

PORTFIELD SCHOOL & SATELLITE CENTRES



POLICY DOCUMENT FOR MANUAL HANDLING



Tel: 01437 762701

Fax: 01437 771444

Email: admin.portfield@pembrokeshire.gov.uk



Mar 2017

Reviewing the Policy

This policy will be reviewed biennially in consultation with staff, parents and governors.

This policy was adopted by:

Headteacher Date

Chair of Governors Date

Portfield School Manual Handling Policy

Portfield School Mission Statement

Working together Learning together Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

Introduction

Portfield School adopts the Pembrokeshire County Council Corporate Manual Handling policy. Manual handling risk assessments for pupils will be drawn up in conjunction with the class teacher, support staff, parents and supporting professionals as appropriate. Manual handling risk assessments for staff moving inanimate objects will be drawn up with the Headteacher.

Class teachers and Support staff and any professional involved in moving pupils should follow the manual handling risk assessment, but also;

1. Make an informal assessment of child prior to any movement. If the child's condition/behaviour is different to normal then review the risk assessment with a member of SLT. In such circumstances the carer's instructions may not be the best way to provide care to pupil and the label is legible.
2. Make an informal assessment of any equipment being used prior to use;
 - perform visual check of sling- check stitching, loops, general condition and check that it is the correct sling for pupil.
 - perform visual check of equipment- ensure that wheels, mechanisms and general condition are of a good standard. Also check that equipment has been serviced appropriately and a date for use of

equipment is valid (equipment used for lifting people is required to be serviced every 6 months) changing beds and hoists.

* If anything looks damaged or unsuitable for use DO NOT USE and remove it from use. Inform teacher/ Link Worker/ Relevant Professional/Headteacher of situation and mark clearly DO NOT USE

3. The risk assessment has been undertaken with the presumption that staff are of good health and are trained and competent.

4. Employees should not engage in any moving and handling activity if they are not in good health, feel any pain or discomfort or are not appropriately trained.

5. If moving and handling operations are causing any discomfort stop the activity, at a time that it is safe for the staff member and the pupil. The staff member should ask another carer to continue the activity where appropriate.

6. Employees should inform teacher / headteacher if activities are causing any pain or discomfort.

7. Risk assessments should be reviewed whenever there is information to believe that it is no longer accurate, there is a change in circumstances (i.e. child has had an operation/ change in medical status) and annually during the annual review.