

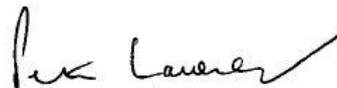
MANUAL HANDLING POLICY

The OHC&AT Board of Directors has agreed this Policy – 27th March 2020.

Jay Mercer
Chair of OHCAT Board

A handwritten signature in black ink, appearing to read "Jay Mercer".

Peter Lauener
Chair of OHC Board

A handwritten signature in black ink, appearing to read "Peter Lauener".

Manual Handling Policy

INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is a 'family' of providers, comprising Orchard Hill College (OHC) and Orchard Hill College Academy Trust (OHCAT), which works together for mutual benefit. OHC&AT is committed to providing outstanding educational opportunities for all our pupils and students. Supporting the health and wellbeing of pupils, students and staff in all OHC&AT settings is key to enabling effective learning and ensuring equality of opportunity for all.

Manual handling applies to both people (e.g. supporting students with mobility needs) and objects (e.g. transporting heavy furniture between classrooms). As such, safe manual handling is crucial to both the maintenance of high quality curricular/safeguarding provision, and the maintenance of high quality premises and facilities for our students and staff.

OHC&AT recognises that hazards may exist related to manual handling of both people and objects. OHC&AT is dedicated to ensuring the provision of safe management systems, equipment and any information, training, staffing level and supervision that is necessary to enable its employees to carry out their duties in a safe manner.

This policy is designed to ensure that:

- There is clear understanding of the measures that must be taken by both managers and staff to reduce the risk of injuries being incurred when undertaking manual handling of people and/or objects.
- All pupils/students, staff and other parties are safe from injury caused by carrying out, or being party to, any manual handling activities.
- Safety and comfort for the individual is maximised.
- All staff involved in the manual handling of people recognise the importance of respecting a pupil or student's dignity and wishes at all times when carrying out manual handling procedures.
- All staff are aware of the correct procedures involved in any manual handling and adhere to these at all times.
- All staff are aware of the process to communicate manual handling procedures to others.
- All staff understand the importance of undertaking any manual handling training relevant to their role, and that manual handling procedures must not be carried out by untrained staff.
- All staff are aware of and adhere to the procedures that need to be followed in the event of a 'near miss' (any situation where any persons, particularly pupils or students, are exposed to unnecessary risks which are liable to result in injury) and/or accidents/incidents relating to manual handling.
- Legal requirements are met.

The policy has been written with reference to the following legislation: Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, Health and Safety at Work Act (HASWA) 1974, and the Provision and Use of Work Equipment Regulations (PUWER) 1998.

RESPONSIBILITIES

The Health and Safety at Work etc. Act 1974 (HASWA) is the basis of all health and safety legislation and sets out the legal requirements that employers have towards employees and others, and the legal requirements that employees have to themselves and each other.

The Management of Health and Safety at Work Regulations 1999 place an obligation on employers to carry out a suitable and sufficient assessment of the risks whilst they are at work. It is the responsibility of OHC&AT Principals and senior managers to assess the manual handling needs within their Academy, College or operational remit and ensure that there are adequate trained staff within their teams to meet these needs. Please refer to the Risk Assessment Policy for further details.

Within OHC&AT

The OHC&AT Board of Directors will:

- Ensure that this policy is reviewed at least every three years.
- Monitor organisational safeguarding and health and safety performance via Health and Safety reports, Incident & Accident reports and feedback to the Board from the Health & Safety, Child Protection and Safeguarding Portfolio Directors.

The Executive Senior Leadership Team (ESLT) will:

- Ensure that this and all relevant policies, procedures and information are communicated to senior leadership teams at each OHC&AT provision for dissemination to staff.
- Monitor adherence to manual handling safety at each OHC&AT provision, within overall health and safety and safeguarding performance, as part of regular quality monitoring through the monthly monitoring system.
- Regularly report to the Board of Directors on health and safety and safeguarding performance across OHC&AT.

Within each OHC&AT provision

Governors will:

- Monitor safeguarding and health and safety performance within the College or Academy via Health and Safety reports, Incident and Accident reports and feedback from the designated Health & Safety, Child Protection and Safeguarding Representatives.

Principals and senior managers will:

- Assess the manual handling needs within their Academy, College or operational remit and ensure that there are adequate trained staff within their teams to meet these needs.
- Ensure that appropriate equipment is in place and in good working order.
- Regularly report to Governors and the Health & Safety Committee on health and safety within the College or Academy.
- Ensure that staff are kept informed of health and safety matters through regular internal communication such as briefings, bulletins and training.

OHC&AT Therapy staff will:

- Work with Principals and senior managers to support the safe manual handling of pupils/students throughout the organisation, including delivering training and signing off competencies as necessary.

The OHC&AT Head of Estates will:

- Work with premises teams (site managers etc.) to support the safe manual handling of objects throughout the organisation.

Staff (including volunteers and agency workers) will:

- Ensure they are aware of and adhere to this and other related policies and procedures at all times.
- Participate in any and all required training to ensure that they are competent to carry out any manual handling procedures relevant to their role.
- Declare any health conditions that might affect their ability to safely carry out any manual handling procedures relevant to their role.
- Familiarise themselves with and adhere to pupils'/students' individual Manual Handling Profiles as necessary, along with all other relevant information e.g. communication preferences, support plan etc.
- Report and record any incidents or accidents promptly and thoroughly.
- Report any damage to equipment promptly.
- Report any concerns around safe manual handling to their Principal or line manager.
- Understand that all OHC&AT employees have a responsibility to help maintain a healthy and safe workplace and to take reasonable care of themselves and others.
- Carry out risk assessments in accordance with the OHC&AT Risk Assessment Policy.

MANUAL HANDLING OF PEOPLE

It is essential that in any manual handling procedure relating to a person, the safety, dignity and wishes of that person are recognised and acknowledged. Staff working with pupils/students must verbalise throughout any manual handling procedures, clearly explaining what is about to happen at each stage in a manner that is appropriate to the age and stage of the pupil or student. Staff should watch and listen for all forms of verbal and non-verbal communication from the pupil/student to be

assured that they feel safe, comfortable and not distressed. Touch and audio cues can be given as appropriate.

Staff must follow manual handling policies and procedures and only carry out advised techniques. Disciplinary action may be taken if staff do not adhere to Manual Handling procedure as this compromises the pupil/student's safety and the safety of other staff.

Staff must always check all equipment/slings prior to hoisting and report any defective equipment as outlined in manual handling training. Slings should be 'LOLER' checked 6 monthly using Appendix A. This could be carried out by any trained staff.

In any situation where a conflict of interest may arise, decisions will be taken in the best interest of the pupil/student.

Pupils/students who are wheelchair users or have other mobility difficulties must always be assisted to and from the floor, changing bed or other seating with the aid of a hoist and appropriate sling unless clearly instructed otherwise by the Physiotherapist/Occupational Therapist or their Manual Handling Profile.

Every pupil/student who uses a sling at school or College is required to bring a spare sling to school or College every day as per Appendix B. If a spare sling is not brought into school or College, parents/carers should be contacted to request one is brought.

Manual Handling Profiles must be kept in pupils'/students' files and a copy kept in the Support Plan, together with associated risk assessments for that pupil or student, relevant locations and manual handling. Guidelines must be read prior to carrying out manual handling.

Any changes to individual Manual Handling guidelines can only be made by, or in conjunction with, the Physiotherapist/Occupational Therapist/Manual Handling advisor.

Permanent staff working with pupils/students whose needs may include manual handling must be given mandatory Manual Handling training as part of their induction process and regular 'refresher' training thereafter, and must be signed off by appropriately qualified staff for competency before leading in any manual handling situation. Training must include information on the current legislation, information on this and related OHC&AT policies, necessary risk assessments and employer and staff responsibilities with regards to manual handling.

Agency staff employed to work with pupils/students who have manual handling needs must have relevant mandatory manual handling training. Staff who are not adequately and currently trained in manual handling must not be allowed to lead on manual handling.

Levels of competency

It is recognised that there are different levels of skills and training within various

professions and that there may occasionally be individuals who will require different handling to those methods outlined in this document. This is acceptable as long as the situations have been risk assessed and that the agreed method of handling is performed by trained staff.

All Staff Manual Handling

Includes all manual handling that staff are able to do whilst waiting for formal mandatory training from the manual handling advisor such as:

- Working with pupils/students that are able to mobilise with minimal support
- Basic sit to stand transfers
- Pushing wheelchairs
- Moving small equipment

Student Specific Manual Handling

Includes all manual handling that staff are able to do once they have completed their formal mandatory training from the manual handling advisor and therapist. Only staff that have been signed off as competent by the relevant therapist are able to carry out such tasks:

- Working with pupils/students who require hands-on assistance when mobilising
- More complex sit to stand transfers
- Moving larger equipment whilst adhering to correct guidelines in keeping their back safe
- Hoisting pupils/students with any hoists currently used at the Academy or College. This includes being able to lead another staff member whilst hoisting.

Advanced Manual Handling

Includes all staff who carry out competencies and staff training in manual handling.

Emergency handling

Some situations are foreseeable and can therefore be planned for to reduce the risk of injury e.g. if an individual has a history of falls or collapses then this must be incorporated into their manual handling risk assessment and be clearly stated in their support plan. However, there may be situations where staff have no time to get equipment or plan the move. Consider your safety and the safety of others around you prior to taking any further action.

In the community, if a person falls and is unable to stand independently and is not in danger, non-medically qualified staff should make the person comfortable and seek advice from an appropriate professional. They must stay with the person until necessary assistance/equipment arrives.

If a person falls when they are with a member of staff, the staff member should guide them to fall safely onto the floor (as per guidance provided during Manual Handling training), as attempts to break the fall would pose too great a risk to the member of

staff and/or student.

Medical emergency evacuation procedures for wheelchair users

Each pupil/student must have an emergency evacuation plan in place in case of a medical emergency like serious respiratory or cardiac problems, seizures etc. This will be incorporated into their PEEP or general Risk Assessment.

MANUAL HANDLING OF OBJECTS

OHC&AT follows the guidance as per Manual Handling Operation Regulations 1992. All staff should complete OHC&AT's online Moving and Handling training (via Educare) as a minimum. Further specialist training will be made available to staff in roles which require manual handling of heavy equipment and/or regular manual handling of objects (e.g. site teams).

Operations involving the manual handling of loads will be eliminated so far as is reasonably practicable. Where it is not reasonably practicable to eliminate manual handling, assessments will be made and action taken to reduce the risk to the lowest level possible. Measures to achieve this will include ergonomic design of the workplace, operational procedures, training and the provision of automated or mechanical aids.

Any reported incidents of malpractice/negligence (not following guidelines, not working competently) will be dealt with immediately by the relevant line manager.

Movement of heavy equipment must always be referred to the Facilities Helpdesk in the first instance.

All staff are expected to use common sense and good practice before attempting to move any equipment. Moving objects such as a table must always be done with a safe and appropriate number of people involved. Equipment should never be moved in the proximity of pupils/students where it could cause an injury.

All staff are to use appropriate tools or trolleys (where available) to move equipment. It is unacceptable for unsafe work practices, which pose a risk of injury to employees, to continue whilst a satisfactory solution is found. A balance must be found where one party's benefit does not significantly increase the other party's risk.

Any incidence of injury to pupils/students or staff must be recorded in the relevant provision's Accidents Book and via the online Health and Safety reporting system: <https://sheassure.net/ohcat> .

RISK ASSESSMENTS

Risk assessments must be completed for any essential manual handling tasks, in accordance with the Risk Assessment Policy. The five step process is outlined below:

Step 1: identify hazards

Consider activities, processes and substances within the school or College and establish what associated hazards could injure or harm the health of pupils/students, staff and visitors.

Step 2: decide who may be harmed and how

For each hazard, establish who might be harmed, listing groups rather than individuals. Bear in mind that some people will have special requirements, for instance pupils or students with special educational needs (SEN) or expectant mothers – it is important to establish specifically how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well)

Establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings

The findings from steps 1-3 must be written up and recorded in order to produce the risk assessment.

Step 5: review the assessment and update, as needed

Review risk assessments as needed, asking the following questions:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

When making a manual handling risk assessment, **TILE** (Task – Individual – Load – Environment) factors must be considered.

Risk Assessments must be reviewed at least annually, as well as immediately following any accident/incident or any other significant event.

Documentation and agreement by managers must be completed in all these identified situations e.g. it may be a necessary component of assessment for relevant employees who are suitably trained to supervise and prompt individuals on steps or stairs by observing them closely and assisting in accordance with the requirements of the support plan.

EQUIPMENT

Staff must avoid all unnecessary manual moving and use the appropriate equipment where it is assessed as necessary.

All equipment must be suitable for use in line with PUWER Regulations 1998.

Staff must use equipment for which they have been trained. It is the responsibility of each prescriber i.e. risk assessor/employer manual handling trainer to give instruction in the use of such equipment. Informal carers should not instruct OHC&AT staff in the use of aids or equipment. Staff must seek guidance if they are still unsure about how to use equipment.

Managers must ensure that sufficient resources are available to allow the prompt provision of appropriate aids, where risk assessments completed by the appropriate professional have identified the need. If the required equipment is not available for use then this must be reported to the line manager and the assessed task not performed until the equipment is in place.

The nominated professional should advise staff of the range of mechanical and other manual handling equipment and encourage its use where appropriate through training and refresher sessions.

All staff have a responsibility to use manual handling equipment correctly and to report any malfunction or potential malfunction to their Principal or relevant manager immediately. Any equipment deemed to be potentially malfunctioning must be taken out of use immediately and must not be used until checked/serviced and deemed safe by a competent person.

All staff have a responsibility to check that equipment for manual handling of pupils/students is clean and in good working order before using it. If the equipment is considered to be unsafe, a best interest meeting should be carried out to establish whether the pupil/student is safe to stay in school or College.

Equipment for manual handling of pupils/students must be suitable and sufficient for the purpose and the person for whom it was provided after an assessment of needs. It should not be used for anyone other than the person for whom it was assessed. Slings cannot be shared between pupils/students as these are bespoke to the individual, also for infection control purposes.

Specific lifting appliances e.g. hoists must have a current test certificate. It must be signed by the competent person and must specify the safe working load. The safe working load must not be exceeded. This equipment is also required to have a thorough and documented examination by a competent person every 6 months. (LOLER 1998). Safety documentation for OHC appliances must be held by the OHC&AT Estates team; documentation for OHCAT academy appliances must be held by the relevant school's site team with a copy provided to the OHC&AT Estates team.

POLICY REVIEW DETAILS

<i>Version:</i>	1.1
<i>Reviewer:</i>	Stephanie Hill, Steve Goodsell, Shikara Rajballi, John Prior
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	27 th March 2020

Due for review:

Spring 2023

RELATED POLICIES AND PROCEDURES

Child Protection Adult Protection & Safeguarding Policy

Health & Safety Policy

Infection Control Policy

Personal and Intimate Care Policy

Risk Assessment Policy

Staff Code of Conduct

Whistleblowing Policy

APPENDIX A: SLING INSPECTION REPORT

SLING INSPECTION REPORT				
This report has been designed to meet the requirements of the Lifting Operations and Lifting Equipment Regulations 1998. It also meets the requirements for Periodic Inspection (Servicing) in BS EN ISO 10535:2006				
Examination conducted on behalf of:			Location of Equipment:	
Contact Name:			Contact Name:	
Date:			Address:	
Address:			Telephone:	
Telephone:				
Manufacturer:			Ensure a tick is placed in one of the following boxes Pass, Not Applicable or Fail in the centre columns next to the point of examination	
Model:				
Serial Number:				
Suggested points of examination (not comprehensive)	Pass	Not applicable	Fail	Comments
Lifting straps are not frayed or worn				
Strap attachment points are good				
No wear or damage to buckles or clips				
Constructional stitching is not damaged				

Sling fabric is not cut, torn or worn				
Fabric is not rotted or deteriorated				
Sling is not stretched or otherwise misshaped				
Bindings, hems, pommel straps are not frayed or worn				
Hook & Loop tape is in good condition				
Label meets BS EN 10535:2006 requirements				
Bones / Stiffers are all in good condition				
Overall condition of sling is good				
Accessories (if applicable) are in good condition				
If any part of a sling fails due to poor condition in any section then the sling must be taken out of service.				
Comments				
Examiner:				Signature:
Date:				
Review date:				

APPENDIX B: SPARE SLING LETTER

Text should be copied and pasted onto appropriate headed paper. Please delete highlighted sections as appropriate.

Dear XXXX,

As you use your sling for all of your transfers throughout the day the Therapy team are writing to request that you bring a spare sling with you to **school/College** every day. If you happen to spill something on yourself, it becomes wet or damaged we need to have a spare to use for your safety.

There are many reasons why we are unable to keep spare slings at **school/College** including infection control and load testing regulations. Also your sling has been specially measured and ordered for you; it may place your skin at risk to place you on a different sling.

Unfortunately if you do not bring a spare sling we will need to ask your parents or carers to bring a sling into **school/College** or you will have to return home from **school/College** for your own safety.

The staff at **[school name/Orchard Hill College]** will ensure your spare sling travels with you to and from **school/College** to ensure you are never without a spare at home. Please start coming to **school/College** with your spare sling at the beginning of the new term.

What to do if you do not have a spare sling?

If you do not have a spare sling you can call your community Occupational Therapist who ordered the sling for you and request another one. If you require assistance in contacting the community OT we can help you with this in **school/College**.

Thank you for your understanding,

[name of Principal/Head of Centre]
[name of school/College centre]