



Federation of Hob Moor Oaks and Hob Moor Community Primary Academies

Moving and Handling Children and
Young People with a Physical Disability

Approved By	
Date	1st November 2016
Review Date	November 2018
Signed	

Important Equality Act

In operating this Policy/Procedure it is very important to ensure compliance with discrimination law which is now consolidated within the Equality Act 2010.

It is unlawful for a school to discriminate against a pupil by treating them unfavourably because of their disability.

The school is expected to make **reasonable adjustments**. The 'test of reasonableness' should be applied in each situation where a reasonable adjustment may need to be made.

In some instances, it may be justified not to make a proposed reasonable adjustment to resolve a situation where the young person, parent/carer, staff of school, governors and/or disabled members of the public who use school premises/facilities outside of core school hours could be seen as being at a "substantial disadvantage" as compared to their non-disabled peers. This doesn't mean that where this reasonable adjustment is considered and felt to be appropriate, that no action should be taken to resolve the situation.

If you have any questions/concerns concerning the application of the Act in relation to this policy/procedure you must **always** refer the matter to the Principal.

For Reference:

'Reasonable Adjustments for Disabled Pupils' guidance to school issued by Equalities and Human Rights Commission dated September 2012. www.equalityhumanrights.com

'Advice for School Leaders, School Staff, Governing Bodies and Local Authorities' issued by the Department for Education 23rd October 2012. www.education.gov.uk

Moving and Handling Children and Young People with a Physical Disability

The Federation of Hob Moor Oaks and Hob Moor Community Primary Academies recognises its responsibility to ensure the health, safety and welfare of all staff and children, as far as is reasonably practicable.

The federation will follow the LA policy for moving and handling pupils with a physical disability.

The name of the person with delegated responsibility for dealing with Health and Safety/ Moving and Handling issues is the Headteacher

In line with the "City of York Policy and Guidance on Moving and Handling Children and Young People with a Physical Disability 2009." The Federation will:-

- Adopt a minimal manual handling policy in line with LA policy guidelines.
- Avoid the need for hazardous moving and handling operations at work so far as is reasonably practicable (e.g. re-design the task, use a hoist).
- Refer all children to whom this policy applies to an accredited Moving and Handling trainer in line with section 4.1 of the policy.
- Ensure that all children with physical disabilities who have moving and handling needs have care/ management plans written following detailed risk assessment. (Professionals from education, the child's physiotherapist, school staff, parents/carers and other professionals will produce assessments and care/ management plans jointly as necessary, in line with section 4.2 of the policy).
- Arrange for all relevant staff to have appropriate training in back care, moving and handling and use of any equipment. This is available through the Local authority training team (details from the Specialist Teaching Team, Physical Disability and Medical Needs) but it is the responsibility of the school to ensure that this happens (see section 4.5 of the policy). Hob Moor Oaks have two trainers accredited by Centaur Training and Development.
- Adopt, in full, guidelines given in training including those referring to appropriate clothing and footwear, accepted handling techniques, and the safe use of equipment.
- Ensure staff only complete moving and handling tasks within school when in their role as employee. Volunteers, students and other visitors to the school should not be involved in moving and handling tasks.
- Ensure that all staff involved (including supply staff) are aware of the contents of moving and handling plans and know where they are kept. Supply and new staff should work with experienced staff until they are confident in using the described procedures.
- Moving and Handling Plans are reviewed annually or when necessary to update changes as required. Moving and Handling plans are to be included in the Annual Review or parents consultations, where changes are necessary, to enable plans to be discussed by parents/carers.

- Ensure that all staff are aware of the importance of ongoing risk assessment and are aware of all of the child's care needs which may affect the safety of a transfer. For example when a child receives gastrostomy feeds during the school day a visual check should be made to establish that the gastrostomy tubes have been disconnected before the child is moved.
- Take account of an individual's capabilities when assigning particular tasks.
- Review risk assessments at least annually or when there is a significant change in the needs of the child or any part of the task to which the assessment relates.
- Identify hazardous situations and write a protocol for emergency procedures, ensuring that these procedures are included in the school's emergency policy, as well as in the moving and handling plan for the appropriate pupil. (NB It may be necessary to use different handling techniques in an emergency- these should also be risk assessed and recorded).
- Review school policies/protocols on a regular basis to ensure that these procedures are included and that appropriate staff are trained.
- Report all accidents, injuries, however minor and 'near misses' according to LA guidelines already in school.
- Take account of issues of restraint and child protection in relation to moving and handling or meeting care need, in line with other LA guidance.

Reviewed November 2019

In line with City of York Council guidance on Moving and Handling Children and Young People with a Physical Disability. September 2009.

Self Audit Checklist for Principal / Head of School

Definition: Moving and handling is any action required as part of a person's job that involves movement of a person or inanimate object by hands or bodily force. This includes activities such as lifting, lowering, pushing, pulling, carrying and supporting a load.

The Principal has a legal responsibility as under Health & Safety legislation to ensure that risk assessments are undertaken for any moving and handling which involves a risk of injury to the child or employee.

Question	Yes/No/ N/A	Comments/actions
Are you familiar with the CYC Policy and Guidance on Moving and Handling Children and Young People with a Physical Disability?		
Do you have a school M&H policy in place?		
Do you have a record of all children with a physical disability that require 'moving and handling' during the school day?		
Do you have a record of all staff who have been trained in 'Moving and Handling Children and Young People with a Physical Disability'?		
Do you have a record of Moving & Handling Plans and their review dates?		
Have you made staff aware of their responsibility to work within the agreed Moving & Handling plan?		
Are staff aware of the LA insurance indemnity with regard to working within the agreed Moving & Handling plan?		
Do you operate clear recording systems for 'near misses' and 'concerns'. Do you know how to follow these up?		
Is moving and handling equipment checked regularly in line with LOLER and PUWER legislation?		
Are children with additional 'moving and handling' needs considered in your emergency planning?		
Have you identified procedures for including all pupils in educational visits and work experience safely?		