



Moving and Handling Policy

RATIFIED:  (Chair of Governors)

DATE: 9th December 2016

DATE TO BE REVIEWED: ANNUALLY

TALBOT SPECIALIST SCHOOL

Moving and Handling Policy

MISSION STATEMENT

We, at Talbot School, believe it is the right of all young people to have equality of opportunity regardless of gender, ability or race. We believe all our pupils have a right to inclusion both within Talbot, the community and society at large and value them as individuals.

1. RATIONALE

It is our intention to provide all staff with training in moving and handling to enable us to provide high quality care for students throughout school, maintaining their respect, dignity and self-reliance.

Due to the high levels of need which all students present, it is important that any moving and handling has regard for everyone's safety.

All staff will be familiar with policy and practice in all aspects of personal care. General routines and procedures will be appropriate for most students but, for some, there will be precise and specific programmes that will relate to individuals. In these circumstances there will be a smaller team of staff which will have detailed information on specific moving and handling programmes. A copy of the Moving Handling policy will be situated in each classroom.

New and temporary staff will be given a tour of the school building in order to familiarise them with its layout and the location of specialist equipment and facilities.

2. AIMS

Our aim is to reduce the risks of injury to both staff and students to the lowest level reasonably practicable by introducing a minimal handling policy. Lifting of students without the use of equipment will only be performed in exceptional circumstances or life threatening situations or when it is necessary to meet the needs of the student also taking into account their feelings and wishes. In which case a thorough risk assessment will be undertaken prioritising the health and safety of both students and staff involved.

The school will endeavour to provide all necessary specialist equipment to enable staff to work safely and efficiently.

3. OBJECTIVES

If a student is unable to perform an independent transfer, appropriate equipment will be provided by the school to help move students. We will monitor the frequency and location of use and ensure regular servicing of the equipment. (LOLER regs 1998). A six monthly audit of all equipment will be carried out by the moving and handling team.

Sherryl Cartwright and Colette McIntyre Moving and Handling Co-ordinators will receive regular up to date training.

The Moving and Handling Co-ordinators will ensure all staff receive on-going training in moving and handling techniques.

Two of the designated curriculum days will be programed to include moving and handling refresher training.

The moving and handling team will monitor safe practice across school and will advise and support on a day-day basis where necessary.

4. ROLES AND RESPONSIBILITIES

Sherryl Cartwright, & Colette McIntyre will keep a register of on-going training and completion dates.

Risk Assessments on new students will be forwarded from feeder schools. The Moving and Handling Co-ordinators will visit feeder schools, meet students and liaise with their manual Handling Co-ordinator.

These risk assessments and arrangements will be finalised on admission to Talbot Specialist School, after consultation with Physiotherapists and Occupational Therapists.

The completed Risk Assessment, will be kept in the students classroom, with a copy in the Moving and Handling filing cabinet.

All staff will refer to the moving and handling risk assessment before undertaking any moving and handling activity.

The Risk Assessment, will be updated annually or sooner if there is a change that would significantly alter the programme, in which case staff will inform the Moving and Handling team immediately.

5. HYDROTHERAPY

A file containing hydrotherapy Risk Assessments and physiotherapy programmes will be kept in a file in the grey cabinet at poolside.