

**SIR TOM FINNEY COMMUNITY HIGH SCHOOL**  
**MOVING AND HANDLING POLICY**

**POLICY STATEMENT**

**General**

- This policy statement covers all staff employed by Sir Tom Finney Community High School.
- All manual handling that can be avoided should be avoided regardless of time or resource implications, in accordance with a minimum lifting policy.
- Alternative methods of movement will be necessary for pupils who cannot weight bear, or assist with the handling task. This will include using mechanical aids and/or small handling aids e.g. hoists and sliding sheets.
- No member of staff will or be expected to lift pupils where the weight of that pupil is above limits suggested by the Royal College of Nurses and the National Back Pain Association. (See Lancashire CC Moving and Handling Policy)

**Risk Assessment**

All manual handling that presents a risk to staff must be identified and a risk assessment carried out using the STFCH risk assessment proforma. The risk assessment will identify how the handling task should be correctly carried out. If this is not possible, the handling task should cease until correct techniques, equipment, training or staffing have been identified. Competent members of staff should carry out the risk assessment. In a special school this process will be carried out by the Manual Handling Co-ordinator and where necessary will be supported by designated support staff. The Head-teacher is ultimately responsible for ensuring that risk assessments are carried out, implemented and monitored.

Copies of the individual pupils Moving and Handling Assessment and changes to work practices and systems should be kept in the pupils Individual Education Plan and the Manual Handling Co-ordinators file. When assessment is carried out it will be necessary to illustrate/inform how the pupil is to be moved and handled in the relevant working areas e.g. changing areas, toilets or classrooms.

This could be done through the use of flow diagrams, photographs or photo-copies of the Moving and Handling Assessment Plan. Provided that relevant staff can understand and **easily** see how to carry out the task.

Copies of the Moving and Handling Assessment Plan or guidance should be given to the class teacher/form tutor, moving and handling co-ordinator and any other staff directly involved with the pupil. The Moving and Handling Assessment Plan will be reviewed annually as part of the annual review process, or earlier should the task change e.g. equipment modifications, changes in ability of the pupil, medical needs or transport needs.

### **Workplace and Equipment**

The design of relevant areas, existing or proposed shall take into account the requirements of this policy, and allow staff always to use the correct techniques. This is especially relevant to space, toileting and movement within and between classrooms. Account should be taken of relevant guidance regarding space and provision issued by the DFEE, Property Group and Health and Safety Team. All equipment should conform to current standards of design, allowing suitable and ergonomic use, and be suitable for the proposed use. The advice of the Moving and Handling Co-ordinator, handling instructors, physiotherapists, occupational health or health and safety team should be sought where necessary.

Equipment will be purchased from approved suppliers and regularly maintained using a recognised maintenance scheme. Manufacturers' instructions and information on using equipment should/will remain available to staff at all times. A file of relevant information on using equipment should remain available to staff at all times. A file of relevant information should/will be created to allow quick and easy access for staff and handling co-ordinator for reference.

### **Employee Duties**

All staff are responsible for the implementation of this policy document. Accidents and injuries will continue to occur while hazardous lifting and moving of pupils and loads continues. Staff have a legal responsibility to bring to the attention of their line-managers any situations that they consider has not been, or has inadequately been risk assessed where there remains a risk to themselves, their colleagues or pupils.

Employees must make full and proper use of any equipment provided, and should use the safe working procedures documented in the School Safety Policy and subsequent risk assessments.

For additional information staff should consult the STFCH Moving and Handling Guidelines, Risk Assessment Proforma, Lancashire County Council Pupil Moving and Handling Policy and/or Lancashire County Council Health and Safety Policy located in the annex of the STFCH School Moving and Handling Policy document.

Signed.....  
Mr. I Woods  
Moving and Handling Co-ordinator  
Date.....

Signed.....  
Mr. S Jukes  
Head-teacher  
Date.....

Review date: **17<sup>th</sup> September 2012** ✓  
Review date: **15<sup>th</sup> September 2014** ✓  
Review date: **14<sup>th</sup> September 2016** ✓