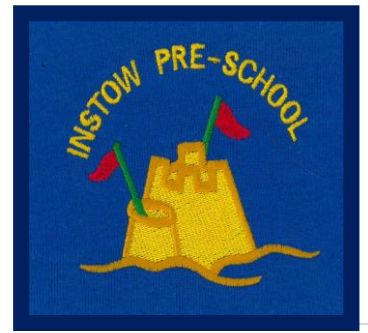


Instow Community Primary and Pre-School Moving and Handling Policy



Instow School and Pre-School recognises its responsibilities both to provide curriculum access for children with disabilities and to ensure the health, safety and welfare of its staff as far as is reasonably practicable. This manual handling policy has been designed to comply with the requirements of The Manual Handling Operations Regulations 1992 (revised 1998 edition), the Lifting Operations and Lifting Equipment Regulations 1998 and The Health and Safety at Work Act 1974. It takes full account of the Disability Discrimination Act 1995, The SEN and Disability Act 2001, The European Convention for the Protection of Human Rights and Fundamental Freedoms and the EU Charter of Fundamental Rights (Nice 2000).

Instow School and Pre-School will:

- Ensure full access to the curriculum and participation in the life of the School and Pre-School for children with disabilities
- Ensure the dignity and right to privacy of such children
- Avoid manual handling and lifting of hazardous loads as far as is reasonably practicable
- Assess fully all potential hazardous manual handling where it has been impossible to eliminate it
- Reduce any risks that are identified to the lowest possible level
- Review any handling plans and risk assessments annually, or sooner, if a significant change occurs
- Provide such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare at work of all staff
- Protect the health and safety of visitors to the School and Pre-School whilst they are on the premises as far as is reasonably practicable
- Ensure that staff are aware of the policy and have read and understood relevant risk assessments
- Ensure that every room where people work shall have sufficient floor area, height and unoccupied space for the purpose of health, safety and welfare, as documented in the school accessibility plan
- Ensure that staff recruited to carry out moving and handling tasks are competent and capable, requesting them to complete an Occupational Health Questionnaire
- Ensure equipment provided is available for use e.g. charged up, serviced, faults reported
- Monitor all accidents and incidents and ensure they are entered into the accident book
- Implement and maintain work systems (handling plans) that are safe and without health risk
- Make reasonable allowances for staff who become pregnant or develop a medical condition which may affect their ability to perform the required moving and handling tasks. Any person becoming unfit for the work must not return to it until the Occupational Health Unit deem them fit enough

Children at Instow School and Pre-School will:

- Have their entitlement to curriculum access and full participation in the life of the school acknowledged
- Receive appropriate assistance from staff employing safe systems of work (handling plans)
- Have their dignity and privacy protected at all times
- Have their safety championed and the risk of injury minimised or eliminated
- As far as they are able, be expected to move independently and take responsibility for their safety and that of others

Staff at Instow School and Pre-School will:

- Take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions including:
 - Reporting to their appropriate line manager any medical condition (temporary or permanent) that may develop (including pregnancy) which may affect their ability to carry out moving and handling tasks
 - Report to the appropriate line manager any problems of unsafe practice that (within their level of competency) they consider to be a risk to health and safety including any equipment faults
- Wear appropriate clothing and shoes
- Co-operate with the employer to allow the employer to comply with the Health and Safety Duties
- Use equipment appropriately in accordance with training and instructions provided
- Follow the handling plans drawn up for each child
- Comply with the Moving and Handling Policy
- Undertake any specific training to fulfil their duties
- Not carry out moving and handling procedures without appropriate advice/training
- Report any accident to the appropriate line manager and complete the accident book
- Assess any emergency situation first without rushing in to lift a child. (If the child has fallen, wherever possible, the member of staff will reassure the child and get help if necessary. They will give the child time to recover and then encourage the child to get up by him/her self, or with the minimum of assistance needed. If this is not possible, they will follow the emergency techniques described in the moving and handling training).

Taken from a 'Devon School Moving and Handling Model Policy'

Signature of Chair of Governors

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Policy reviewed June 2025

The policy will be reviewed June 2027