



*Making the difference*

## Moving & Handling Policy



## MOVING & HANDLING POLICY

Vranch House recognises its responsibility both to provide curriculum access for children 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 2002 edition), 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).

### Vranch House aims to:-

- Provide safe therapeutic opportunities for children with physical disabilities.
- 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 children.
- Avoid manual handling and lifting of hazardous loads as far as is reasonably practicable.
- Assess fully all potentially hazardous manual handling where it has been impossible to eliminate it.
- Reduce any risks that are identified to the lowest level.
- Review any handling plans and risk assessments annually or sooner if a significant change occurs.
- Provide such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare at work of all employees.
- Protect the health and safety of visitors to Vranch whilst they are on the premises as far as is reasonably practicable
- Ensure that staff are aware of this policy and have read and understood relevant risk assessments.
- Ensure that every room where people work shall have sufficient floor area, height and unoccupied space for the purposes of health, safety and welfare, as documented in the school accessibility plan.
- Ensure that employees recruited to carry out moving and handling tasks are competent and capable requesting them to complete an Occupational Health questionnaire.
- Ensure equipment provided is available for use, e.g. charged up, serviced, faults reported.
- Monitor all accidents and incidents and ensure they are entered in the accident book which is located in the Nurses Office.
- Implement and maintain work systems (handling plans) that are safe and without health risks.
- Make reasonable allowances for employees who become pregnant or develop a medical condition which may affect their ability to perform the required moving and handling tasks.



**Children at Vbranch House will:**

- 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 employed by Vbranch House will:**

Take reasonable care of the 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.

They will:

- wear appropriate clothing and shoes;
- co-operate with the employer to allow the employer to comply with his/her health and 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 specified training to fulfill 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).

**Object Handling**

Manual handling of inert loads/objects will be avoided or eliminated as far as reasonably practicable by the use of mechanical aids, or controlled as far as practicable by organisational means such as instruction, training and supervision.



Whenever possible the risk of injury from load/object handling problems should be reduced by risk elimination and risk reduction strategies using T.I.L.E (Task, Individual capacity, Load and Environment) as a basis for risk assessment.