



Queensbridge Primary School

Manual Handling Policy

Updated: March 2026

Due for Review: March 2027

(dynamic review will be operated to amend the policy where required)

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Manual Handling Policy

Aim

Caring for children at Queensbridge involves helping them in all aspects of physical movement. This policy aims to

- reduce manual handling incidents / accidents
- ensure children and staff feel safe, comfortable and confident when participating in manual handling practices

Intro

Manual handling operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Some children may require assistance on a temporary basis. Others require long term, intensive physical intervention to enable them to access the curriculum, to ensure good positioning and posture, to eat and to have personal care needs attended to. It is essential to understand and adhere to the general principles of safe manual handling to minimise the risk of injury and discomfort to both children and staff carrying out the procedures. It is also necessary to respond to individual needs as advised by health care professionals.

Legislation

All manual handling procedures, including the handling of children and the use of equipment must take due notice of all legal regulations and acts such as

- Manual Handling Operations Regulations
- Health and Safety at Work Act
- Management of Health and Safety at Work regulations
- Disability Discrimination Act
- Human Rights Act
- Lifting Operations and Lifting Equipment Regulations.

All legislation aims to protect the welfare of those being moved / handled and that those carrying out the procedures have

- information, instruction, training and supervision
- safe systems of work, provision and maintenance equipment
- documentation to support practice
- knowledge and understanding of duties and responsibilities

Injury

Back injuries are the most common type of injury for adults carrying out manual handling procedures. In addition, it is not uncommon to be struck by the limbs of children who have little or no control over their movements. Children who are anxious or in discomfort can also bite those closest to them.

Incorrect physical handling of children may also damage their fragile skin, cause bruising, cause shoulder and neck injuries and increase existing breathing difficulties. Poor manual handling techniques causing pain or discomfort can also make the child distressed, tense and uncooperative.

Context

In addition to verbal prompts and a range of mobility and supportive equipment, children with additional physical and or medical needs may require hands on adult intervention and support, physical assistance or physical prompt in situations such as

- using the toilet and aspects of personal and intimate care
- washing / showering
- moving between chairs, equipment, levels

- standing /walking
- undressing and dressing
- mark making / writing / using communication aids
- getting in / out of vehicles

Risk Assessment and Manual Handling Plans

The key to the regulations above is the identification of hazardous handling operations and their assessments. The regulations require a suitable and sufficient assessment of all manual handling operations to reduce the risk of injury. This can be done by increasing awareness, providing information and training, and by providing mechanical aids (hoists), or by redesigning the task to avoid manual handling.

All children requiring physical prompt and / or adult intervention will have a manual handling plan.

This will set out

- the context
- type of intervention
- level of intervention required
- vocabulary / communication to be used
- equipment
- number of personnel

For some children the plan will remain constant. For others the plan will alter as the child's physical ability changes long term or as a result of medical intervention, e.g. post operatively. The plan will also change if the equipment changes. A different plan will usually be needed for off site visits where the location, facilities are different from those available in school

The manual handling plan will complement other documentation relating to individual children including any Intimate Care Plan, Health Care Plan, Risk Assessment and PEEP.

We do not lift children. Any manual handling without the use of aids will be risked assessed on an individual basis. In an emergency, staff will take necessary steps to ensure pupils are evacuated to safety whilst considering the risk to both child and staff.

Techniques

There is a range of techniques that can be used when carrying out manual handling procedures. However, before setting up or reviewing any plans or programmes, manual handling operations require that consideration is given to AVOIDING the procedure.

- Does the child need help to move in the current situation?

ASSESS the situation.

- Is it critical that the child is moved immediately re safety, significant discomfort etc?

REDUCE the risk if the child needs to be moved.

- Are you aware of the M&H plan re personnel, equipment, weight / temperament of child, clothing, space, obstacles, strength/ capability to do the task?

After carrying out the procedure

REVIEW . Reviews can be informal when everything goes to plan and a mental note is made that things went well. Reviews can also be formal when there are aspects of the plan that do not go well or are found not to work as smoothly as in the past. These reviews should inform a change in the plan to reflect the issues.

All staff required to carry out manual handling operations will be trained in general techniques relating to

- inanimate objects
- children
- specialist equipment
- team moves
- safe and unsafe practices
- appropriate clothing and footwear
- hazards

Hazards

Staff will be trained to recognise potential hazards relating to the

- environment – location, lighting, ventilation, surfaces, space etc
- load either inanimate or child – weight, stability, predictability, etc
- their individual capability – requirement for special training, strength, health etc
- task – repetitive, strenuous, in quick succession without sufficient opportunity for recovery, unusual size, weight, etc
- equipment – good working order, clean, appropriate for task / environment etc

Recognition of potential hazards will be reflected in the Manual Handling Plans and Risk Assessments and reduce the risk of injury to all involved in addition to monitoring the effectiveness of the plans.

Equipment

All bathrooms have specialist equipment to enable personal care needs to be met safely and effectively.

Ceiling Track Hoist – Westholme Transactive -130kg load capacity

TXD H System hoists (x 2) – 130kg load capacity

Likorall 242S Track Hoist (x3)– 200kg load capacity

Mobile Hoist – Liko Uno 102

M150 Freeway 150 kg load capacity

2 x Plinth 502H Series changing beds 250kg capacity

1 x Smirthwaite changing bed 150kg load capacity

Beds / Hoists serviced at 6 monthly intervals by Prism Medical UK. Queensbridge is responsible for the funding and on-going maintenance of beds & hoists.

There is a range of small items of equipment available in school to be used as necessary by a variety of pupils as required in different situations.

Eg. Slide sheets, slings and banana boards are supplied by OT's (see pupil welfare file for details.)

Individual children use equipment designated for their sole use. This equipment is not transferable as pieces are set up to accommodate individual children's height, weight, positioning.

This includes wheelchairs and standers as supplied by OT Team (details found in pupil welfare files)

Instructions are attached to all pieces of equipment if appropriate. After initial training it is the responsibility of individual staff to remain familiar with the working of the equipment and report to SENDCo if there is an issue. Before using any equipment staff will do a brief visual check to ensure that there is no obvious safety or comfort issue.

Staff Dress Code

To ensure safety of all involved it is essential that staff participating in manual handling procedures wear appropriate footwear and clothing. Staff are aware that this means

- flat heeled shoes
- clip on ties if a tie is worn
- no scarves or jewellery which can be grabbed or swallowed
- avoid the wearing of lanyard badges during manual handling procedures
- avoid revealing clothing (tops and skirt length)

Staff Training

Currently Mrs S Prescott and Mrs A Hall are qualified Manual Handling Trainers (Disabled Living – AH/SP refresher training completed Dec 25)

All staff involved in

- personal and intimate care,
- assistance with feeding and dressing,
- positioning and transfers,
- physical access to the curriculum

will receive initial training in manual handling theory. Refresher training will take place every year or sooner if circumstances change. In addition, identified staff will be assessed formally for practical competencies for use of equipment such as hoists once per year. Staff will continue to be informally assessed on an ongoing basis by the Manual Handling trainers.

Care taking / cleaning staff will be trained in manual handling inanimate objects. Refresher training will be on a three yearly basis.

Roles and responsibilities

Legislation clearly sets out employers and employees responsibilities in regard to all areas of safety at work and aims to protect anyone else who could be affected.

Mrs D Crier, Mrs Prescott and Mrs A Hall will ensure that

- all staff are trained in Manual Handling legislation and techniques to an appropriate level
- make suitable and sufficient assessment of operations to be carried out
- identified equipment is serviced and maintained (the service and maintenance of NHS supplied equipment and privately funded equipment is not the responsibility of the school)
- issues relating to equipment provided by health care professionals is reported

All staff involved in the Manual Handling of pupils, young people or inanimate objects are responsible for their own health and safety. This includes

- using equipment in accordance with training and instructions
- reporting issues to the headteacher
- following safe working practices
- wearing suitable clothing and footwear

Monitoring & Review

Statistics relating to manual handling accidents / incidents will be collected and monitored and will be monitored and reviewed

- annually, to maintain the effectiveness of working practice.
- immediately, in the event of an incident, or change in legislation relating to Manual Handling practices.

Signed _____ Headteacher

Date _____

Signed _____ Chair of Governors

Date _____