



Manual Handling Policy

Review of Policy	Summer 2026
Members of staff responsible	Manual Handling/Health and Safety Officer
Policy History	
People involved	Manual Handling/Health and Safety Officer LGB
Signed by Chair of LGB	Kevin Floyd
Date	18/6/26
Date for Review	Summer 2027

Context

Equality Act 2010 – This Act supersedes all previous disability discrimination legislation, it refers to the protected characteristics` of which disability is one.

Wyvern Academy provides specialist education for pupils aged 2-19 with severe, profound and complex learning difficulties, including physical disabilities. It is often necessary to assist pupils/students with their movement in a wide range of contexts. In addition to the delivery of pupils' personal care and physiotherapy programmes, and within a framework of equal opportunities, all pupils have access to a comprehensive programme of school-based and off-site activities. All pupils are provided with equal opportunities to explore different environments within a variety of settings.

Aim

The aim of successful Moving and Handling is to achieve the required result with minimal effort from exerted forces, while consciously protecting the health and safety of both pupil and staff, ensuring pupil dignity at all times, and minimising the potential risk to health through injury. This is within the context of a legal framework our Manual Handling policy aims to ensure the effectiveness of our systems and procedures to this end.

Ethos

Effective Moving and Handling will be delivered within a safe framework, creating a responsible and caring culture, adopting a holistic approach with the emphasis on improving standards and safe systems of work. This will be influenced and sustained through the ongoing process of education and training, which in turn will promote and maintain a greater awareness of health and safety within the work place, in association with all Manual Handling activities.

Pupil assessment

All pupils requiring assistance with their movement should be assessed by a multidisciplinary team including:

- Parents/ Carers
- Physiotherapist
- Occupational therapist
- Health Safety and Manual Handling Officer
- Teacher and team
- Nurses if appropriate for health needs

The assessment process will be introduced in this way

- Referral
- Assessment by Multidisciplinary Team
- Manual Handling Risk Assessment and care plan
- Individual Health Care plan if required
- Equipment if required

Purpose

This assessment will establish a pupil's ability to co-operate and aid a facilitated movement. The primary objective for a pupil is to maintain and develop independence and function, encourage progression, while promoting self-esteem, confidence and personal achievement.

Risk Assessment

The Management of Health and Safety at Work Regulations, 1999, set out the legal requirement for `risk assessment` under which employers must make an assessment of the risks to health and safety of their employees, while at work and to people not in their employment who are on the premises.

A general "risk assessment" must be completed in association with any Manual Handling activities acknowledging MHO (Manual Handling Operations) and MHSW (Managing of Health and Safety at Work) Regulations, reducing the potential risk of injury to the worker and pupil so far as it is practicably possible.

Further to that, where a potential risk of injury has been identified in association with a Manual Handling activity, a specific Manual handling Risk Assessment and Care Plan will be introduced by the Health & Safety Manual Handling Officer.

The specific risk assessment will focus on key interrelated factors:

- The Pupil and what they can do to aid the task
- Equipment required
- The task itself
- The individuals capabilities to perform the task
- The load, (whether pupil or an inanimate object)
- The working environment and the related ergonomics

Wherever possible, lifting pupils should be avoided and only performed in the event of an emergency or if there is no other option when pupil and staff safety is greatly compromised. Pupils who present with profound and multiple learning difficulties and complex physical needs, can pose a significant risk to the handler during facilitated movement. Interrelated Factors would include behaviour, cognition, medical interventions (Feeding Pumps, Oxygen, Tracheostomy etc), physical capabilities, Epileptic Seizure, Dystonia, spasm, and extensor pattern of movement.

An individual pupil risk assessment must be applied and it should be noted that further assessment will be necessary where a pupil's height, weight, physical or co-operative capabilities contribute significantly to the risk. This ensures an on-going assessment process and monitoring system specific to the individual needs of the pupil. Team communication, training and reflective practice is an integral part of the review process.

Staff are required to risk assess all situations where it may be necessary to assist a pupil with their movement, on and off-site. Staff are encouraged to be responsible for their own practice, work within their own capabilities and to be creative in the delivery of activities, differentiating and adapting each activity to accommodate the needs of individual pupils, thus minimising the need for assisted movement so far as it is practical.

Training

Wyvern is committed to the development of training in this area, and the provision of necessary equipment to reduce the potential risk of injury from Manual Handling activities.

Before any member of staff undertakes the Moving and Handling of pupils, they must receive appropriate training and advice by a qualified Manual Handling Trainer. The Health & Safety and Manual Handling Officer will ensure that regular on-site training sessions are organised for all staff and data is appropriately recorded:

- Online training will highlight health awareness, legislation, environmental hazards, risk assessment, and demonstrate the application of effective biomechanics and ergonomics.
- Specific training will develop competencies in the use of mechanical equipment and associated operational techniques; this will be delivered within a more intensive training package. The focus will be towards individual staff that have direct contact with pupils needing equipment to facilitate their movement, developing a systematic approach in the management of training.
- There will be regular opportunity for staff to update and enhance operational skills, to ensure a consistent approach to best practice in this area.
- All staff, regardless of their role within school, will be provided with appropriate Manual Handling training and advice.

Hoist Training -

Staff will work closely together acknowledging the importance of teamwork and communication, identifying risks to themselves as well as others

Process

Each member of staff training to use a hoist will:

- Access training over a two - three hour period.
- View a PowerPoint covering relevant legislations, biomechanics, moving an inanimate object, controversial techniques, different types of slings, bed rail safety, -and different types of therapy equipment.
- Be given handouts including information on different sling types
- Experience use of equipment whilst hoisting at least 1 person taking part in training
- Learn techniques to ensure the safe movement of pupils when using a 'log roll' technique
- Be aware of controversial techniques and understand the importance of why they are not used
- Complete a quiz from what has been covered in the session
- Be assessed for competence by the Health & Safety and Manual Handling Officer.

Commitment to the provision of school based Manual Handling Training

At Wyvern Academy we are firmly committed to promoting the health, safety and welfare of our staff. This is clearly reflected in the schools commitment to the provision of school based Manual Handling Training.

Additionally, the designated Health & Safety and Manual Handling Officer is expected to attend relevant LEA or equivalent courses, to update knowledge on current legislation and enhance operational skills.

Induction

All new staff will receive an induction and this will include Manual Handling training, a summary of information will be provided via a staff information handout. Staff will also be expected to complete mandatory Manual Handling training through National College which will include theory around legislation, how to safely picking up an inanimate object using a good base of support, risk assessment and quiz. New staff will also receive a copy of the school Manual Handling policy..

Practice, guidance and technique

Mechanical equipment is available to facilitate the movement of pupils, but there are rare occasions when it would be appropriate to support pupils with a manual lift. The need to support a pupil with a manual lift could occur during an emergency situation when there is no other option and the safety of staff and pupils is greatly compromised (e.g. during a fire).).

There are significant interrelated factors that may compromise safety during lifting and lowering, particularly when supporting the profound and complex needs of children with severe learning and physical disabilities. In view of such complexities, the safety of movement and mechanical intervention should be put in place by the Health and Safety Manual Handling Officer with a Manual Handling Risk Assessment and Care plan, staff training and appropriate equipment before the HSE risk assessment guidelines are reached.

Ensuring the health and safety of the pupil and member of staff is paramount, while at the same time maintaining the pupil's comfort and dignity during:

- The delivery of personal care
- Access to curriculum based activities
- Physiotherapy/Occupational programmes and equipment
- Access to hydrotherapy

Movement and access

Pupils may need to be moved/re-positioned on numerous occasions during the school day. This could include transfers to/from any of the following:

- Buggy
- Specialist seating/ wheelchair
- Standing frame
- Rifton walker
- Therapy Trike
- Hydrotherapy
- Sound board
- Acheeva learning station
- Floor
- Changing bed/ shower trolley

Curriculum activities

Pupils may require support with or access to:

- Hydrotherapy pool
- Rebound therapy
- MOVE
- Educational visits (especially minibus)
- PE
- Aromatherapy
- Emergency procedures
- Engaging in regular physiotherapy programmes
- Dressing and undressing as appropriate
- Managing incontinence
- Supporting pupils with epilepsy

Pupil Manual Handling Risk Assessment

A pupil's individual Manual Handling Risk Assessment containing relevant information on medical history, co-operative abilities, behaviour, and communication will be developed by the Health & Safety and Manual Handling Officer in consultation with the relevant professionals. The Manual Handling Risk Assessment will also include information regarding specific equipment and resources appropriate to the individual pupil. The Manual Handling Risk Assessment will be made available to staff teams for use as a working document. A copy of the Manual Handling Risk Assessment will also be sent home to parents/carers involving them in the consultation process, sharing relevant information concerning their child's Manual Handling Risk Assessment. It will be reviewed on a regular basis (annually unless there are any changes) as a child's capabilities change as they grow and develop, it is essential that the support offered to individual children is appropriate.

Referral Process

Referral forms are available to enable the identification and communication of any Manual Handling activities that require an assessment from the Health & Safety and Manual Handling Officer, promoting an effective recording system to enable the monitoring and evaluation of needs within this area.

Emergency evacuation

PEEP/GEPP

To support the provision and a safe system of work, a number of evacuation slide sheets have been strategically placed within school. In the event of an emergency, pupils with a profound physical need that are unable to access their wheelchair can be evacuated from the building applying a sliding and rolling technique. The slide sheet has a maximum weight capacity (127 kg) and can also be used to lift and carry during an emergency situation. Safe practice is encouraged at all times, and

this is influenced through in-house training and the provision of appropriate equipment to facilitate movement.

Pregnancy

During pregnancy hormone levels are increased, as the pregnancy develops the individual's centre of gravity is compromised due to front loading. As a consequence of increased hormone levels, muscles and soft tissues are less equipped to tolerate exertion. Expectant mothers are at a greater risk from manual handling operations due to the changes within the body. To ensure the health and safety of mother and baby we have a legal obligation to assess health at regular intervals during each trimester. The Head Teacher will ensure that such assessments are carried out, reviewed and recorded appropriately.

Psychosocial risk factors

Psychosocial risk factors also need to be taken into account, these may affect workers' psychological responses to their work and workplace conditions. Examples are high workloads, tight deadlines and lack of control over the work and working methods, which may make people more likely to develop Muscular skeletal disorder.

Equipment – Provision and use of work equipment Regulations (PUWER) Lifting operations and lifting equipment regulations/ LOLER

All Manual Handling equipment is regularly serviced this includes, hoists, changing beds, therapy equipment and slings. All hoists, transfer sheets, minibus tail lifts and slings are inspected every 6 months complying with the LOLER regulations; the remaining equipment is inspected annually complying with the PUWER regulations.

All equipment is visually checked by staff prior to its use.

Injuries - The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995

Any injuries sustained through Manual Handling activities must be recorded and reported to a member of the Senior Management Team and to the Health Safety Manual Handling Officer. These will be investigated promptly and every effort will be made to rectify any problems.

Manual handling guidelines must be followed for the employees own safety and that of others, especially the child. It is essential that employees are aware that they can be held personally and legally accountable for their actions or inaction. Examples – not using the hoist when it has been agreed in the Manual Handling Risk Assessment and Care Plan, not reporting faulty equipment, or a change in their own health and capability.

Principles of Moving and Handling

Safe framework:

- Wherever possible **do not** lift, only lift if there is no other option when staff and pupil's health and safety is at a high risk.
- Avoid a below waist lift, particularly from the floor, this presents with the greatest risk to health
- Always implement the risk assessment
- **If the task is beyond your capabilities and puts you or someone else at risk then it should be avoided.**
- Work as a team
- Prepare the area; clear away hazards and obstacles
- Communicate to the pupil; verbally communicate through the operation in language appropriate to the pupil's learning needs in addition to their preferred use of communication (e.g. Tassels, object of reference etc)
- Team communication/considerations of each other's physical attributes and capabilities
- Designate a leader
- Do-not twist or rotate your spine
- Maintain a Safe S shape (straight back)
- Head up and facing forward

- Adopt an open base of support with feet apart and one foot slightly in front of the other, providing a stable base of support
- Flex knees
- Prepare for movement on the command ---- ready, set, going up
- Reflect on practice

This policy/procedure is to be read in conjunction with all others that come under the Wyvern Safeguarding family of policies.

These are: Child Protection, Behaviour (including anti-bullying), Staff Code of Conduct, SRE, Intimate Care, Medical, Whistle-Blowing, Health and Safety, E-Safety, Safer Recruitment, Complaints, Allegations Procedures, Attendance (pupils), Data Protection, Looked after Children, Lone Working, Manual Handling, Pool Safety Operating Procedures, and Violence at Work.

As such, reference is made to the key guidance documents: Keeping Children Safe in Education 2018 and Guidance for Safer Working Practice 2015.

Appendices

Legal Framework

Manual Handling Training:

Declaration of Acceptance to undertake training techniques

Manual Handling Training Register, Quiz & Evaluation

Pupil Manual Handling Risk Assessment example (2 out of 19 pages)

Manual Handling referral system

Manual Handling in Schools: Legal framework

The Health and Safety at work Act (HSWA) 1974

This places general duties on employers for the Health and Safety of their employees and anyone else on their premises such as pupils and visitors.

The Management of Health and Safety at Work (MHSW) Regulations 1992

Set out the legal requirements for “risk assessment” under which employers must make an assessment of the risks to health and safety of their employees while at work and to the health and safety of persons not in their employment.

The Manual Handling Operations Regulations (MHO) 1992

Set out further legal requirements for “risk assessment” relating specifically to risks from Manual Handling. The MHO Regulations requirements must be applied wherever general risk assessments indicate possible risks arising from Manual Handling of loads.

Manual Handling risk assessment should cover not only lifting of loads but also lowering, pushing, pulling, carrying or moving them. They should also cover lifting and handling of pupils with special needs or with emotional and behavioural difficulties.

Employers Duties under the MHO Regulations

The HSEs guidance on the MHO Regulations identifies the following seven key duties for employers discharging their legal responsibilities with regard to lifting and handling:

1. **Avoidance of hazards**, employers must avoid the need for hazardous manual handling operations at work so far as it is reasonably practical. This may be done for example, by redesigning the task or by using automated or mechanical assistance.
2. **Risk assessment**, where this is not reasonably practical, a risk assessment of any lifting and handling operations must be undertaken.
3. **Reduction of risk**, appropriate steps must be taken to reduce the risk of injury to the lowest level practical, by adopting an ergonomic approach using mechanical assistance.
4. **Information and Training for Employees**, employers must provide employees with information and training on manual handling risks and prevention. The provision of information and training is just part of the process of reducing risk and is not substitute for a safe system of work.
5. **Assessment of individual capabilities**, employers must, in carrying out risk assessment, include an assessment of the individual capabilities to do the job.
6. **Review of risk assessment when appropriate**, the assessment must be reviewed by the employer when there is reason to suspect that the assessment is no longer valid; or there has been a significant change in the manual handling operations to which the assessment relates.
7. **Employees' duties**, employees must make full and proper use of any system of work provided by the employer concerning steps taken to reduce the risk.

Further Guidance

Management of Health and Safety at Work Regulations 1992 Approved code of practice L21. Available from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 6FC, Tel: 01787-881165

Manual Handling Operations Regulations 1992 and HSE Guidance, 2nd Edition (1998), available from HSE Books, address as above, ISBN 0-7176-2415-3

**Declaration of Acceptance to Undertake Physical
Training Techniques**

Please tick all boxes as having read and accepted each paragraph.
Please sign below and return to you EDGE trainer(s).

- ☐ I accept to undertake the forthcoming course and I have made the trainers aware of any physical limitations and/or current or significant past medical conditions I may have which may impact on me undertaking this course;
- ☐ I accept that no physical course can offer a complete guarantee of safety and that there is a risk involved with regard to a low level injury on undertaking such training;
- ☐ I will at all times conduct myself with due regard to my health and safety and the health and safety of others on the course.
- ☐ I will follow all instructions given to me by the course trainer(s) and comply, as far as is practicable, with the safety briefs provided for my well being;
- ☐ If I am injured during the course I will immediately bring this to the attention of the course trainer(s);
- ☐ I accept that if I act in any intentionally negligent way that compromises my safety or the safety of others, or which causes harm to myself or others, I may be removed from the training event at the discretion of the course trainer(s);

Print Name.....

Signature.....

Date.....



Staff Manual Handling Attendance Record

Trainer: **Amber Horton**

Location: **Wyvern**

Course Date: |

Full name	Sign:



Wyvern Manual Handling ½ Day Evaluation

Course Content (Theory)

Please consider commenting on the following: Was the session content appropriate to your needs? Was it explained clearly and pitched at an appropriate level? Were there any aspects of the session on which you would have liked to have spent more/ less time? Do the course handouts provide a helpful summary of the session?

Please add comments here:

If you can, please give an overall score for Course Content Theory:

1 2 3 4 5
Poor Satisfactory Excellent

Course Content (Practical)

Was the session content appropriate to your needs? Was it explained clearly and pitched at an appropriate level? Were there any aspects of practical on which you would have liked to have spent more/ less time?

Please add comments here:

If you can, please give an overall score for Course Content Practical:

1 2 3 4 5
Poor Satisfactory Excellent

Sign:

Date:



Wyvern Manual Handling ½ Day Quiz

Score

/ 8

- 1) How do you know if lifting or lowering equipment has been inspected regulations?
- 2) How often should electrical equipment be been tested under PUWER?
- 3) Give an example of an activity in work that may cause a twisting movement and how can this be avoided?
- 4) Why is it important that we are aware of controversial techniques?
- 5) Name 2 things to check on a sling before use
- 6) Name 2 things on a hoist to check before use
- 7) You have a choice of slings to use for one pupil, how do you know which one is correct?
- 8) What should you do if you are unhappy with a piece of manual handling equipment?



Moving and Handling Risk Assessment and Care Plan

For schools and other educational settings

Part 1: Overview

Child/ young person's details		
Photo	Name	
	Date of birth	
	Parent/ carer contact information	
	School/ setting	
	Class / group / year	
	Height / Weight / Build	
	Overview of needs Include diagnosis and relevant information, including medication if relevant to mobility.	
Views and wishes of child/ young person and their family		

Part 2: Moving and Handling Risk Assessment

Section 1: Risk Assessment Details	
Date of risk assessment	
Date to be reviewed if there are no significant changes prior to this date	
New assessment? Or reviewed? Or annual update?	
Location(s) where tasks will take place List all relevant parts of the school.	
Those involved in writing this risk assessment	

Section 2: Physical hazards This list is not exhaustive, other factors may be considered.						
Physical hazards (Load)	Yes	No	Description of the risk or hazard to the child or young person	Risk Level: Low Harm unlikely Medium Harm likely High Harm imminent	Description of the risk or hazard to the handler	Risk Level: Low Harm unlikely Medium Harm likely High Harm imminent
Could the height or weight of the child/ young person present a risk to the handler?						
Does the child/ young person have swollen, contracted, fixed or limp limbs or amputation?						
Is the child/ young person stable or steady when standing?						
Is the child/ young person's skin inflamed or at risk of breakdown and causing difficulties when assisting?						
Does the child/ young person have sensory sensitivities to consider when handling?						
Is the child/ young person in pain or discomfort when being moved?						
Does the child/ young person have speech, communication or language difficulties?						
Does the child/ young person experience seizures or involuntary movements?						
Are there other medical devices to consider? (E.G. oxygen, gastrostomy, tracheostomy, catheters, prosthetics etc.?)						
Is the child/ young person appropriately dressed for transfers (E.G. piedro boots, suitable clothing etc.?)						
Any other physical hazards? (E.G. toileting, eating)						

MANUAL HANDLING REFERRAL

Please send any Manual Handling referral forms Amber Horton's via email.
Please provide details and reasons for this referral

- Describe the task

- Explain the purpose of the task

- Where is the task performed?

- Describe current practice

Referred by _____

Date _____