

SAFE WORKING PROCEDURE

Moving and Handling of Pupils

CORPORATE HEALTH & SAFETY | VERSION 2.04 | JANUARY 2024

STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- A minimal lifting policy is in place in schools to reduce the risk of injury to staff that have to transfer and support pupils as part of their daily work routine.
- All pupil's moving and handling is subject to a pupil specific moving and handling assessment.
- Employees are trained in the correct use of the equipment.

SCOPE:

This Safe Working Procedure applies to:

- Headteachers and governing bodies of Southampton City Council Maintained Schools.
- All employees (including temporary) of Southampton City Council Maintained schools.

1. Responsibilities

Head Teachers are responsible for ensuring:

- 1.1. Task based moving and handling risk assessments have been undertaken and appropriate controls in place to manage hazards at source in line with the management risk controls.
- 1.2. A pupil healthcare plan is completed for each pupil in school that requires support from school staff.
- 1.3. All staff and those affected by risks are informed of the outcomes of moving and handling risk assessments and the associated risk control measures.
- 1.4. All lifting equipment including harnesses is correctly maintained and serviced.

School Special Educational Needs Coordinators (SENCO) are responsible for ensuring compliance with the SWP and must:

- 1.5. Carry out task based moving and handling risk assessment, identifying and implementing controls to deal with hazards at source using the management of risk control in line with Manual Handling Operation Regulations and other appropriate SWPs detailed below.
- 1.6. Carry out a pupil healthcare plan for each pupil that requires support from school staff.

Teachers, Learning Support Assistants etc. must:

- 1.7. Be informed of the outcomes of moving and handling risk assessments and the associated risk control measures.
- 1.8. Use all lifting equipment including harnesses correctly.
- 1.9. Be trained in the correct use of the lifting equipment and harnesses.

2. Procedures

Assessment

- 2.1. The approach to be adopted by Children and Families Services and schools is one of assessing the risks to employees working with individual children and for pupils to have their own moving and handling risk assessment. Such assessments will need to be recorded and reviewed as necessary.
- 2.2. The assessments need not be a complex process. Schools know of the handling activities that occur and will usually be best placed to undertake the assessments. However advice may be required from the pupils General Practitioner and colleagues in other disciplines i.e. physiotherapists, occupational therapists or other competent persons employed by the Children and Families Services. This is particularly so where the health of an individual child could be affected.
- 2.3. Headteachers will need to ensure for each pupil as part of any support programme which involves moving and handling that the moving and handling of pupils risk assessment checklist is completed. Then complete the relevant template pupil moving and handling risk assessment that has been identified in the checklist for each pupil that needs moving and handling.
- 2.4. Often the views of employees and children can be of particular value in identifying manual handling problems and practical solutions. Assessments will need to take account of handling activities both on and off site school site.

Lifting children

- 2.5. Regular, moving and handling of children, particularly those with physical disabilities, can present significant risk to both the child and the staff. Only those staff whose contract of employment requires them to lift children and where they have been suitably trained should regularly lift children. The use of suitable hoists/harnesses to aid lifting and moving reduces these risks to a minimum.
- 2.6. When lifting children the same principles as for lifting any object should be applied, however the potential for the child to move whilst being lifted must be considered.

- 2.7. All children with specific needs must have a personal healthcare plan. Lifting and moving requirements should be included within such a plan. This plan should include details of any equipment used to assist moving the child, such as the use of a wheelchair or mobile hoist or an evac chair in an emergency. Suitable training must be given to anyone who will be required to use any such equipment.

Lifting equipment

- 2.8. It should be noted that where mechanical aids to lifting and moving are introduced, like hoists, instruction and training in their use will need to be provided. Lifting equipment should be subject to a statutory engineering inspection every 6 months by a competent person in line with SWP Lifting Equipment. All equipment must be regularly maintained in line with SWP Work Equipment.

Training

- 2.9. Moving and handling assessments should identify where staff require training in lifting techniques or in the use of specialist equipment. Schools must ensure that such training is provided as soon as possible after the need has been identified. Details of any training provided should be recorded.

3. Safe Working Procedures Relevant to This Document

- 3.1. Manual Handling
- 3.2. Medical Support to Pupils
- 3.3. Lifting Equipment
- 3.4. Work Equipment

Note: Other safe working procedures may apply and the assessor should consult the SWPs. An A-Z is available on the Council's [Health and Safety Intranet](#).

4. Main Legislation Relevant to This Document

- 4.1. [Health and Safety at Work etc. Act 1974 \(HSWA\)](#)
- 4.2. [Manual Handling Operations Regulations 1992 \(MHOR\) \(as amended 2002\)](#)
- 4.3. [The Management of Health and Safety at Work Regulations 1999](#)
- 4.4. [Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#)
- 4.5. [Lifting Operations and Lifting Equipment Regulations 1998 \(LOLER\)](#)

5. Contact Address's and Guidance Links

- 5.1. Health and Safety Executive
www.hse.gov.uk
 - 5.1.1. [Risk Assessment \(INDG163\)](#)
 - 5.1.2. [HSE education/index](#)
 - 5.1.3. [SEN Management of Moving and Handling](#)
- 5.2. British Safety Industry Federation
www.bsif.co.uk
Royal Society for the Prevention of Accidents
www.rospa.com/
- 5.3. Institute of Occupational Safety and Health
www.iosh.co.uk/
- 5.4. Corporate Health and Safety Service
[Health and Safety Intranet](#)
 - 5.5.1. [Manual Handling Micro Site](#)

For full contact address visit the Health and safety intranet [Useful Contacts](#).