 2.2.2 Ensuring adequate financial and management resources are made available to implement this policy
- 2.2.3 Ensuring health and safety is an integral part and a key objective within the overall management culture of the school
- 2.2.4 Ensuring health and safety risks are minimised as far as is reasonably practicable and managed by the use of effective policies, together with the organisation, planning, implementation, monitoring and review of health and safety performance within the School
- 2.2.5 Ensuring other Senior Leaders are aware of their responsibilities in this health and safety policy and are held accountable for compliance within their respective Service portfolio
- 2.2.6 Arranging advice from competent Safety Advisors to assist the school to meet its health and safety responsibilities

2.3 Senior Leadership Team

Members of the SLT are collectively and individually responsible for providing health and safety leadership in the School and making sure their actions and decisions reflect the commitment set out in the policy statement and achieve the objectives outlined in this policy. They will:

- 2.3.1 Support the Head Teacher on health and safety risk management issues.
- 2.3.2 Monitor the school's corporate health and safety performance and endorse corporate health and safety strategies and action plans.
- 2.3.3 Create the organisational structure in the school through which the policy will be implemented, delegating operational responsibility for implementation of the policy to each individual Head of Department.
- 2.3.4 Ensure that departments within their respective portfolios have adequate health and safety management arrangements in place that will achieve the objectives of this policy.
- 2.3.5 Monitor and appraise the effectiveness of health and safety performance within their portfolio of Departments, and take steps to improve standards in areas of low performance.

2.4 Middle Leaders

Middle Leaders are responsible for all health and safety matters at Departmental level and shall ensure that effective arrangements are in place for the proper management of health and safety. These will include:

- 2.4.1 Preparing, implementing, communicating, monitoring and reviewing their department's health and safety policy and performance. This should include setting objectives, performance standards and performance indicators.
- 2.4.2 Being responsible for and taking the lead in the planning, implementation, monitoring and review of measures to control risk arising from the activities of the department and ensuring the allocation of sufficient resources as necessary.
- 2.4.3 Appointing a person(s) or 'lead teacher(s)' who are competent to act as a point of contact and co-ordinator for health and safety matters in the Department (as necessary)

This person(s) does not relieve any manager or employee of their health and safety responsibilities.

- 2.4.4 Developing and promoting a safety culture by encouraging the participation and involvement of all employees and pupils in health and safety matters
- 2.4.5 Developing and implementing Department-based action plans in order to achieve the school's health and safety objectives contained in this policy and address deficiencies identified in audit and performance monitoring reports
- 2.4.6 Securing competence, by ensuring employees are provided with the necessary health and safety information, instruction, training and supervision. This will include systems which will identify health and safety training needs arising from recruitment, staff changes or changes in procedures, systems of work, introduction of new equipment or legislation etc
- 2.4.7 Ensuring the provision of an appropriate programme of health surveillance and protection to eliminate or control risks and prevent accidents and ill health
- 2.4.8 Detailing arrangements for consultation between management and safety representatives
- 2.4.9 Ensuring arrangements are in place where work locations may be in shared occupation to ensure both the co-operation in and co-ordination of matters relating to the management of health, safety and welfare
- 2.4.10 Ensuring that health, safety and welfare responsibilities are clearly and logically delegated to successive levels of management who are sufficiently senior and competent to discharge them
- 2.4.11 Ensuring, via their respective management teams, that risk assessments relevant to the significant risks within their Department have been undertaken identifying adequate control measures and that these are recorded and reviewed as necessary
- 2.4.12 Ensuring buildings occupied by school employees are used safely and appropriate arrangements are in place to secure the health, safety and well-being of all employees.

Each department will specify the health and safety responsibilities relating to the management structure within the respective Department

2.5 Managers and Supervisors

Employees eg Second in Departments, and supervisors who are responsible for the health, safety and welfare of employees and other people affected by the activities over which they have day to day control. Managers and supervisors shall ensure that:

- 2.5.1 Corporate, Department and local safety policies, guidance and procedures are effectively implemented in the area/activity under their control
- 2.5.2 A safe working environment is maintained as far as is reasonably practicable that is without risk to health and that all buildings/workplaces provided are used safely
- 2.5.3 Suitable and sufficient risk assessments are carried out that identify work related hazards and arrangements are put in place to manage any residual risks. This includes planning and monitoring
- 2.5.4 All employees under their control are competent i.e. have adequate skills and experience to undertake their tasks and are provided with adequate health and safety training, instruction, information and supervision. This will include ensuring health and safety training is considered as part of the annual employee development review process.
- 2.5.5 Any equipment provided is suitable for the purpose and is maintained in a safe and serviceable condition meeting statutory provisions where required
- 2.5.6 All employees under their control are aware of and fully understand health and safety policies,

procedures and guidance relating to their work activity and working environment, and emergency procedures wherever they may be working

- 2.5.7 Occupational health surveillance and support is provided to employees where necessary including counselling for victims of incidents or threats of work related violence
- 2.5.8 All work related accidents/incidents that cause or have the potential to cause injury or illness are reported and investigated in line with school procedures, and take any necessary steps to prevent a recurrence. This also applies to acts or threats of physical violence or verbal abuse
- 2.5.9 All employees know the importance of reporting incidents of any nature occurring due to work activities and/or any hazardous situations or sub-standard conditions

2.6 Employees (This includes trainees, volunteers etc)

All employees have health and safety responsibilities. These are:

- 2.6.1 To take reasonable care of their own health and safety at all times whilst at work
- 2.6.2 To consider the health, safety and welfare of other persons who may be affected by their acts or omissions at work
- 2.6.3 To work in accordance with the information, instruction and training provided and use any equipment in accordance with training or instructions given
- 2.6.4 To follow control measures identified in the risk assessments provided on their work activities as these will reduce the risk of injury and/or work-related ill health
- 2.6.5 To refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- 2.6.6 To use personal protective equipment supplied as required by statute, policy or risk assessment
- 2.6.7 To promptly report any hazardous defects in plant or equipment, any hazardous situations or substandard conditions or any shortcoming in the existing safety arrangements to a responsible person, i.e. line manager, without delay
- 2.6.8 To report **all** incidents to the Welfare Officer and seek first aid treatment for any injury sustained at work. This means accidents resulting in injury, those that could have resulted in injury and violent incidents, either physical or verbal
- 2.6.9 To co-operate in joint consultations on health and safety matters
- 2.6.10 To cease any work activity where it is believed there may be serious or imminent danger to themselves or others
- 2.6.11 To be aware of all policies, procedures and guidance relating to their work activity and working environment and emergency procedures wherever they may be working
- 2.6.12 To co-operate, so far as is necessary, to enable the school to fulfil any duty or comply with any requirements of current or future legislation.

It is vitally important that employees' contributions to health and safety are recognised and acted upon where it is reasonably practicable to do so. Employees are actively encouraged to participate in the risk assessment process for their work area/activities.

3. Arrangements (for managing health and safety)

This section provides an outline of the general corporate arrangements for health and safety within the school.

3.1 Supplementary Policy, Guidance and Advice

This policy is supported by a number of supplementary policies, guidance and procedures, which address specific health and safety issues or topics. These tend to be structured on 2 levels.

First level - Corporate: Corporate health and safety documents are generally in the form of policies and guidance notes. They provide valuable information, set out the school's position, identify the roles and responsibilities of managers, key persons and employees and advise on what action must be taken to ensure that the school meets the minimum requirements of health and safety legislation.

All corporate health and safety documentation is available on the school's VLE

Second level - Department: Department level documentation may take the form of policies, guidance and procedures, which are specific to managers and employees working in that Department. Where these supplement corporate policy, guidance or procedures they must at least meet or improve the standards recommended in the corporate documents.

3.2 Consultation

The school will consult with recognised trade unions and employees' representatives on the appointment of Safety Representatives and the formulation of Safety Committees. Such consultation will take place, where practicable, using existing procedures and in good time, so as to ensure effective consultation on matters which affect school employees.

The school also recognises employees not represented by appointed Safety Representatives. These employees have rights to consultation with employers under the Health and Safety (Consultation with Employees) Regulations 1996.

3.3 Information, Instruction and Training

The school recognises the importance of having well informed competent employees in achieving a healthy and safe working environment. All employees receive induction on health and safety issues on taking up employment. The safety training needs of all employees will be regularly assessed by their line manager/supervisor and where appropriate, additional information, instruction and training will be provided.

3.4 Accident/Incident investigations and analysis

The reporting and recording of accidents, incidents and dangerous occurrences are to be carried out by the Welfare Officer to whom such responsibilities have been delegated. The level of management involvement in such incident investigation should be commensurate to the seriousness of the incident and where investigations and post accident risk assessments are necessary, these will be initiated by the Head Teacher. Statistical data arising as a result of accidents shall be prepared by the Corporate Safety Unit and presented to the Senior Leadership team or similar post holders at periodic intervals. Where accidents are being reported to the Corporate Safety Unit, this is done through the Council's online reporting system

3.5 Risk Assessments

Risk Assessments form the cornerstone in the school's commitment to reduce work related accidents and ill-health in the workplace. Heads of Department and similar post holders are responsible for ensuring that suitable and sufficient risk assessments of work activities either activity or task based, including fire risk assessments, are carried out in their Service areas. These assessments should be reviewed periodically or if any of the circumstances significantly change. Following an accident, the risk assessment for that particular activity must be reviewed as a matter of course and a post accident risk assessment completed.

Detailed information on the management of school trips is provided for staff on the VLE. Trip proposals and arrangements including appropriate risk assessments are submitted in the online 'Evolve' system. Once submitted they are checked and approved by the Headteacher and this is also recorded on the system. High risk activities have also to be approved by the LA

3.6 External Contractors and Partners

The school will set standards and monitor the activities of contractors and partners to minimise the risk presented to employees and other persons affected by the work activity or area of service delivery.

3.6.1 When appointing contractors, the school should ensure that the contractors' competency to undertake the appointed task has been checked and should assess their health and safety management arrangements before work commences.

3.6.2 On-Site Communication

Contract work involving occupied premises carries a dual responsibility. The Premises Manager should ensure that such work should ensure there is effective liaison between the school and the provider or their nominated on-site representative of any workplaces affected. All parties involved should understand their responsibilities in relation to health and safety and adequate arrangements must be in place to protect the occupants and others who may be affected by the activities being undertaken.

3.6.3 Project Manager Responsibilities

Project Managers must ensure that contractors are informed of any known health and safety risks which they may encounter during the course of the work, along with any arrangements in place to reduce the risks, e.g. fire procedures for the building, location of asbestos etc.

3.7 Fire and Emergency Arrangements

3.7.1 Fire and Emergency procedures are in place within the school. Responsible persons within the context of the Fire Reform Order have been identified and are responsible for managing the procedures in school occupied premises. All means of escape, fire detection/alarm systems, and fire equipment will be fully maintained.

3.7.2 The Head Teacher or his nominated site representatives will ensure regular periodic evacuation drills (at least twice a year) are carried out in all premises that they are responsible for. All persons with disabilities who use the building must be specifically catered for in relation to their evacuation procedures. All such evacuation drills are to be recorded in the building's Fire Log Book.

3.8 Procedures for dealing with Health and Safety Concerns

Any employee with a concern about health and safety should initially refer the matter to his/her immediate supervisor or line manager who should provide a direct response to the employee. If the matter cannot be resolved at this level or the employee is dissatisfied with the outcome, then the matter may be raised with the Premises Manager or the Headteacher, preferably in that order. Alternatively, the employee may wish to consult their workplace safety representative. The choice of approach rests with the individual employee.

3.9 Access to Occupational Health Support

A comprehensive Occupational Health Support Service is provided by EducateHR. The ranges of services available include the following;

- Medical assessment

- Counselling (confidential)
- First aid training
- Pre-employment screening
- Periodic health screening
- Health promotion
- Occupational health advice

3.10 Trainees, Agency Workers and Seconded Workers

3.10.1 The school recognises its responsibilities both as sponsor and managing agent to all its trainees and agency workers and to those workers seconded to the school or working under the direct or indirect control of the school via a partnership or other such arrangement (seconded workers). Therefore trainees, agency workers and seconded workers will be afforded the same level of commitment to health and safety as any employee.

3.10.2 It is important to clarify and agree at the start of any contract or work experience, the practical arrangements for day to day supervision, direction and control of work. Risk assessments should consider where trainees, agency or seconded workers are at greater risk by virtue of their lack of knowledge and inexperience.

3.11 Visitors and the Public

3.11.1 The school will conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that members of the public are not endangered by work carried out by its employees, whether on the school's premises or not.

3.11.2 All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known to exist, or that visitors are made aware of such risks.

4. Monitoring and Auditing

4.1 Monitoring Health and Safety

Performance monitoring is a key part of the health and safety management function.

The primary aim of monitoring health and safety is to ensure that the standards achieved in the workplace conform to the objectives of the school and Departmental Safety Policies, procedures etc.

Each department will continually monitor health and safety performance by having clearly defined arrangements for collecting and evaluating accident statistics and carrying out workplace inspections and health surveillance (where appropriate).

An annual assessment is prepared and submitted to the Governing Body

4.2 Health and Safety Auditing

In addition to routine monitoring of health and safety performance, there is a need for periodic audit to enable a deeper and more critical appraisal of all elements of health and safety management systems.

At different times and for different reasons, there will be a need to carry out an audit to:

- 4.2.1 Determine whether health and safety management systems are capable of achieving the required standards of health and safety performance

- 4.2.2 Determine whether or not each Department (or part of it) is fulfilling all its obligations with regard to health and safety
- 4.2.3 Identify the strengths and weaknesses of the health and safety management systems
- 4.2.4 Identify if each Department (or part of it) is actually carrying out and achieving what it claims to do.

The school recognises that auditing is an essential element of a health and safety management system. For health and safety auditing to be of value, senior management should be fully committed to the concept of auditing and to its effective implementation within the school. This includes a commitment not to reject audit findings and recommendations without good reason and to take appropriate action within a reasonable time.

Appendix: Manual Handling Policy – we have adopted the Kirklees policy as regards Manual Handling. *This is added as an appendix below.*

Directorate for Children and Young People (DCYP)

Subject: Children's Safer Manual Handling Policy

Health & Safety Policy Guidance Note

Reviewed August 2015 (Reviewed February 2012) (original May 2007)

Next Review August 2018 unless any significant changes in legislation or guidance

Relevant Current Legislation

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Workplace (Health Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Reporting of injuries, Diseases and dangerous Occurrence Regulations 1995 (RIDDOR)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Other relevant legislation

- Human Rights Act 2000
- Equality Act 2010
- Special Education Needs and Disability (SENDA 2001)
- Children's Act 1989 (2004)
- Children and Families Act 2014

Who needs to see this document:

Directors of Service, Heads of Service and Child Care Setting Managers, Managers and Supervisors, Employees and School Governors (school specific)

Contacts:

- Manual Handling Advisor 07976497952 penny.townsend@kirklees.gov.uk
- Group Safety Advisor for DCYP 01484 226445

This policy covers the moving and handling of children and young people with additional needs, physical disabilities and any other children that may have manual handling needs.

The policy should be interpreted with due regard to other relevant legislation listed and the Directorate for Children and Young People's health and safety policy.

The Local Authority expects all heads of service and child care settings managers to follow this policy and guidance and to ensure it is adopted and implemented within their areas of responsibility.

Kirklees Council

DCYP Children's Safer Manual Handling Policy

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Introduction

- This policy should be read in conjunction with The Directorate for Children and Young People (DCYP) Health and Safety Policy. Manual Handling comes under the health and safety umbrella but has specific legislation which should also be considered Manual Handling Operations Regulations 1992 (MHOR), Lifting Operations Lifting Equipment Regulations 1998 (LOLER) and Provision and Use of Work Equipment Regulations 1998 (PUWER).
- The DCYP Safer Manual Handling Policy works alongside the aims and objectives of Kirklees Council's Adult Services Manual Handling Policy
- This policy applies to all Directorate for Children and Young People employees undertaking people handling activities in support services, front line services, schools, other childcare settings and including fostering services. It covers children and young people, users of its service and any other people affected by its activities.
- This policy should also be considered alongside other relevant legislation such as the Human Rights Act 2000, Equality Act 2010, Mental Capacity Act 2005, Children's Act 1989 (2004) and Children and Families Act 2014.
- Managers are encouraged to further develop local procedures and guidance based on this policy where this would be beneficial and where it would enhance safer manual handling of children and young people
- The Safer Manual Handling Policy is available on Kirklees intranet One Hub and is linked to the DCYP Health and Safety Policy.

General Policy Statement

This policy applies to any setting or situation where the DCYP service has responsibilities including schools, resourced provisions, young people's centres, children's centres, residential homes, youth groups, nurseries, off site activities etc. It also applies to all service users, contractors and visitors to the Service's premises.

DCYP's core objectives are to provide effective children and young people centred care within a safe working environment to minimise the risk of injury to the children, staff and carers. It aims to do this by working towards the safest possible solutions in manual handling via a risk assessment process.

Moving and handling is an inherent part of providing care to disabled children and young people, but is not risk free, DCYP aim to reduce the risk of injury by moving and handling to the lowest level which is reasonably practicable by:

- Designing and using safe systems of work which seek to avoid hazardous manual handling
- Adopting an ergonomic approach to problem solving moving and handling activities
- Promoting a balance between the needs, wishes and rights of the children and young people and their carers and ensuring a safe working environment for DCYP staff

Statement of Intent

Directorate for Children and Young People

DCYP is committed to ensuring the health, safety and welfare of all its employees, children and young people and others who may be affected by its activities.

The Service recognises that continual improvements in manual handling performance are achieved primarily through the identification, assessment and management of risk associated with manual handling. This not only reduces accidents and ill health at work but also contributes to the health and wellbeing of the local communities.

It is the policy of the service to ensure so far as is reasonably practicable:

- The provision of appropriate manual handling information, instruction, training and supervision. Including access to competent advice for manually handling children and young people with a disability.
- The provision and maintenance of appropriate manual handling equipment and safe systems of work.

- The provision and maintenance of a safe working environment in relation to the safer manual handling of children and young people.
- Adequate arrangements for a flexible and a manageable approach to the safe manual handling of children and young people respecting their wishes and balancing the duty of care owed to them, with the statutory requirements to ensure the health and safety of the employees in relation to manual handling.

Whilst accepting the minimum legal standards as set by national legislation namely the Manual Handling Operations Regulations 1992 (MHOR) and its associated regulations the Service is committed to promoting a positive, safe manual handling culture which aims to produce high standards of care for its employees and the children and young people who access the Service.

The Service recognises that in order for this policy to work it must have the full support and cooperation of all employees in achieving a safer manual handling culture.

The Service also expects and encourages similar support from contractors, partners, volunteers and cooperation from children and young people, service users and visitors who use our services, facilities and premises.

The Service will monitor and review the effectiveness of this policy

Signed:

Date: 24th November 2015

A handwritten signature in black ink, appearing to read 'Gill Ellis', is written over a light grey rectangular background.

Printed: Gill Ellis

Assistant Director for Learning and Skills (DCYP)

At a Glance Action

All heads of service and child care setting managers, managers and supervisors and SENCO's:

- Familiarise themselves with the contents of this policy
- Ensure this policy is implemented in their area of work or adapted to suit the needs of the setting
- Ensure all parties are fully informed of their roles and responsibilities with due regard to manual handling
- School governing bodies to formally agree to implement or adapt this policy to meet the legislative requirements, this should be formally minuted.
- Ensure all employees / volunteers are trained to the appropriate standards with due regard to the relevant legislation and agreed local guidance.
- Ensure the recruitment and selection process pays due regard to potential employees physical fitness and capability to undertake the duties of the post
- Ensure risk assessments are completed (and reviewed regularly) for all moving and handling activities
- Ensure detailed moving and handling plans are developed where necessary
- Ensure suitable equipment is available and maintenance / inspection and testing arrangements are in place
- Periodically review all arrangements to ensure continued compliance with this policy

Definition and Objectives-What is Manual Handling?

The definition of manual handling *'It is any activity that involves the use of bodily force in lifting lowering, pushing, pulling, carrying supporting or otherwise moving a person or object'*.

Under the Manual Handling Operations Regulations 1992 (MHOR) the Directorate should:

- **AVOID** hazardous manual handling operations, so far as is reasonably practicable
- **ASSESS** those manual handling operations that cannot be avoided
- **ACTION** should be taken to reduce the risk of injury from manual handling operations so far as is reasonably practicable
- **REVIEW** the risk assessments when significant change occurs or on a pre-determined date

The Directorate's objectives are:

- To ensure all employees are informed of their manual handling responsibilities for ensuring their own safety and that of others.
- To provide appropriate occupational health surveillance and support to employees who require it.
- To strive to continually reduce work related musculo-skeletal disorders and accidents.
- To consult with employee's representatives on matters relating to safe manual handling of children and young people using established forums e.g. DCYP Health and Safety Committee, Health, Safety and Welfare Committee and Employee Liaison.

- To provide adequate resources to implement this policy.
- To ensure that within the health and safety framework that manual handling has equal ranking with other management responsibilities and is given due care and consideration.
- To provide access to competent manual handling training, advice and best practice in line with national guidelines as set out by The National Back Exchange (NBE) and The Health and Safety Executive (HSE).
- To monitor the services' safer manual handling activity through audit and review.

Organisation – People and Responsibilities

To ensure that this policy is effectively implemented throughout the directorate the manual handling responsibilities of management, employees and key stakeholders are specified in this section.

Individual service areas and childcare settings may need to provide more detailed responsibilities and arrangements depending on the size, structure and the nature of work activities or services provided.

Reference should also be made to the DCYP Health and Safety Policy which provides more information on roles and responsibilities.

Specific responsibilities relating to manual handling are included in this policy, for childcare setting managers and schools.

Heads of Service and Child Care Setting Managers e.g. head of learning, head teachers, locality managers, nursery managers and unit managers

Without detracting from the Director's overall responsibilities, Heads of Service and Child Care Setting Managers are responsible for safer manual handling leadership within their respective service area. Their actions and decisions should reflect the objectives set out in this policy.

They have a particular duty to implement the safer manual handling policy within their service or childcare setting.

Responsibilities are to:

- To contribute, implement, communicate, monitor and review the manual handling policy and performance including setting objectives, performance standards and performance indicators.
- Ensure that adequate time and resources are allocated to staff in their teams to fulfil their manual handling responsibilities.
- Ensure that safe manual handling roles are clearly and logically delegated to successive levels of management and who are sufficiently senior and competent to discharge them.
- Ensure via respective management teams, that risk assessments and safe working practices in relation to safe manual handling in their service area have been undertaken and reviewed as necessary
- Develop and promote a safe manual handling culture for children and young people with a disability by encouraging active participation and involvement of relevant employees.
- Develop and implement an action plan in order to achieve the safe manual handling objectives outlined in this policy and address deficiencies identified in audit and performance monitoring reports.
- Provide employees with necessary information, instruction, training and supervision in safer manual handling to ensure competence and consistency of handling skills. This will include

systems to identify training needs arising from recruitment, staff changes, changes in legislation, new equipment etc.

- Ensure occupational health surveillance is provided when required.
- Detail arrangements for consultation between management and safety representatives, ideally through the health and safety committees and employee liaison groups.
- Ensure that all employees are aware of their responsibilities in this safer manual handling policy and that managers are held accountable for compliance within their respective portfolios.
- Ensure that regular safety inspections of manual handling equipment in the workplace are carried out in accordance with DCYP policy, legislation and guidance.
- Ensure that all manual handling accidents, dangerous occurrences and near misses are reported in line with DCYP policy and guidance and that all such incidents are investigated and LACHS procedure is followed (seek guidance and assistance where required).
- Resolve any manual handling incidents and if necessary refer to the relevant persons/service/director.
- Ensure that safe manual handling matters are effectively communicated throughout the area of responsibility.
- Heads of Service can appoint an operational key manual handling coordinator if they wish to act as a point of contact and coordinator for safer manual handling in their respective service areas.

N.B. This person does not relieve the Head of Service of their statutory manual handling responsibilities. If an operational key manual handling coordinator is not appointed the head of service must undertake these duties.

For foundation schools, foundation special schools, voluntary aided schools and academy schools the **governing body** is the employer and these schools are **advised** to formally adopt/adapt this policy where necessary and implement it ensuring that local arrangements are in place.

School Governors (school specific)

School Governors have the following responsibilities:

- Assist and support the head teacher/senior management team in the implementation of the safer manual handling of children policy.
- Ensure that the employer's safer manual handling policy is implemented and monitored and brought to the attention of all staff.
- Ensure that the school produces a policy statement and that it is formally approved by the governing body (**see appendix 1**)
- Assign adequate resources (financial and management) for safer manual handling and also ensure that there is access to competent advice.
- Ensure that risk assessments and personal handling plans are in place and are implemented

- Report to the Head of Service on matters relating to manual handling of children with which they need further assistance.
- Ensure that regular safety inspections of manual handling equipment are carried out by competent persons.
- Monitor manual handling practice by receiving reports about training undertaken by staff, ensure that a manual handling action plan is produced, receive reports about accident statistics and investigations

Head Teachers should produce a school specific manual handling policy statement and submit it to the governing body for approval. They should also submit regular reports on safe manual handling e.g. results of accidents/investigations, training analysis etc.

Governors can find further clarification of responsibilities relating to overarching health and safety on the DCSF website www.governornet.co.uk a guide to the law for school governors.

Managers and Supervisors

Employees who line manage or supervise others e.g. heads of departments in schools, duty managers, office managers etc. are responsible for the health, safety and welfare in relation to manual handling for their staff and others who may be affected by the activities over which they have day to day control. They should assist and support their head of service/child care setting manager in the implementation of safer manual handling of children.

In particular managers and supervisor's responsibilities to:

- Implement the services' and any local manual handling policies, ensuring that guidance and procedures are effectively implemented in the area under their control.
- Ensure that a safe working environment is maintained as far as is reasonably practicable.
- Ensure that suitable and sufficient manual handling risk assessments and personal handling plans are carried out that identify manual handling hazards and arrangements are made to manage the residual risks.
- Ensure that all the employees under their control are competent in the tasks that are requested of them. This will include providing appropriate manual handling training, instruction, information and supervision. In line with recommended best practice by the National Back Exchange (NBE) all people handlers should have mandatory updates.
- Equipment provided should be fit for purpose and maintained and serviced accordingly in line with relevant legislation.
- Ensure that all the employees under their control are fully aware of their responsibilities and understand their responsibilities in relation to the safe manual handling policy, procedures and guidance relating to their area of work.
- Ensure that all employees are accountable for their compliance with this policy.
- Ensure that occupational health surveillance and support is provided where necessary.
- Ensure that all work related children and young people manual handling accidents/incidents that cause or have the potential to cause injury/illness are reported and investigated in line with service procedures. They must also take the necessary steps to prevent a recurrence of the accident/incidence.

- Ensure that the employees are fully conversant with the reporting procedures for accidents/incidents in relation to safe manual handling of children and young people.
- Resolve any manual handling of children and young people problems referred to them and bring to the attention of the senior manager any problems they are unable to resolve.

Manual Handling Advisor

The manual handling advisor provides a specialist advisory function to DCYP and is responsible for the development of effective manual handling policies, strategies and guidance on all aspects of safe manual handling of children. They act on behalf of the Director of DCYP and Heads of Service to develop, implement and monitor the DCYP manual handling policies and strategies.

Responsibilities are:

- To ensure compliance with the relevant manual handling legislation, manual handling policy and to audit and monitor that this is being effectively followed.
- Provision and maintenance of manual handling codes of practice and any associated risk assessments.
- To provide specific advice and information on manual handling and be responsible for disseminating it from professional bodies/advisory services to DCYP establishments.
- To liaise with the corporate safety unit on the provision of general health and safety advice where this overlaps with specialist advice; provision of relevant health and safety manual handling training for employees on specialist related safety matters.
- To liaise with the corporate safety unit regarding accidents/incidents and dangerous occurrences relating to the manual handling of children and providing advice to prevent a recurrence.
- Report to their line manager and appropriate care setting manager any shortcomings they observe in manual handling of children and health and safety provision.
- Receive information about significant accidents/incidents which occur in manual handling from the group safety adviser. Provide aid and support to assist in the investigation of the accident/incident.
- To improve the quality of care provided to the children and young people ensuring their safety and promoting their independence as far as is reasonably practicable.
- To develop an inclusive approach to safe manual handling of children and young people with a disability to aid their access to the curriculum or areas of activity.
- To develop health promotion strategy to help reduce the risk of work related musculoskeletal injury.
- To provide specific, specialist risk assessments for children with complex needs and provide necessary training to staff for that individual situation.
- To support settings where appropriate in completing personal handling plans.

- To liaise with other agencies including health, local authorities, senior management teams, governing bodies, parents/carers, external organisations to promote and encourage safer manual handling.
- To develop and implement a training strategy to ensure that all staff have the appropriate levels of competence in safer manual handling and that the training records are retained centrally. This can be related to handling children and postural awareness for staff.
- To provide advice to Physical Resources and Procurement (PRP) department, Special Educational Needs (SEN) department and home adaptations team on specialist manual handling equipment, adaptations, reasonable adjustment and safe systems of work on new builds, capital projects and PFI projects.
- To ensure the cost effective purchase of safer manual handling equipment provided for children and young people across the authority in liaison with the Children with a disability team adaptations manager, Medequip and the PRP team
- To advise and assist childcare settings managers if they appoint a manual handling coordinator and provide necessary support, training and guidance.

Employees –at all levels (includes trainees, volunteers etc.)

All employees at all levels of the organisation have health and safety responsibilities. These are as follows:

- To work in accordance with the information, instruction and training provided on safe manual handling of children and young people and to use any equipment provided in accordance with the advice, training and given instructions.
- To inform their line manager of anything that may affect their ability to undertake safe manual handling activities.
- To follow the control measures as identified in the manual handling risk assessment.
- To refrain from misusing or interfering with any manual handling equipment that has been provided to aid the manual handling process.
- To report immediately any faults in the manual handling equipment to their appropriate line manager
- To report all manual handling incidents/accidents immediately to their line manager and seek first aid advice for any injury sustained.
- To stop any manual handling activity immediately where it is believed there may be serious/imminent danger to themselves or service users.
- To be aware of the safer manual handling policy, procedures and guidance and any emergency procedures.
- To cooperate, as far as is necessary to enable the service to fulfil any duty or comply with any requirements of current or future manual handling legislation.
- To actively participate in the manual handling risk assessment process.

Contractors/Agency workers/Volunteers/Helpers/Informal carers

This is a potentially complex area but in many respects the duties of an employer towards any of these categories are the same as their duties towards their “own” employees. Equally these categories would have the same duties as an “employee” see above. It should be noted that legal H&S responsibilities cannot be transferred by means of a contract. There is a clear legal duty for co-operation and communication and sharing of information between all parties. Other issues to consider would include how have these individuals or companies been vetted and who will be responsible for ensuring their training and competency.

Employee Health Care Unit

Have a responsibility to:

- Carry out pre-employment health screening
- Provide advice and support to staff who have suffered musculoskeletal injury
- Provide advice to managers regarding individual staff and their fitness for work
- Liaise with the moving and handling team where appropriate to support individual staff back to work

Transport (including home to school, school minibuses, YPAT and respite care travel)

Home to school transport standards and procedures should be in line with this policy. The responsibility for risk assessments rests with the School Transport section but there will need to be communication and sharing of information between all parties (school, parents, carers, escorts therapists etc.) to ensure the safety of children and staff.

(See transports risk assessments STS11 and STS006)

All other premises that transport children and young people should follow the guidance in this policy.

Therapists/Health Professionals

The **Therapist** is responsible for:

- Completing risk assessments relevant to **their** activities with children and young people on the authorities premises.
- Providing specific training to enable authority staff to undertake any delegated therapeutic handling task competently and safely.
- Ensuring appropriate assessment is undertaken to identify equipment required by an individual young person for the therapeutic programme.
- Liaison with the head of service/manager of child care setting in order for the risk to individual members of staff to be appropriately considered.
- Reviewing the therapy programme and related risk assessment as above, in consultation with the manager/teacher/head of child care setting/head teacher

RISK ASSESSMENTS

The Manual Handling Operations Regulations 1992 imposes a legal requirement to carry out risk assessments

A team approach to risk assessment is often a very effective way of achieving workable solutions. The advice and views of children and young people (as far as is reasonably practicable), their families and other relevant staff e.g. Physiotherapist, Occupational Therapist must be sought and taken into account.

A risk assessment must be carried out **prior** to care provision. This approach will ensure the young person is moved safely and, where relevant, the appropriate methods and equipment are used in each situation. The assessment must take account of risks both to staff, informal carers and the children and young people.

Whilst there may be scope for some generic assessments, in many instances there would need to be a specific risk assessment and handling plan for each young person. There should be no blanket solutions that are routinely applied to all children and young people except in emergencies (see page 15)

Wherever more than one provider delivers care or services to the same young person, good communication and co-operation is needed between them e.g. education, social care and health; to ensure that health and safety issues are managed in a consistent manner. Without this communication, the service provider will not be able to complete a suitable and sufficient risk assessment to ensure that the young people and employees are not exposed to unreasonable risk.

The risk assessment must clearly recognise the differences in the requirements of moving a young person as part of a therapy programme (therapeutic handling) and moving the same person to meet their education and care needs for daily living.

It is the responsibility of the **Head of Service/Child Care Setting Manager** to ensure that risk assessments and safe systems of work are in place for all activities involving the moving and handling of young people. Risk assessments must be undertaken by the relevant staff e.g. managers/teachers/care staff, where necessary advice should be sought from the manual handling advisor for complex cases.

It is the individual **Employee's** responsibility to undertake only those activities for which they have been trained and they are capable of performing. They must inform their **Manager/Head of Child Care Setting** if they are not capable of performing certain or all manual handling activities related to a specific young person.

Safe Systems of Work

Safe systems of work are developed by carrying out a risk assessment and identifying effective control measures to minimise risk of injury to staff and young people; the process is outlined below. There are 2 steps, which will help determine a Safe System of Work;

Risk Assessment - Basic risk assessment (Appendix 2)

Personal Handling Plan – Detailed (Appendix 3)

Each risk assessment and handling plan should be signed and dated by the person completing it. They must be retained in line with current guidelines for document retention.

Basic Risk Assessment (Appendix 2)

This is a quick check using a checklist to determine whether there is a need for a more detailed risk assessment. If you tick high to several items, it is likely that a detailed assessment is needed. As a minimum it should take into account the following;

- Task – the transfer or movement involved
- Individual Capability – of the member of staff,
- Load – the young person to be handled
- Environment – including space, lighting, distance, floor surface
- Other factors – poor communication, posture restricted by clothing

This type of quick assessment would be appropriate for moving and handling of nursery children/ babies without special needs; a more detailed assessment is unlikely to be necessary

Personal Handling Plan (Appendix 3)

A detailed handling plan should be undertaken when the **basic risk** assessment checklist indicates the need.

The handling plan must take into account the following:

- A fuller explanation of the task, individual capability, load environment and other factors
- An assessment of risk level for each activity
- The risks to **young people and employees** must be considered
- Recommendations for immediate to long term action which should be signed and dated

Notes:

- The responsibility to ensure a handling plan is in place lies with the manager of the child care setting and may need to be considered within the **EHCP** (education health care plan)
- The health, safety and dignity of all those concerned is paramount.
- Access to the curriculum, therapies, and other activities are of vital consideration.
- There is no absolute safe weight limits for lifting, the task may need to be mechanised or use team lifting
- Wherever possible the handling plan should be completed in conjunction with the young person/parents/carers and staff
- The handling plan should be signed and dated by an appropriate assessor / manager and will be reviewed either at the young person's annual review or if significant changes have occurred.

Differences of Opinion

When a young person (or parent speaking for their child) refuses to be moved according to handling plan, reasons should be explored together with a discussion regarding the benefits of the plan. A solution may be to use another method or piece of equipment. If the young person or parent still refuses, the manager of the child care setting must consider the risk of injury to staff from manual handling balanced against the risk to the young person if the procedure is not carried out. The result of this assessment would usually be to change an element of care. This should be agreed by all concerned.

The moving and handling advisor should be involved at an early stage to help resolve issues and contribute to the risk assessment process. Ultimately if the young person or parent insists on a practice, which is unsafe, then the service can refuse to carry out this procedure and negotiate the level of care that can be provided safely. In this situation legal advice should be sought from the legal and risk management teams.

TRAINING

Training is an essential component of proper risk management based on sound risk assessment. Because it is not always possible to avoid manual handling tasks even where support equipment

is available, it is essential that **all staff who attend young people with mobility difficulties are suitably trained in safer handling techniques.**

Provision of training alone will not ensure safe moving and handling practices become integrated into all daily activities. Effective training will **support safe systems of work** but is not a substitute for their implementation. Formal training sessions alone will be insufficient to achieve a safer moving and handling culture. Operational support, for example, workplace supervision, team meetings and provision of resources to improve the task or working environment will further facilitate the process.

Managers of child care settings are responsible for ensuring that they have in place a training strategy. This Strategy should be based upon task and needs analysis and risk assessment, which acknowledges the commitment to reduce all aspects of moving and handling and takes due consideration of other provider agencies.

The fitness of the staff needs to be addressed when assessing the workers capability to undertake handling tasks safely.

Staff **should not** be assigned to moving and handling tasks **before** they receive appropriate training.

It is the child care setting manager's responsibility to ensure that there is a planned, continuous and regularly updated staff training programme in place. It must reflect both the changing needs of the young people and also of staff. It is essential that accurate individual training records are maintained and kept on personal files retained by the DCYP establishment.

Training is mandatory for all staff who undertake moving and handling activities, staff should undertake regular manual handling updates as determined by the task and needs analysis. Child care settings managers would also benefit from attending an induction to manual handling training.

To be **effective** training will need to include:

- Legal responsibilities and duty of care
- Risk management and assessment
- Safe mobility and handling techniques
- Understanding of unsafe methods for manual handling and how to determine a safe approach
- Appropriate use of manual handling equipment
- Procedures to be followed when the designated system of work cannot be applied i.e. failure of equipment

PERSONNEL ISSUES

Manual handling tasks, which involve handling even very small children and young people, require staff to be physically able to safely achieve the range of movement required. Within the recruitment and selection process, those with responsibility for appointing staff must determine their fitness and capability to undertake the duties of the post. Job descriptions should accurately reflect the physical aspects of the work.

It must be recognised that moving and handling children and young people could present

additional risks to those with existing health problems or who are pregnant. **Individual**

capabilities and limitations must form an integral part of the risk assessment and the resulting safe systems of work.

There is a statutory requirement to take particular account of risk to **new or expectant mothers**.

The risk assessment must be reviewed in consultation with them and an agreed safe system of working devised. This will be an ongoing process as the pregnancy progresses.

Managers of child care settings should monitor sickness absence and identify recurring musculo-skeletal related periods of absence in order for appropriate remedial action to be taken this may include revising risk assessments and procedures, making reasonable adjustments or referring employees for medical attention.

Staff should be encouraged to report problems as soon as they are recognised; e.g. shoulder neck or back pain, as it develops, so that remedial action can be taken promptly.

ACCIDENTS/INCIDENTS/NEAR MISSES

Following any accident or injury, the child care setting must follow the accident reporting procedure immediately. Refer to the DCYP Guidance Note the manager of the child care setting is responsible for completing accident/incident/near miss investigations to determine what actions are required to prevent a recurrence.

For complex or serious incidents they should contact the Group Safety Advisor and the Moving and Handling Advisor in the first instance.

The **LACHS** accident report must be completed as soon as possible in as much detail as possible and sent to the Group Safety Team and they will make a decision as to whether it is reportable under **RIDDOR**.

The risk assessment relating to either the task or young person concerned must be reviewed to:

- Ensure the required/control measures have been adhered to
- Determine the validity of the assessment and control measures currently in place.
- Identify any further measures that are necessary to prevent further accidents/injuries.

EMERGENCIES

The Manual Handling Regulations do not preclude well-intentioned improvisation in an emergency but what is an **Emergency?**

An emergency can be defined as

“.... a sudden, unforeseen event requiring immediate action.”

Therefore an event should only be considered a true emergency if it is not possible to anticipate it happening. All other foreseeable events must have robust systems, identified by risk assessment, to ensure the safety of all concerned when they happen.

The risk assessment process will enable procedures to be established for emergency situations, where otherwise instinctive and unsafe practices would continue.

Safe working practices must be developed through use of risk assessment by identifying:

- What is the risk to the young person?
- Who will be responsible for the young person in an emergency?
- How will the young person be moved in this situation?
- Any equipment that may be necessary for use in the specific situation. E.g. evac chairs, slide sheets, hoists etc.
- Any protocol established setting out clearly defined responsibilities and procedures for dealing with emergencies identified through risk assessment.

Staff must be trained to use any specialist equipment, identified for use in emergency situations, e.g. evac chairs, stair climbers, with frequent updates to ensure both confidence and competence to comply with the protocols in the “live” situation.

HANDLING AIDS AND EQUIPMENT

There is a wide range of manual handling aids and equipment available such as mobile or ceiling track hoists and slings. Other aids will help improve the handler’s posture and help reduce the cumulative strain associated with moving and handling activities, examples include: transfer stand aids, handling belts, sliding sheets, turntables etc.

The risk assessment and handling plan will indicate where handling aids and equipment are required. Suitable training and instruction should be provided to staff that are required to use handling aids or equipment during the course of their work.

Provision / Procurement

Any manual handling aid must be carefully selected. Where choice of appropriate handling aids exceeds the scope and level of expertise within the setting the advice of the Manual Handling Advisor should be sought. All handling aids selected for a specific task must meet the following criteria:

- Be appropriate for its intended use, for the young person, the handler, the environment and task involved.
- Reduce the risk associated with the task, and not introduce further, uncontrolled risks.
- Be well maintained according to both manufacturer’s instructions and legislative requirements (subject to inspection/ maintenance regime)
- Comply with the relevant British / European Standards
- Not be adapted or tampered with in any other way

Where the risk assessment indicates the need for small handling aids or equipment to reduce the risk of injury to staff when assisting a young person to access the school curriculum, the **school** is responsible for its provision.

Any other child care setting is responsible for funding the purchase of smaller pieces of handling equipment.

Individuals who are responsible for the procurement of equipment should ensure that equipment is sourced from reputable suppliers and that the equipment itself meets the criteria outlined above. In order to do this they will need to be able to demonstrate that they have carried out reasonable checks.

MAINTENANCE OF EQUIPMENT

All equipment is subject to Provision & Use of Work Equipment Regulations 1998 (PUWER) and in many cases the Lifting Operations & Lifting Equipment Regulations 1998 (LOLER) will apply.

Each piece of equipment must be **thoroughly examined, inspected** and **maintained** in accordance with manufacturer's and legislative requirements (see below). Records to evidence this should be retained on site and be available for inspection as required. All defects identified must be promptly rectified and the equipment may need to be put out of use until they are.

Legislation requires that **lifting equipment, used for lifting people** be subject to a **thorough examination** by a **competent person**¹ every **6 months** (or as determined by a scheme drawn up by a "competent person").

In addition to all of the above each piece of equipment should be subject to **pre-use visual checks** by the user to ensure that it is safe to use and the LOLER inspections are within date. If there is any concern about the equipment following the visual checks the equipment should be reported to their manager and removed from use.

¹ A competent person is defined as someone who has sufficient technical and practical knowledge of the lift to be able to detect any defects and assess how significant they are. It is important that they are sufficiently independent and impartial to allow them to make an objective assessment. Accreditation to BS EN 45004 is an indication of the competence of an inspection body. Most insurance companies can recommend accredited inspecting organisations.

Where shared, hired, borrowed or leased equipment is used – e.g. from NHS/PCT other sources etc. the legal "duty holder" would be considered to be the manager of the child care setting and as such has legal responsibility to ensure that the lifting equipment is thoroughly examined and that it is safe to use.

To comply with the law every employer shall ensure that no lifting equipment leaves his undertaking or is obtained from another unless it is accompanied by physical evidence that the last thorough examination has been carried out.

MONITORING, AUDIT and REVIEW

Performance monitoring is a key part to managing safer manual handling. The primary aim is to ensure that manual handling standards in the workplace conform to the standards with the objectives of this policy.

Each childcare setting or service area will monitor manual handling performance by having arrangements for collecting and evaluating accident/incident statistics, staff absences etc.

In addition to routine monitoring the manual handling advisor will carry out manual handling audits to enable a more critical appraisal of manual handling.

This will determine whether the service area is fulfilling its obligations in relation to manual handling. It will also identify areas of strength and weakness in the manual handling systems.

For the audit to be of value management teams should be committed to the concept of audit, this includes a commitment not to reject audit findings and recommendations without good reason and to take the recommended actions within an acceptable time frame.

The policy will be reviewed and modified as required from time to time. The review will consider the findings of audits, service performance etc. A periodic review will consider new or revised legislation, codes of practice, organisational and operational changes, proactive approaches to minimise risk and to review cost effective changes to improve performance.

Model pro-formas and manual handling-specific risk assessments follow:



Risk Assessment pro-forma

| | | | |
|-------------|------------|-----------------|-------------|
| Name | DOB | Location | Date |
|-------------|------------|-----------------|-------------|

| |
|----------------------|
| Describe Task |
|----------------------|

| Task | Level of Risk | | | Problems From the Task | Remedial Action: Responsible Person: Date for Review |
|--|----------------------|------------|-------------|-------------------------------|---|
| Consider: | Low | Med | High | | |
| Awkward Postures, bending, twisting? | | | | | |
| Are they manually lifting? | | | | | |
| Strenuous Pushing or Pulling? | | | | | |
| Repetitive Handling? | | | | | |
| A series of Moving and Handling Tasks? | | | | | |
| Are Tasks being rushed? | | | | | |
| Other? | | | | | |

| Individual Capability | Level of Risk | Problems From the Task | Remedial Action: Responsible Person: Date for Review |
|------------------------------|----------------------|-------------------------------|---|
|------------------------------|----------------------|-------------------------------|---|

| Consider: | Low | Med | High | | |
|--|------------|------------|-------------|--|--|
| If the Task Requires Unusual Capability? | | | | | |
| Have Existing MSD's? | | | | | |
| Are Pregnant? | | | | | |
| Call for Special Training? | | | | | |
| Are the Carers Reporting any Strain? | | | | | |
| Other? | | | | | |

| Load (Person) | Level of Risk | | | Problems From the Task | Remedial Action: Responsible Person: Date for Review |
|--|----------------------|------------|-------------|-------------------------------|---|
| Consider: | Low | Med | High | | |
| Is their size significant? | | | | | |
| Are they unpredictable? | | | | | |
| Do they have independent mobility | | | | | |
| Do they have any attachments? E.g. feed bags | | | | | |
| Other? | | | | | |

| Environment | Level of Risk | | | Problems From the Task | Remedial Action: Responsible Person: Date for Review |
|-----------------------|----------------------|------------|-------------|-------------------------------|---|
| Consider: | Low | Med | High | | |
| Postural Constraints? | | | | | |
| Poor Floors? | | | | | |

| | | | | | |
|-----------------------|--|--|--|--|--|
| Variations in Levels? | | | | | |
| Variable Temperature? | | | | | |
| Other? | | | | | |

Other Notes

| | | |
|--|---------------------------|-----------------|
| Name of Assessor | Date of Assessment | Copy to: |
| Signature | Date of Completion | |
| Any significant change re-assessment is indicated | | |

| | | | |
|----------|--|-----------------|--|
| Location | | Date Assess | |
| | | Persons present | |
| Name | | Date of Birth | |
| Height | | Weight | |

Please X boxes as appropriate

| | | | |
|--------------------------------------|---|--------------------------------|---|
| Understanding | X | Communication | X |
| Age Appropriate | | Verbal | |
| Limited | | Non Verbal | |
| Compliance | X | Tone | X |
| Co-operative | | Normal | |
| Un-Cooperative | | Abnormal High (stiff) | |
| Unpredictable | | Abnormal Low (floppy) | |
| Level of Dependence | X | Spasms | |
| Able to weight bear | | Athetoid Movements | |
| Inconsistent weight bearing | | Other Relevant Problems | X |
| Unable to weight bear | | Epilepsy | |
| Full sitting balance | | Skin Conditions | |
| Some sitting balance | | Pain | |
| No sitting balance | | Medication | |
| Able to assist | | Sensory Impairments | |
| Limited ability to assist | | Other | |
| Not able to assist/totally dependent | | | |
| Other | | | |

Comments/Additional Information/Diagnosis

| |
|--|
| |
|--|

Child/Young Persons Individual Abilities

| |
|--|
| |
|--|

| | | | |
|-------------------|-------------------|--------------------------|----------------------------|
| Hoist Make | Hoist Type | Safe Working Load | Other |
| | | | |
| Sling Make | Sling Type | Safe Working Load | Attachment to Hoist |

| | | | |
|------------------------|--|--|--|
| | | | |
| Other Equipment | | | |
| | | | |

| Task | Method and Equipment | Level of Risk |
|------------------------|-----------------------------|----------------------|
| Chair to changing bed | | |
| Chair to Floor | | |
| Chair to Chair | | |
| Chair to Standing | | |
| Chair to Walking Frame | | |
| Chair to On/Off Toilet | | |
| Floor to Standing | | |
| Walking | | |
| Wheelchair | | |
| Hydrotherapy | | |
| Rebound Therapy | | |
| Transport | | |

State on average how often these activities will occur. E.g. How often they may be manually handled or hoisted during the school day/visit/respite stay?

| |
|--|
| |
|--|

| |
|--|
| If hoisting is deemed inappropriate state reasons |
| |

| Carer's Individual Capability | Yes X | No X |
|---|------------------|-----------------|
| Would these tasks pose a risk to staff? | | |

| |
|------------------------------|
| Environmental Problem |
| |

| High Risk Task | Action Plan include immediate/medium/long term solutions/ persons responsible for implementation/Advice | Date Achieved |
|-----------------------|--|----------------------|
|-----------------------|--|----------------------|

| | | |
|--|--|--|
| | | |
|--|--|--|

Signature of Assessor:

Print Name:

Designation:

Date:

Date of Review

Created by Penny Townsend Manual Handling Adviser Kirklees Council 13/02/12 updated 24/05/12 updated 27/07/15 updated 24/11/15

Model Policy – Children’s Safer Manual Handling Policy

Holmfirth High School recognises its responsibility to ensure the health, safety and welfare of its employees children and young people and others affected by our activities as far as is reasonably practicable. It is our policy to conform to the requirements of The MHOR 1992, HASAWA 1974, LOLER 1998 and PUWER 1998

We adopt Kirklees Councils DCYP **Children’s Safer Manual Handling Policy** in its entirety and detail below how we will achieve this:

| | | |
|--------|----------------|------|
| Signed | Head Teacher | Date |
| Signed | Governing Body | Date |

Policy- As an alternative to the above statement child care settings could if they wished set out their own policy statement but must ensure that it at least matches the minimum standards set by Kirklees Councils DCYP children’s safer manual handling policy

Organisation – Set out here how the child care setting will organise itself for implementing this policy, i.e. health and safety responsibilities of key staff for example the composition of the multi-disciplinary team, organisation chart / named individuals could be shown here.

Arrangements - Description of the arrangements to cover the following issues.

- Staff awareness of this policy and their individual responsibilities
The SENCO will ensure that relevant staff are aware of this policy regarding students who require manual handling.
- Safe Systems of work - risk assessments/hoisting/ handling plans – who, how etc.
Risk assessments and handling plans will be implemented with advice from the Kirklees Manual Handling Advisor
- Training strategy and arrangements, record keeping
Relevant training is undertaken by staff. Records are kept in line with the school system.
- Arrangements for Referrals to Employee Health Care
Referrals can be made as necessary.
- Arrangements for employees who are pregnant / medical conditions
Arrangements are made for individual staff who are pregnant or who disclose medical conditions
- Equipment – provision, examination, maintenance arrangements
Equipment is currently overseen by physio therapists and occupational therapists who visit individual students in school
- Emergencies – specific arrangements
- Accidents /Incidents/Near misses are reported and recorded in line with school policy.
- Access to “competent specialist advice” – who and how
- Consultation arrangements – safety reps, committees, staff meetings etc.

Monitoring – Description of how the child care setting will monitor compliance with the policy and review policy and procedures as a process of continuous improvement E.g. Risk Assessments, Handling Plans, Training Strategy etc.