



Moving and Handling Policy for (handling and moving of pupils in school)

Approved by Governors – February 2026

Health and Safety Committee

To be reviewed at least every three years

Review date – February 2029

Governors print _____

Governors signed _____

Date _____

Introduction

Joseph Turner Primary School recognises its responsibility to both provide access to the curriculum for pupils with disabilities and to ensure the health, safety and welfare of its pupils and employees as far as is reasonable practicable. This Moving and Handling Policy complies with the requirements of The Manual Handling Operations Regulations (1992), The Health and Safety at Work Act 1974, Lifting Operations and Lifting Equipment Regulations (1998) and The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995. It also takes into account the Equality Act 2010 which supersedes all previous disability discrimination legislation.

Parents/carers of children with more complex needs and with physical disabilities will often request a place for their children in their local mainstream school; moving and handling pupils is, therefore, an essential element of working with children with disabilities in both mainstream and special education.

This policy applies to all staff (including supply staff), pupils, contractors/any other individuals present on the school premises for the purpose of work. It will be reviewed every 3 years, or sooner if required as a result of significant/pertinent changes. A copy of this document has been made available to every member of staff of our school and to our Governing Body (via Google Drive) who will ensure that it is implemented.

Along with this policy, Sandwell's Guidance for Moving and Handling Children and Young People (pupils) who have Physical Disabilities (October 2017), must be referred to, particularly during the preparation of Moving and Handling Plans and Risk Assessments.

Definitions

Manual Handling is the movement of a load by means of bodily force. This includes lifting, supporting, carrying, putting down, pushing and pulling.

Load includes inanimate objects as well as pupils.

Link Worker is a designated person who has undertaken an approved manual handling course and carries out Manual Handling Risk Assessments.

Moving and Handling Assessment is a written report, which, identifies the handling needs of the pupil relative to the environment and personnel needs and recommends measures to reduce risk of injury.

Moving and Handling Risk Assessment is a written care plan for a pupil, drawn up as a result of a Moving and Handling Assessment.

Aims

Joseph Turner Primary School aims to:

- Ensure full access to the curriculum and participation in the life of the school of children with disabilities.
- Ensure the dignity and right to privacy of such children.

- Implement and maintain safe systems of work (Moving and Handling Plans) that are safe and without health risks. Measures to achieve this will include, as far as possible/appropriate:
 - ergonomic design of the working environment
 - clear operational procedures to ensure safe systems of working
 - accredited/appropriate training for staff (*legal requirement*) and the provision of appropriate mechanical aids/equipment
- Engage with relevant professionals (e.g. Physiotherapist/Occupational Therapist, the SENCO) during the preparation of a moving and handling plan.
- Review all Moving and Handling Plans and risk assessments annually, or sooner, if significant changes occur.
- Avoid moving and handling and lifting operations, which pose a risk to its employees. Risk-assess fully, all manual - handling operations judged to be potentially hazardous. Safe systems of work (i.e Risk Assessment and a Moving and Handling Plan) which apply to routine procedures for many pupils will be carried out at least annually or sooner if systems of work change significantly. Individual Risk Assessments will be carried out for every pupil who has a Moving and Handling Plan (as part of the initial preparation of the plan), and will be reviewed annually (or sooner if significant changes occur in the condition/needs of the pupil).
- Reduce any risks that are identified to the lowest level, which is reasonably practicable. **Schools have a legal duty to carry out risk assessments of all hazardous/potentially hazardous moving and handling operations, and to eliminate or reduce the risks as far as is reasonably practicable. Risk assessments must only be carried out by an appropriately trained/designated member of staff. At Joseph Turner Primary, this duty is assigned to the SENCO.**
- Ensure that employees who carry out moving and handling tasks are competent/capable and appropriately trained (this is a legal requirement).
- Provide such information, instruction/training and supervision as is necessary to ensure the health, safety and welfare at work of all employees and ensure that employees involved in manual handling of pupils receive training on safe systems of working.
- Provide annual refresher training for all staff involved in supporting pupils who need assistance with movement.

At Joseph Turner Primary, any member of staff assigned to support a pupil with physical disabilities which may require moving and handling of that pupil has initial and annual refresher training. Several staff in school have had relevant training to ensure we are able to cover in the event of staff absence.

- Make reasonable allowances for employees who become pregnant or develop a medical condition that may affect their ability to perform the required moving and handling tasks.
- Ensure equipment provided is safe and available for use, e.g. charged up, checked at required intervals (Lifting Operations and Lifting Regulations 1998), serviced, faults reported, etc.
- Monitor all accidents and incidents and ensure they are recorded.
- Ensure that every room where people work shall have sufficient floor area, height and unoccupied space for the purposes of health, safety and welfare.
- Ensure that staff are aware of this policy and have read and understood relevant risk assessments, moving and handling plans and the personal emergency egress plan.
- Protect the health and safety of visitors to the school whilst they are on the premises as far as is reasonably practicable.

Note: Risk Assessments and Moving and Handling Plans need to be kept for a minimum of six years, or longer, i.e. as long as possible, if there has been an incident involving injury to a child.

Roles and Responsibilities

All employers and employees must be aware of their role and the role of others within the organisation and liaise where necessary with the appropriate agencies.

Headteacher

Will ensure the effective implementation of the moving and handling policy and has a duty of care for all employees.

Governors

Are responsible for the effective implementation, monitoring and evaluation of the schools' and settings' moving and handling policy.

SENCO

- Must be aware of their responsibilities to ensure that manual handling legislation and the resulting policies and assessment procedures are fully and effectively implemented, once they are approved.
- Will respect the right of employees to refuse to carry out any moving and handling operations, that they feel to be unsafe.
- Must actively support ongoing manual handling training and maintain records of that training.
- Must ensure that staff, pupils and young people do not wear clothing, jewelry and footwear not suitable for safe moving and handling or that is likely to be a hindrance to safe working.
- Must ensure that appropriate and adequate specialist training and resources are provided for moving and handling.
- Must ensure that moving and handling tasks are identified, assessed and risk reduction control measures are implemented and will support the recommendations of a qualified person.
- Are responsible for maintaining an inventory of all moving and handling equipment at our school. This includes maintenance and inspection records.
- Must ensure that any person other than a competent employee of the school or setting, parent or carer of the child does not undertake moving and handling tasks whilst the pupils are under school supervision.
- Will ensure that risk assessments are completed, reviewed annually, when circumstance change or become unclear for any reason.
- Will ensure that parents/carers are made aware, that a risk assessment will be carried out and a handling plan devised and implemented.

Staff employed by Joseph Turner Primary School will: Take reasonable care of the health and safety of themselves and others who may be affected by their actions. In order to do this they will:

- comply with this Moving and Handling policy;
- report to the Headteacher/line manager any medical condition (temporary or permanent) that may develop (including pregnancy) which may affect their ability to carry out moving and handling tasks;
- report to the Headteacher/line manager any issues or practice that they consider to be a risk to health and safety, including any equipment faults;
- wear appropriate clothing and shoes (as detailed in the risk assessment or moving and handling plan);
- co-operate with the Headteacher to allow him/her to comply with his/her health and safety duties;
- use equipment safely and appropriately in accordance with training and instructions provided;
- follow the moving and handling plans agreed and written for each pupil

- undertake any specified training to fulfil their duties;
- not carry out moving and handling procedures without appropriate advice/training;
- report any near miss, accident or incident to the appropriate line manager and record health and safety Accident and Incident form
- assess a situation first without rushing in to lift a pupil. (If a pupil has fallen, the member of staff will reassure the pupil and get help if necessary. They will give him/her time to recover and then encourage the pupil to get up by him/herself, or with the minimum of assistance as needed. A situation like this should have been planned for and should therefore not be seen as an emergency.

Note: A pupil should never be lifted manually except in life threatening situations e.g. fire, collapsing building or danger of drowning. Small children i.e. under 16 kilos excepted from this rule and can be lifted following appropriate training.

The procedure to be followed in such situations is detailed in any relevant child's Personal Emergency Evacuation Plan (PEEP), as part of the school's emergency evacuation procedures/Health and Safety Policy. In addition, swimming risk assessments completed and added to EVOLVE cover emergency situations such as danger of drowning.

Pupils (who need assistance with moving) at Joseph Turner Primary School will:

- receive assistance from appropriately trained staff who follow safe systems of work;
- have their safety guarded so that the risk of injury will be eliminated or minimised to the lowest level;
- have individual moving and handling plans and accompanying risk assessments;
- participate in drawing up their handling plan as appropriate;
- have their moving and handling plans reviewed at least annually or sooner if any circumstances change;
- have their privacy and dignity protected at all times;
- within the limits of their ability, be encouraged to move independently and take responsibility for their own safety as well as that of others;
- have their entitlement to curriculum access and full participation in the life of the school (including extended day activities and school trips etc) acknowledged.

Training

Training for employees involved in moving and handling is provided for all equipment used in the school. This training is reviewed and refresher training undertaken when necessary. A risk assessment is carried out for all lifting equipment which will usually include appropriate training as one way to reduce risk.

Monitoring the Effectiveness of this Policy

The effectiveness of the policy and training will be monitored by:

- a) Making adequate routine inspections and checks to ensure that preventive and protective measures identified in the pupil or young person's moving and handling plan are in place and effective.
- b) Ensuring that all personnel involved in the pupil or young person's moving and handling are adequately trained and given all relevant information.
- c) Identifying when a pupils or young person's moving and handling assessment is no longer valid and initiating the assistance of others, e.g. a Link Worker, to review and update.

d) Adequately investigating the immediate and underlying causes of incidents/accidents to ensure that remedial action taken and lessons learnt.