

SANDFIELD PARK SCHOOL

MANUAL HANDLING POLICY

Manual Handling Trainers – Lynne Brown . Kevin Gauden Angela Taylor

ONLY Staff trained in manual handling techniques are allowed to operate hoists and use slings

Sandfield Park School recognises its responsibility to ensure the health, safety and welfare of its employees as far as is reasonably practicable. It is the policy of Sandfield Park School to conform to the requirements of the Manual Handling Operations regulation 1992.

To this end, the school aims:-

1. To avoid manual handling operations which are a risk to its employees as far as is reasonably practicable;
2. To assess all operations involving manual handling procedures judged to be potentially hazardous, and reduce the risk to the lowest level which is reasonably practicable;
3. To ensure that all potentially hazardous operations involving manual handling are assessed on an annual basis and reports of these Annual Risk Assessments are reported to the Senior Management Team and acted upon as appropriate.
4. To provide all employees involved in manual handling of pupils with a thorough training covering all the key elements for safe handling processes.

The school adopts a Minimal Manual lifting policy. It is not acceptable to manually lift all or most of a pupil's weight except in life-threatening or emergency situations. In these circumstances promote and slide mats are to be considered before manual lifting. Throughout manual handling operations pupils are encouraged to be as independent as possible and are handled with respect and dignity at all times.

Staff are encouraged to adopt a holistic approach to the care of the back so that theories and practices learnt at work are used outside the working environment. Staff are trained by our Manual handling team on the Centura Training programme which explains and demonstrates the principles of safe manual handling. The course provides background into understanding disability and pupils with special needs. It provides training into assessing individual handling needs, and using appropriate slings, hoists and manual handling Aids. All staff are given clear guidelines as to safe and appropriate manual handling techniques. Clear instruction is also given on condemned practices, which are not to be used.

The school has its own trained assessors who are responsible for staff training and the completion of Risk Assessments. Risk Assessments are carried out annually unless there is a change in circumstances or staff identify difficulties. Training notes and completed Risk Assessment forms are available to all staff for reference and are kept in staff share and on the school's website. This enables a consistency of approach when pupils change LSA's. A traffic light system is used to highlight Handling Hazards. This is a discreet but effective method of keeping all staff aware of a pupil's general handling risk factor.

The Manual Handling team are also responsible for liaising with Physiotherapy with regard to hoists and slings. Please report any concerns immediately to the team or Deputy Head Teacher.

Staff are responsible for ensuring that their shoes and clothing are appropriate for safe manual handling. Flat, non-slip enclosed shoes are recommended, also clothes that allow free movement without compromising modesty. Staff are also responsible for their own working environment ensuring that there is no unnecessary bending, twisting or lifting involved in moving equipment. Staff must ensure that they are 'fit to handle' and relevant health problems are brought to the attention of the Head teacher/ Deputy Head Teacher.

Pupils are encouraged to be as independent as possible, pupils that are fully assisted will have a full risk assessment yearly. Partially assisted movements should allow pupils to be active in their care so that they are able to manage their own disability.