



Moving and Handling Policy

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Reviewed by	Mrs Catherine Miller, Head of School
Approved by	Dr Julie Smith, Chair of Governors

MOVING AND HANDLING POLICY

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Policy Statement

The policy outlines Conifers House School's approach to moving and handling (students). Some disabled students and/or students with SEN may require specialist moving and handling, treatment or facilities. Students may not be able to recognise everyday hazards, communicate distress, or move around independently.

This policy has been written in accordance with HSE guidance and the following legislation:

- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Manual Handling Operations Regulations 1992
- The reporting of injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Provision and Use of work Equipment Regulations 1998

This policy does not form part of any member of staff's contract of employment, and it may be amended at any time.

Conifers House School is committed to leading a mentally healthy organisation, which includes a commitment to and promotion of emotional wellbeing and mental health. Therefore, all policies and procedures ensure this commitment is incorporated in order to support all staff and students.

Members of staff are encouraged to speak to their line managers, and students are encouraged to speak to any member of staff, if they feel any part of this policy would affect their emotional wellbeing and mental health.

Roles, Responsibilities and Implementation

The Conifers House School Board has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Head of School.

Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

This policy applies to all activities both on and off school site, including educational visits, sports fixtures and any other planned activities outside of the school grounds.

Aims

To ensure the health and safety, and wellbeing, of all students and staff in relation to moving and handling, as far as is reasonably practical.

To enable staff to comply with their legal duties of care, with relation to moving and handling.

To ensure the focus is on enabling, not prohibiting, student participation.

Definition

'Moving and Handling' is a term used to refer to the manual handling of people. Manual handling is defined as 'the transporting or supporting of any load by hand or bodily force' (Manual Handling Operations Regulations, 1992). This includes lifting, pushing, pulling, putting down, carrying and moving. In effect, any activity that requires an individual to lift, move or support a load, will be classified as a manual handling task. 'Load' is not limited to inanimate objects

- it includes people and animals.

Staff Training

Only staff who have received moving and handling training can undertake any moving and handling activities.

Training must be refreshed every two years.

Moving and Handling Coordinator

Where necessary, Conifers House School will identify a member of staff who will take on the role of 'Moving and Handling Coordinator' (Head of School). This individual will be responsible for:

- the assessment of the moving and handling needs of students in the school (on entry to the school and as and when changes occur);
- the writing of moving and handling risk assessments and subsequent moving and handling plans. This will be done in liaison with parents/carers, the student (where possible) and health professionals (where applicable);
- the coordination (and delivery where possible) of moving and handling training (induction training for new staff, refresher training and bespoke training for staff as and when the need arises);
- competency checks on staff to ensure maintenance of their skills and compliance in relation to the policy legislation and guidelines;
- the maintenance of written risk assessment records; and
- ensure that the school has the necessary equipment.

Guidelines

Whenever possible, manual lifting should be avoided and if possible heavy loads should be moved by sliding rather than lifting. Where lifting cannot be eliminated, it is important to ensure safe moving and handling procedures are in place. In every situation where moving and handling is unavoidable and a potential risk has been identified, then a risk assessment needs to be completed.

The following guidelines must be followed in all moving and handling situations:

- 1 If you are moving a pupil, tell them what you are going to do before you start.
- 2 Ensure that the transfer route and surface is stable and clear of objects.
- 3 Two people are required for any hoisting transfer.
- 4 Ensure the transfer is over the shortest distance possible.
- 5 Implement the principles for safer moving and handling:
 - a. Plan and prepare
 - b. Keep close to the load
 - c. Create and maintain a stable base
 - d. Moderately flex back, hips & knees
 - e. Use a secure hold

- f. Avoid twisting
 - g. Lead with the head
 - h. Move smoothly
- 6 A correct lift should be used at all times.
- 7 Any pain or injury should be reported to the Moving and Handling Coordinator.

Staff Responsibilities

It is a member of staff's legal duty to take reasonable care of their own health and safety and that of others who may be affected by what they do or not do.

Staff must therefore:

- work within their own limitations and not carry out any activity for which they are not competent;
- co-operate with their line manager in performing risk assessments for moving and handling;
- look out for hazards and report any accidents, incidents and near-misses in line with the school's reporting procedures;
- use equipment provided e.g. hoists;
- follow safe working practices;
- not interfere with or misuse any equipment or aids that have been provided;
- not use any equipment for which they have not received appropriate training;
- follow training and instructions provided on moving and handling e.g. moving and handling protocols, person handling plans and guidance from training courses;
- wear suitable clothing and footwear for moving and handling (whilst still complying with the dress code); and
- report pregnancy or any medical conditions which may affect their ability to perform moving and handling tasks.

Staff must report any unsafe situations to the Moving and Handling Coordinator . This includes things such as:

- faulty equipment – which should be labelled and immediately taken out of use;
- unsafe working practices; and
- environmental problems.

Safeguarding

If a member of staff has any concerns about a student's reaction to the moving and handling process, or they notice anything during the procedure which causes concern they must follow the school's safeguarding procedures and report their concerns immediately.

If a student makes an allegation against an adult working at the school, this must be reported in accordance with Conifers House School safeguarding procedures.

An adult who has concerns about the conduct of a colleague at Conifers House School must report this to the DSL.