

Moving and Handling Policy

Moving and Handling Policy	
Reviewed by	QKA Academy Committee
Last Updated/Reviewed & Approved by Academy Committee	December 2023
Date of next scheduled review	December 2024
Responsible Officer / Member of Staff	Jo Hammond Acting SENCO

1. Principles

- 1.1. Except in an emergency situation, only staff who have attended moving and handling training will undertake moving and handling of pupils with physical disabilities.
- 1.2. Pupils will be actively involved in their own moving and handling procedures, and their views and needs will be taken into account when planning and carrying out transfers.
- 1.3. Pupils will be encouraged to be as independent as possible. Where appropriate, they will be taught how to carry out independent or assisted transfers and to direct the help they require. Sufficient time will be allowed during moving and handling to enable this to happen.
- 1.4. Staff will communicate with each other and with the pupil to ensure moving and handling is carried out as safely and comfortably as possible.
- 1.5. Arrangements for moving and handling will be considered when planning for activities, including educational visits.
- 1.6. Moving and handling aids will be employed whenever appropriate, including hoists and slings, handling belts, sliding boards and nets, turntables, steps, kneeling pads and wheeled stools.

2. Responsibilities

- 2.1. The employer is responsible for ensuring that a Risk Assessment has been carried out on all pupils who need to be lifted. This details the method relevant to each pupil under particular circumstances and is available in the pupil's classroom, as well as in the SEND Area.
- 2.2. Each member of staff is responsible for: -
 - 2.2.1. Reporting hazards or potential hazards
 - 2.2.2. Following the laid down procedures
 - 2.2.3. Informing the SENCo/SLT of any medical conditions that may affect their ability to handle loads

3. Risk Assessments

- 3.1. An individual moving and handling Risk Assessment will be carried out for each pupil by a person who has received suitable training. This will be reviewed following a significant change in the pupil's needs.
- 3.2. The Risk Assessment will take into account the pupil's height, weight, body build and physical abilities, as well as any potential discomfort and communication difficulties when determining the most appropriate means of moving and handling them.
- 3.3. Advice on moving and handling techniques and equipment will be sought from the moving and handling trainer and pupil's physiotherapist and occupational therapist, as appropriate.

4. Equipment

- 4.1. Hoists and slings should be checked every 6 months by a competently trained person. A record of these checks, with any observations and recommendations, should be maintained.
- 4.2. A visual check should be carried out before each use, with any issues reported to the SENCO/SLT.

5. Procedures

- 5.1. Staff should wear suitable footwear and clothing. Pupils must have suitable footwear for undertaking standing transfers.
- 5.2. Avoid lifting pupils unless unavoidable and risk assessed. Use appropriate transfer strategies rather than lifting if the pupil can weight bear. If the pupil cannot weight bear then wherever possible they should be hoisted.
- 5.3. Assess the situation, ensuring there is sufficient help to carry out the transfer. If more than one person is involved, only one person should be giving instructions, (i.e. ready, steady, lift)
- 5.4. Plan the route to be used, ensuring there is a room for the transfer, the pathway is clear and dry, and everything is ready at the other end.
- 5.5. Consider the pupil's individual needs, how they can help, and if there is any part of their body that may need extra care/support. One person should tell the pupil what you are going to do and what they need to do, keeping instructions as simple as possible.
- 5.6. Check that brakes are applied to the equipment the pupil is being transferred to and from. Ensure that all straps are fastened after the transfer is complete.
- 5.7. Brakes should not be applied to hoists as they need to be able to move to compensate for the changing centre of gravity as the pupil is lifted.
- 5.8. Position yourself as close to the load as possible, keeping your feet apart to provide a stable base. Keep your back straight and bend the knees when lifting. Avoid twisting wherever possible.
- 5.9. Consider the moving and handling procedure afterwards and whether it could be improved next time. Report any issues to the SENCo.