



## *St Stephens Community Academy* **Moving and Handling Policy**

The An Daras Multi Academy Trust (ADMAT) Company  
An Exempt Charity Limited by Guarantee  
Company Number/08156955

Status: <b>Approved</b>	
Recommended	
Statutory	Yes
Version	v1.0
Adopted (v1.0)	<b>Spring Term 2015</b>
Review (v1.0)	<b>Spring Term 2017</b>
Advisory Committee	Local Governing Advisory Bodies Resources and Staffing
Linked Documents and Policies	-

St Stephen's Community Academy recognises its responsibility both to provide curriculum access for pupils with disabilities and to ensure the health, safety and welfare of its employees as far as is reasonably practicable. This manual handling policy has been designed to comply with the requirements of The Manual Handling Operations Regulations 1992 (revised 1998 edition), the Lifting Operations and Lifting Equipment Regulations 1998 and The Health and Safety at Work Act 1974. It takes full account of the Disability Discrimination Act 1995, The SEN and Disability Act 2001, The European Convention for the Protection of Human Rights and Fundamental Freedoms and the EU Charter of Fundamental Rights (Nice 2000).

### **Rationale**

In the ARB, some pupils may need manual handling (lifting and moving), to enable them to be safely and comfortably seated, to access the curriculum, to stand as part of a physiotherapy treatment and to be helped with intimate care procedures. Qualified external trainers will provide all ARB staff with the appropriate training, in order to maintain their health, safety and well-being and that of the pupils they move. A training programme is in place to ensure that skills are updated annually to comply with appropriate regulations.

### **Aims**

- To provide training for all staff commensurate with their need to manually handle pupils.
- To ensure and maintain the safe working practice of all staff.
- To provide safe, secure manual handling for all pupils.
- To have regard to the Health and Safety at Work Act 1974, Manual Handling Operations Regulations 1992 and Management of Health and Safety at Work Regulations 1999.

### **Pupils at St Stephens Community Academy**

- Have their entitlement to curriculum access and full participation in the life of the school acknowledged.
- Receive appropriate assistance from staff employing safe systems of work (Handling Plans);
- Have their dignity and privacy protected at all times;
- Have their safety championed and the risk of injury minimised or eliminated;
- As far as they are able, be expected to move independently and take responsibility for their safety and that of others.

### **Staff at St Stephens Community Academy**

- Take reasonable care of health and safety of themselves and others who may be affected by their acts or omissions including;
- Reporting to the appropriate 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;
- Reporting to the appropriate line manager any problems or unsafe practice that (within their level of competence) they consider to be a risk to health and safety including any equipment faults.

### **Staff will:**

- Wear appropriate clothing and shoes;
- co-operate with the employer\* to allow the employer to comply with his/her health & safety duties;
- use equipment appropriately in accordance with training and instructions provided;
- follow the handling plans drawn up for each child;
- comply with the moving and handling policy;
- undertake any training to fulfil their duties;
- not carry out moving and handling procedures without appropriate advice/training;
- report any accident or incident to the appropriate line manager and complete the accident book;
- assess an emergency situation first without rushing in to lift a child. (If the child has fallen, wherever possible the member of staff will reassure the child and get help if necessary. They will give him/her time to recover and then encourage the child to get up by him/herself, or with the minimum of assistance needed. If this is not possible, they will follow the emergency techniques described in the moving and handling training).

\* The 'employer' in the academy is the Executive Head teacher and the Board of Directors.

**Other relevant policies**

The following policies need to be born in mind when reading this policy:

- Safeguarding policy
- Child Protection policy
- Intimate Care policy

This policy will be shared with all staff and be available on the academy website.

**Review timetable**

This policy was agreed by the Local Governing Advisory Body in the Spring Term 2015. It will be reviewed and updated by the ARB Leader in the Spring Term 2017.

Signed .....

Head of School

Signed .....

Chair of Local Governing Body