



## **Pendle Community High School & College**

### **Moving & Handling Policy (September 2016)**

## **Moving & Handling of People & Loads**

### **1. DEFINITION OF MOVING AND HANDLING**

Moving and handling is any action required as part of a person's job that involves movement of a person or inanimate object by hands or bodily force. This includes activities such as lifting, lowering, pushing, pulling, carrying and supporting a load.

It is recognised that in Musculoskeletal Disorders (MSDs) can arise from periods of being in a static position (e.g. being seated at a desk for long periods) or repetitive stooping or bending and that they are often the result of a cumulative effect rather than being attributable to a specific incident.

It is important therefore, that any injuries or ill-health related to moving and handling or working in static positions and poor postures is reported in accordance with school reporting procedures.

### **2. THE COSTS OF INJURY AND ILL-HEALTH**

Health and social care workers are among the highest risk occupations with injuries, caused by their work. This is an increasing trend and 54% of all accidents in the care sector are associated with moving and handling activities. (Manual Handling Operations Regulations 1992,1998 ).

MSDs are by far the most common form of work related ill health in Great Britain, creating suffering and hardship to individual workers, and it is costly to their employers and health and social care providers. The Health and Safety Executive has estimated that back problems caused by work cost employers between £315 – £335 million per annum.

### **3. THE SCOPE OF THE POLICY**

The policy covers all moving and handling activities undertaken by staff during the course of their work. It applies to all members of staff and volunteers as well as the person being moved. It also applies to agency staff, contractors, and visitors.

Pendle Community High School & College will take reasonable steps to ensure that staff from outside agencies have received the appropriate training in and information on how to perform safer moving and handling prior to commencement of duties on behalf of the organisation. Only trained staff to carry out moving & handling operations.

### **4. POLICY VALUES**

Pendle Community High School & College is committed to the implementation of the Moving and Handling Policy based on the following values:

#### **Handling of People**

- Each person who needs assistance with moving and handling will be individually assessed by a trained and competent member of staff taking into account their

individuals needs, capabilities and circumstances. A balanced approach will be followed which considers the person's human rights as well as the need to protect staff from injury.

- As part of the risk assessment the risks and benefits to the person will be balanced alongside the need for staff safety.
- The person and, where appropriate, those acting on their behalf, will be actively involved in the moving and handling assessment and decision making process.
- A problem solving approach will be adopted which considers the use of a variety of handling methods and equipment to reduce the risk of injury. The independence of the person involved in being assisted to be moved will be encouraged at all times.
- The assessment will identify the number of staff that will be required to safely move the person. There will be many situations where more than one member of staff will be required.
- Following assessment, a written individual handling plan will be produced which will be reviewed at appropriate intervals or when circumstances change. A copy of the person's moving and handling assessment and handling plan will be available for staff to refer to on the T drive or in their individual files
- Manual lifting of adult people will be avoided as far as is practicable in all but exceptional or situations that pose risk of injury to themselves or other people. Hoists, sliding aids and other specialised equipment should be used whenever possible but in some situations manual lifting may be required.
- Methods of avoiding or reducing the risk of injury are employed based on a full risk assessment. This takes account of the young person's developmental, communication and physical needs, manual handling risk factors including the weight of the young person.
- Moving and handling equipment may not always be required and manual-handling techniques may be used based on an individual risk assessment and staff ensure that they follow safer handling principles.

## **Load Handling**

- A minimal lifting approach will be applied to load handling situations based on a full risk assessment, which takes account of factors such as size, shape, weight and design of the load. Mechanical aids should be utilised whenever possible.
- Whenever possible the risk of injury from load handling problems should be reduced by implementing measures at strategic level. Good planning and design at the workplace will often eliminate hazards at an early stage.
- Safe systems of transportation will be readily available for the movement of goods, supplies and equipment e.g. trolleys.

## **5.ORGANISATIONAL RESPONSIBILITIES**

The Headteacher & Governors retain the overall responsibility within school for the implementation of the policy. This includes for example, ensuring that sufficient resources are made available for the purchase of moving and handling equipment, the provision of training for all staff and the availability of specialist staff to support the risk assessment process.

Pendle Community High School & College has a legal duty so far as is reasonably practicable to ensure that:

- The need for hazardous moving and handling is **avoided** or, when it cannot be avoided, an **assessment** is made of the operation and where there is a risk of injury, appropriate steps taken to **reduce the risk** to the lowest possible level.

The assessment must follow the ergonomic approach and take into account the following factors:

- Characteristics of the load
- Physical capabilities of the individual worker
- The working environment
- The requirements of the task
- A safe working environment and safe systems of work are provided including the necessary aids and equipment.

## 6. MANAGEMENT RESPONSIBILITIES

Senior staff or subject leaders e.g. Subject Lead for Physical Development have the responsibility, so far as is reasonably practicable, for ensuring that arrangements made under the policy are implemented properly. This includes:

### Safe Working Practices and Systems of Work

- Being aware of the moving and handling tasks that occur within their area of responsibility and avoiding the need for employees to undertake any moving and handling tasks which involve a high risk of injury.
- The introduction of appropriate risk reduction measures where the handling task cannot be avoided. This may include the use of mechanical aids, redesigning the handling task or changing the environment.
- Supervising staff to ensure that safe working practices are being followed and that equipment is being used where applicable.
- Ensuring that adequate staffing levels are maintained to meet moving and handling requirements.
- Making sure that staff wear the appropriate clothing and footwear for moving and handling. In some situations this may include personal protective equipment e.g. gloves and special footwear.

### Risk Assessments

Performing risk assessments of hazardous moving and handling tasks or situations within the workplace. Specialist support and advice can be obtained where appropriate from the Moving and Handling Advisor/Trainer. Making a clear, written record of the assessment and communicate its findings to all staff involved.

Reviewing risk assessments and making arrangements for the risk assessment to be repeated if they are no longer valid due to changes in the work situation. All risk assessments to be written and be available for all staff involved in moving & handling.

### Training

Making sure that all staff attend moving and handling training including updates. All new staff should attend a moving and handling course, as part of the formal induction programme, before commencement of duties in the workplace. Attending training and acting as a role model for staff.

## **Equipment**

Ensuring that suitable and sufficient mechanical aids are provided and that these are properly maintained and easily accessible for staff. Making sure that equipment is only used by staff who have been properly trained in its use ensuring that all moving and handling equipment and accessories are thoroughly examined, serviced and maintained in accordance with The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the Provision and Use of Work Equipment Regulations 1998 (PUWER).

## **Staff Health**

Making allowance for any known health problems which might have a bearing on an existing employee's ability to carry out moving and handling tasks in safety. Referral to Occupational Health Advisors if there is any good reason to suspect that an individual's state of health might significantly increase the risk of injury from moving and handling activities.

## **Accident/Incident Reporting**

Maintaining records of accident and ill-health related to moving and handling and to investigate the circumstances surrounding the accident or incident. Reporting unresolved problems and deficiencies to senior staff such as lack of equipment, unsafe working conditions or lack of trained staff.

## **7. EMPLOYEE RESPONSIBILITIES**

Employees have a legal duty to take reasonable care of their own health and safety and that of others who may be affected by what they do or do not do. Staff must therefore:

- Work within their own limitations and not carry out any activity for which they are not competent.
- Co-operate with senior staff in performing risk assessments for moving and handling.
- Look out for hazards.
- Use equipment provided e.g. hoists.
- Follow safe working practices.
- Not interfere with or misuse any equipment or aids that have been provided.
- Not use equipment that they have not been trained to use.
- Follow training and instructions provided on moving and handling e.g. moving and handling protocols, personal handling plans and guidance from training courses.

Look out for hazards and report any unsafe situation to senior staff. This includes things such as:

- Faulty equipment – which should be labelled and taken out of use.
- Unsafe working practices
- High risk handling procedures
- Environmental problems
- Lack of staff
- Attend moving and handling training including updates for their area of work.
- Report pregnancy or any medical conditions, which may affect their ability to perform moving and handling activities to senior staff.
- Wear suitable work clothing and footwear for moving and handling and comply with the Dress Code for their area of work.

## 8. DRESS CODE FOR MOVING AND HANDLING ACTIVITIES

The following dress code is strongly recommended for staff who are involved in hazardous moving and handling tasks:

- Flat, supportive footwear with a non-slip sole. Open-toed sandals should not be worn.
- Trousers or culottes for female staff instead of dresses or skirts.
- Tops or tunics should be non-restrictive and allow ease of movement. **NO SCARVES.**
- Personal protective equipment e.g. gloves and protective footwear should also be worn in accordance with local risk assessments for some groups of staff.
- Fingernails should be short so as not to cause any trauma to the person's skin.

Staff should not wear jewellery, which may cause harm to themselves or the person being moved. Examples of inappropriate jewellery include:

- watches and rings with sharp edges
- large hoop earrings
- necklaces and bracelets

## 9. TRAINING

In order to meet their statutory responsibility Pendle Community High School and College will ensure that suitable and sufficient training is provided for all staff. All new staff will attend moving and handling training as part of their induction programme and where possible prior to the commencement of duties. All new staff involved in moving and handling will take part in a supportive role with a trained colleague. Training programmes will be based on the ergonomic and problem solving approach to moving and handling and include the following elements as a minimum requirement:

- The human, economic and legal costs of MSDs. Relevant health and safety legislation including Human Rights and the need for balanced decision-making.
- The anatomy and function of the spine and the causes of MSDs.
- Basic ergonomic and manual handling principles.
- Assessment skills and knowledge of the assessment process.
- Current moving and handling techniques.
- Use of relevant mechanical aids and equipment.

It is recommended that **refresher training be provided every two years** for all staff. More frequent training may be required in some areas depending on the findings of local risk assessments. Training must also be provided if new equipment is provided in the workplace or if there is a change in the work situation e.g. changes to the environment or changes in service delivery.

Accurate training records will be kept for all training courses to include:

- Signature of trainer
- Signature of staff attendance
- Course programme and learning outcomes
- Course content including details of practical work covered.

Training programmes will be reviewed and monitored regularly to ensure that they continue to meet the needs of staff at Pendle Community High School and College.

## **10. RISK ASSESSMENTS**

### **RISK ASSESSMENTS FOR MOVING AND HANDLING PEOPLE**

A written moving and handling assessment is completed for the young people who need assistance to move. The assessment should cover the following areas:

- Assessor's details and signature, assessment date and review date.
- Personal information of the person, including height and weight.
- The person's personal wishes on mobility (If possible).
- Details of relevant medical diagnosis/problems.
- Handling hazards and constraints.
- Details of any equipment or aids being used.
- A detailed handling plan for all foreseeable handling tasks including techniques and equipment to be used.
- Numbers of staff required to perform handling tasks.

### **RISK ASSESSMENTS FOR LOAD HANDLING**

Trained personnel will perform the initial risk assessment. Staff from the work area should also be involved in the risk assessment process.

## **12. COLLABORATIVE WORKING**

All staff including those employed by education & health services e.g. school nurse will communicate effectively in relation to moving and handling issues in order to achieve a consistent approach and to reduce the health and safety risks of all those involved.

## **13. MONITORING**

Pendle Community High School & College will monitor the policy to ensure its successful adoption and implementation. It is recommended that the following monitoring tools be put in place:

- Regular audits of people handling assessments and care plans.
- Workplace observations to check that handling methods are consistent with the individual assessments and professional standards for the handling of people.
- Reports of manual handling accidents and incidents.
- Reports of sickness absence associated with manual handling.
- Inspection of manual handling accident/incident forms by the Moving and Handling Advisor or Health and Safety Advisor.
- The reported number of civil claims from employees.
- The reported number of complaints from the person/relatives associated with moving and handling.
- The results of workplace Health and Safety Inspections and Safety Audits.
- Equipment Audits to check that sufficient equipment is properly maintained is available for staff use.
- Reports of training attendance.
- Workplace supervision by senior staff to ensure that safe working practices are followed.

Policy approved by Governors: 16<sup>th</sup> November 2016

Review date: December 2017

*K Ahmed*

Signed: \_\_\_\_\_ Date: 16.11.16  
(Chair of Finance & Resources Committee)

*Singh*

Signed: \_\_\_\_\_ Date: 16.11.16  
(Headteacher)