

SPRINGFIELD SCHOOL

POLICY



POLICY NAME: Moving and Handling

NEXT REVIEW DATE: 01/09/2026

SPRINGFIELD SCHOOL

Moving and Handling (Manual Handling) Policy

Introduction

This policy reflects the values, ethos and philosophy of Springfield School in relation to our responsibilities for ensuring the safe moving and handling of learners.

Rationale

The policy sets out guidelines to ensure that risks to learners and staff are minimised with regard to the safe moving and handling of learners, their transport and equipment. The policy aims to point the way to practical, workable solutions designed to improve both the safety and efficiency of our working practices within the environment in which we work.

We will not discriminate against learners because of their gender, sexual orientation, ethnic background, religion, disability or social class and will ensure that all learners' ability to achieve their potential is not limited by discrimination or prejudice - either directly or indirectly.

Safeguarding

Safeguarding awareness will underpin all manual handling policy and practice. Each pupil's individual plan will be devised to ensure that the principles of safeguarding are included. All staff are responsible for ensuring that the plans are carried out to ensure pupils are being safeguarded and for reporting any concerns. Staff are also responsible for ensuring all pupils understand, as far as they are able, what is meant by safeguarding and how they can be safer and where possible, for teaching pupils how to stay safe, how to keep themselves from harm and how to take responsibility for their own and others safety.

Aims

Springfield School aims to create an environment where:

- potential problems and difficulties in moving learners with physical disabilities will be assessed and solutions found to enable them to access a fully inclusive curriculum and range of experiences while giving them as much independence as possible.
- the dignity of learners will be considered and maintained at all times during moving and handling operations, resulting in respect for and protection of each learner's individual rights.
- learners will be able to access a range of positions and use a variety of equipment under the guidance of staff within a safe and supportive environment.
- every learner will be recognised as an individual and will not be defined by his or her disability. This may result in the need for a quite individual method of moving or handling.
- learners will be encouraged to actively participate during moving and handling operations whenever possible so that their skills are promoted, their opinions are valued, and their fears and anxieties are minimised.

Implementation

Learners who have additional physical disabilities have individual care plans which are prepared by the class teacher in conjunction with therapists and parents. As part of this process an assessment is made regarding the moving and handling of the learner and recommendations are made regarding hoisting and transferring learners. These are reviewed with the learners PLP or sooner if individual needs change. All plans are read and signed by every staff member working with that learner.

Some learners do not have physical difficulties, but the nature of their unpredictable behaviour may necessitate some moving and handling by staff. Manual Handling and Individual Behaviour Support Strategies are in place for these learners to minimise risk to learners and staff.

Whenever possible there will be a policy of minimal manual handling and lifting with the following hierarchy of intervention in place:

Avoidance of manual handling as far as reasonably practicable

Staff will assess the environment to ensure that moving and handling learners is kept to a practical minimum. Learners will be encouraged to be as independent as possible reducing the need for staff to intervene unless necessary.

Wherever possible use will be made of mechanical equipment and aids to assist in the safer movement of learners.

Ceiling hoists and/or mobile hoists and slide sheets are available in different areas of the school as appropriate. Adjustable changing beds are available in the toilet and swimming pool changing areas.

Assessment of risks

On going discussion and assessments between staff and therapists ensure that individual Personal and Social Support Strategies including Care Plans and Behaviour Support Plans are reviewed annually, or sooner, if necessary and amended accordingly.

In some circumstances, because of the individual needs and severity of some learner's disabilities, it may be necessary to move or reposition individuals by manual lifting. Under these circumstances an assessment will be made by school, nursing and physiotherapy staff using a T.I.L.E risk assessment, in order to reduce the risk to learner and staff to the minimum.

Reduction of risk

All staff working with learners who require manual handling as part of their personal care, exercise routines or classroom activities, will receive instruction to maintain continuity and to ensure the health, safety and welfare of all concerned.

It is the responsibility of staff to follow the guidelines and to report any concerns if there is reason to suspect that the assessment is no longer valid, or if there is significant change to the needs of the learner of the circumstances in which moving and handling is required.

This policy has been designed to comply with the requirements of the Manual Handling Operations Regulations 1992 (revised 1998 edition) and takes account of the Disability Discrimination Act 1995.

Key Persons: Leadership Team

Updated: Annually