The Parkside School
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Manual Handling Policy

Approved by:	Mrs C Ellis – Gage Head Teacher	**Date:** February 2026
Signed:		
Next review due by:	February 2027 Mrs Lucy Mills Medical Lead	

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1. Relevant Legislation

Health and Safety at Work Act 1974, with any relevant amendment Manual

Handling Operations Regulations (MHOR) 1992

Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 Health

and Safety (Offences) Act 2008

NOTE: Health and Safety Legislation takes precedence over any other legislation/procedures that the school operates within.

This policy respects that a child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in their community.

2. Introduction

Management at The Parkside School are committed to promoting best and safest practice in all manual handling operations. The Manual Handling Policy and associated Risk Assessments are the main management procedure to achieve this, and must be complied with, always.

The main aim of the policy is to protect staff and pupils and promote best practice. The policy aims to reduce the risks to staff and pupils as far as is reasonably practical.

3. Definitions

The term **'Manual Handling'** or **'moving and handling'** includes any transporting, or supporting, of a load or a person. This includes pulling, pushing, lifting, lowering, carrying or moving, by hand or bodily force.

The term **'minimal handling'** refers to the moving of objects and people only when necessary and by making full use of techniques advised during training and appropriate handling equipment.

The term **'key staff'** refers to those staff who have had specific training on using equipment with pupils and are accredited with the 'Moving and Handling Children with SEN' course. Key staff will lead any manoeuvre, give direction, mentor and support colleagues to adopt a best practice approach always.

4. Key Principles

Managers and employees are responsible for complying with the requirements of Legislation and the procedures identified in the Manual Handling Policy.

In the event of an emergency that may lead to death or significant harm, (e.g. fire, drowning, medical emergency), staff need to act in a way which may mean not following the prescribed system of work to move a child. These should be addressed through further documentation such as PEEP's and/or Risk Assessments for individuals.

The Manual Handling Policy seeks to reduce the need for employees to perform hazardous moving and handling activities so far as is reasonably practical. A system of Risk Assessment, considering legislation and backed by supportive and appropriate training will be key to the success of this policy.

The Risk assessment Process will consider:

- The nature of the task
- The nature of the load
- The capability of the person carrying out the task
- The needs of the pupil
- The working environment in which the task takes place

This will then be used to remove or reduce the risk of injury to the lowest level reasonably practicable (see Appendix 1 and 2).

Other staff coming into school, including those not directly employed, will be made aware of the potential risks associated with moving and handling tasks.

All pupils, who can safely do so, should be encouraged to move themselves wherever possible in order to promote their independence. Where support is required, it should be the minimum needed to safely complete the task/activity.

The Risk assessment will identify the appropriate 'system of work' (equipment/support ratio). This must be adhered to by all staff.

The Manual Handling Policy will be reviewed annually, unless circumstances dictate otherwise.

Manual Handling training forms an integral part of the Induction Process, identifying the appropriate training course for individual staff:

Course	Purpose	Who
Moving and Handling Children with SEN **'Key Staff'**	To equip staff with an understanding of why we approach manual handling of people in the way we do both legally and as a carer. To give staff the knowledge and confidence to deal with each manual handling situation and meet the individual needs of the youngster as they present safely, comfortably, empathetically and modestly. For some pupils manual handling assistance during their educational day is crucial to their comfort, learning, nutritional input, socialising and having fun, and their overall well-being. Face to Face training Accredited Annual refreshers to be maintained	Staff who use equipment such as hoists and slings, daily. Staff who transfer pupils into prescribed equipment such as, standing frames/walkers / wheelchairs, as part of their daily programme. Pool Hoist training to be undertaken by staff who use the pool chair/flat bed to access the Swimming Pool.

Manual Handling Awareness	The Manual Handling Operations Regulations 1992 require employers to ensure that all employees are trained and competent in manual handling. It is the employer's duty to avoid manual handling as far as is reasonably practicable and, if this cannot be done, the employer must take steps to reduce the risk of injury.	All other staff.

5. Responsibilities

Senior Leadership Team (SLT)

SLT must be aware of and understand the Manual Handling Policy.

Records of training to be maintained of all staff and refresher training organised.

SLT must, in accordance with the legislation, ensure that employees are not exposed to any foreseeable risk of injury from moving and handling, so far as is reasonably practicable.

SLT must ensure that there are clearly identified systems and procedures in place to assess and record the risks associated with moving and handling. Such risk assessments should involve the staff delegated to perform the manual handling tasks.

SLT must investigate and record incidents involving manual handling.

SLT must keep a record of the incidence of injuries, near misses and sick leave related to Manual Handling, as identified through the incident report form process. Risk Assessments must be reviewed following any report incident.

SLT must ensure appropriate equipment identified in the manual handling risk assessment is made available and training in its use provided in line with health team staff as appropriate.

SLT must ensure appropriate systems and procedures are in place to maintain manual handling equipment in line with manufacturers instruction and legislation.

Employees

Employees must make full and proper use of any system of work identified by SLT, they must follow the manual handling risk assessment directives within the manual handling policy and subsequent procedures.

No employee shall undertake a manual handling task without making an informal/dynamic assessment of the risks involved to themselves or others who may be affected by their actions.

Employees must assist and support pupils within the responsibilities of their job, guided by the risk assessment and system of work prescribed. Only key staff should lead any manoeuvres where specific equipment is needed for pupil transfers.

Employees should participate constructively in the risk assessment process.

Employees should feel comfortable before performing any manual handling task. Where they have concerns, or injuries which may impact on their practice, these must be reported to their line manager.

Employees must recognise that lifting pupils from the floor is a high- risk activity. Equipment must always be used for this task, except in an emergency. Pupils of small build and weight are excluded from this with a risk assessment and the capabilities of the handler considered.

Employees must use equipment for the purpose it was designed and following instruction/training they have received. A visual check must be made to ensure the equipment is safe each time it's used. Employees must be responsible for ongoing charging of hoist batteries by ensuring that the controller is docked back in the charging station or leaving the battery on charge when not in use on mobile hoists. Employees must report hoist equipment issues and charger failures by logging with designated member of SLT and logging the issue in the book for Site Staff.

No employee should manually handle a pupil/load beyond their physical limitations.

Employees must inform their line manager of any health concerns that may affect their ability to perform manual handling tasks so that a dynamic risk assessment can be implemented.

Employees must report any manual handing accidents and incidents via a SCC Incident Report Form.

Employees must wear clothing and footwear, in line with the Staff Code of Conduct, that does not restrict their movement or posture, and protects their feet.

Employees should not wear jewellery when moving or handling pupils or be aware of the risks to self.

Employees must participate in Manual Handling training when requested to do so, to ensure their training is up to date and relevant.

Key Staff

Will promote best practice in Manual Handling techniques and procedures when moving and handling pupils.

Will support management by encouraging and leading other employees to follow the procedures outlined in the Manual Handling Policy.

Will complete all training to enable them to use all hoists and equipment safely and confidently, including the pool hoist.

Will follow guidelines for Manual Handling as set out in Risk Assessments for pupils and ensure these are consistent across the school day.

Will follow advice from Therapy Teams as necessary.

6. Risk Assessments

Risk Assessments take into account the nature of the situation, the environment in which the lifting is to be used, the size and weights of children and young people involved, the degree to which they may either assist in a lift or actively resist lifting, and the individual capabilities of the members of staff and frequency of lifting operation.

Appropriate mechanical equipment, such as hoists, should be considered in the initial lift and not as a secondary precaution.

No postural systems, class work chairs, standing frames, side liers, Acheeva Beds, to be pushed around outside the school building, unless a risk assessment is in place, or in the event of an emergency.

Always put brakes on wheelchairs and postural equipment when placing or assisting pupils into and out of equipment.

Never leave pupils unattended on changing beds or other equipment where they could be vulnerable.

Key mover will provide training on the use of pupil specific equipment, this training must be signed and reviewed annually.

Equipment Legislation Requirements: all hoists, changing beds and equipment will be LOLER tested annually/six monthly, slings are tested for safety and fitness for use every six months (OT).

7. Emergency Situations

The regulation of Manual handling tasks does not apply in genuine emergency situations – i.e.; assistance should be offered if someone is in imminent danger of drowning or in danger from a fire or collapsing building. However, situations such as a pupil with epilepsy having a seizure, or a standard fire evacuation is not considered an emergency as these are foreseeable and safe systems of work are planned and risk assessed.

8. Trained staff

Date: September 2023
Refresher: September 2023

Key mover trained: Lucy Mills

Initial Training: October 2021
Refresher completed: June 2025
Next Refresher: June 2027

Due to change in need, staff teams are trained in accordance to pupils.

Trainers: Lucy Mills and Angela Dixon