

Moving & Handling of Pupils Policy

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1.0 General Policy Statement

Linden Lodge attaches great importance to the health and safety of its pupils and employees. Moving and handling pupils is for us an unavoidable part of working in a special educational setting. The School recognises that the risks of injury from moving and handling pupils are greatest with regard to those pupils with complex disabilities and medical presentation.

Common situations involving pupils which are potentially hazardous include assisted transfers into and out of vehicles; lifting wheelchairs up/down steps; personal hygiene routines, transferring between specialist seating/equipment, emergency evacuation, dressing and undressing, accessing the pool and play equipment, assisted walking and managing falls.

The primary intention of the policy on the Moving and Handling of Pupils who may have special educational needs or mobility needs is to prevent all involved parties from injury whilst enabling and encouraging pupils to maximize their potential. The purpose of this document is to explain the policy and make clear how the school intends to comply with current legislation.

The School's overall aim is to achieve minimal manual lifting wherever reasonably practicable. It is therefore the intention of the School to implement policies and procedures in line with current legislation that will reduce the risk of injury when undertaking all moving and handling tasks. Staff will receive appropriate training and support to promote and develop good, safe moving and handling practice. All staff will undertake a 1 day manual handling training day as soon as possible after employment with an external trainer who comes into school usually on INSET days. Recommended length of training and frequency are detailed in Appendix 1.

Wherever reasonably practical, hazardous manual handling must be avoided. Where moving and handling tasks cannot be avoided the school will ensure that suitable and sufficient personalized moving and handling risk assessments and handling plans are completed in order that appropriate steps, including training and provision of specialist equipment, are taken to reduce the risk of injury to the lowest level reasonably practicable. See guidance in Appendix 3. The staff will be trained to use the hoist systems within the school which includes ceiling tracking, gantry and mobile hoists. An annual hoisting risk assessment will also be completed.

In relation to the handling of pupils, this policy is intended to promote a safer handling approach, which means avoiding manual lifting of the whole or a substantial part of a person's body weight. See Appendix 4 for Manual Handling form and Appendix 5 for Safer Handling plan.

We recognise our responsibility to ensure the health, safety and welfare of our employees as well as pupils, as far as is reasonably practicable. It is our policy to conform to the requirements of the Manual Handling Operations Regulation and Lifting Operations and Lifting Equipment Regulations (LOLER), 1998.

Any member of staff not complying with this policy may be subjected to disciplinary procedures.

To this end, we aim to:

1. Avoid manual handling tasks, which are a risk to our pupils and employees as far as is reasonably practicable.
2. Assess all tasks that cannot be avoided involving manual handling procedures in order to reduce the risk to the lowest level. A record of the risk assessment should be maintained.
3. Ensure that all potentially hazardous tasks involving manual handling are assessed if and when required and reviewed at least annually.
4. Provide all employees directly involved in manual handling of pupils with thorough training, covering all the key elements for safe handling processes.
5. Ensure that safe handling of pupils is carried out in line with safe systems of work.
6. Ensure that the views of pupils (as far as reasonably practicable), parents/carers and other relevant staff will be sought and taken into account. The health, safety and dignity of all those concerned is paramount.
7. Ensure that the equipment used in lifting operations such as hoists and slings is checked every six months in line with legislative requirements. Daily checks are made prior to use of all handling equipment including hoists and slings (LOLER 98/PUWER98). In order to comply with the provision and Use of Work Equipment Regulations PUWER 1998 all other equipment used to assist pupils or inanimate loads to be moved will require as a minimum annual checks and where appropriate servicing.
8. Ensure that we will not discriminate against our pupils because of their gender, age, sexual orientation, ethnic background, religion, disability or social class when making decisions about moving and handling and will ensure that all pupils' ability to achieve their potential is not limited by discrimination or prejudice – either directly or indirectly. The dignity of pupils will be considered and maintained at all times during moving and handling tasks, resulting in respect for and protection of each pupils' individual rights and their parents/carers' expectations

Definitions

- **Manual Handling:** is the movement of a load by means of bodily force. This includes lifting, supporting, carrying, putting down, pushing and pulling.
- **Load:** includes inanimate objects as well as pupils.
- **Moving and Handling Assessment:** is a written report, which, identifies the handling needs of the pupil relative to the environment and personal needs and recommends measures to reduce risk of injury.

- **Moving and Handling Care Plan:** is a written care plan for a pupil, drawn up as a result of a Moving and Handling Assessment.

Relevant Current Legislation

- Health and Safety at Work Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Manual Handling Operations Regulations 1992.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Children Act, 1989.
- Equality Act 2010
- Human Rights Act, 1998
- Health & Safety Executive (HSE) – Lifting Equipment at Work – A Brief Guide

2.0 Equipment

The law sets out a detailed framework of provisions to protect employees against the risk of injury from moving and handling. There are legal obligations on us to take care of our employees' health and safety; and trade union safety representatives have legal rights to information and consultation.

The Health and Safety at Work Act places general duties on us as employers to ensure the health and safety of our employees and anyone else on the premises. The Management of Health and Safety at Work Regulations set out the legal requirements for "risk assessment" under which we must make an assessment of the risks to the health and safety of staff while at work as well as to the health and safety of persons or other professionals who we do not employ.

The Manual Handling Operations Regulations (1992) set no specific requirements such as weight limits – they only provide guideline weights for lifting and lowering, carrying a short distance, pushing and pulling and handling while sitting down. See guidance in Appendix 2

Staff must follow all procedures and measures for the reduction of risk in order to establish a safe system of work.

In line with the Lifting Operations and Lifting Equipment Regulations for lifting/lowering we aim to reduce health and safety risks by requiring that all such equipment is used at work. Linden Lodge School aims to use lifting equipment that is:

- Strong and stable enough for the particular use and marked to indicate its safe working load
- Positioned and installed to minimise any risks
- Used safely i.e. The lift is planned, organised and performed by competent people
- Subject to ongoing, thorough examination where appropriate, and to inspections carried out by competent people. Lifting Equipment for lifting people will be inspected formally every six months.

- Subject to pre-use checks before it is used
- Covered by defect reporting systems
- Uniquely identified with a suitable and suitable risk assessment and control plan, used only by people with the appropriate skill set to ensure that it is safe to use.

Written records of equipment inspections are stored electronically on the School's G: Drive

Staff should:

- Comply with the safe systems of work as stated in the risk assessment and advised at manual handling training.
- Undertake relevant training, including refresher training.
- Take responsibility for their own health and safety and that of others who may be affected by their actions including:
 - Reporting to the senior leadership team any medical condition (temporary or permanent) that they develop (including pregnancy) which may affect their ability to carry out moving and handling tasks.
 - Reporting to the senior leadership team any circumstances that (within their level of competence) they consider to be a risk to health and safety including any equipment faults.
- Report any accident or incident to the senior leadership team and complete the accident and/or incident form.

3.0 Summary of the Moving of Pupils Policy

- The 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 the pupils involved, the degree to which they may either assist with their transfers or actively resist being moved and the individual capabilities of the members of staff and frequency of lifting tasks.
- Appropriate mechanical equipment such as hoists should be considered in the initial lift and not as a secondary precaution.
- Training in moving and handling techniques and in using mechanical aids is provided to all staff involved in moving and handling; and competence in these tasks is proven prior to being used.
- All staff must be signed off as competent following training.
- If the risks can be reduced or eliminated by the means of mechanical aids, the School will endeavour to provide them.
- All incidents, accidents and near misses will lead to a review of the risk assessment.

Roles and Responsibilities

All employers and employees must be aware of their role and the role of others within the organization and liaise where necessary with the appropriate agencies.

The Governors

The Governors are responsible for the effective implementation, monitoring and evaluation of the school's moving and handling policy.

The Principal

1. Is aware of their role and the role of others within the School and liaises with Wandsworth Local Authority Health and Safety Section where necessary.
2. Is aware of their responsibility to ensure that manual handling legislation and the resulting policies and assessment procedures are fully and effectively implemented, once they are approved.
3. Will respect the right of employees to refuse to carry out any moving and handling tasks that they feel to be unsafe.
4. Will ensure a Pregnant Worker's Risk Assessment form is completed for all pregnant workers or mothers who have recently given birth, with regard to all significant moving and handling risks and forwarded to Wandsworth Council's Occupational Health department
5. Will ensure that staff and pupils do not wear clothing, jewellery and footwear that is unsuitable for safe moving and handling or that is likely to be a hindrance to safe working.
6. Will ensure that appropriate and adequate specialist training and resources are provided for moving and handling.
7. Will ensure that moving and handling tasks are identified, assessed and risk reduction control measures are implemented and will support the recommendations of a qualified person.
8. Is responsible for identifying and implementing a moving and handling training programme for all staff that are deemed to require it. This will include induction and adequate 18 month refresher courses to maintain skills. Refresher courses will need to be undertaken sooner if staff are returning to the classroom when there has been a significant break in using manual handling equipment.

9. Sign off of competency can be undertaken on one occasion and unless the delegate has a break for more than a term when they do not hoist they do not need to repeat the process. If they do have a break then they will need to be supervised by an experienced hoister until they are ready to be signed off again. Spot checks will be done regularly by hoist trainer.
10. Training records will be maintained.
11. Will ensure that moving and handling accidents and/or incidents (actual or near misses) are appropriately reported, recorded and investigated following the Schools accident reporting procedure.
12. Will identify and inform the Governors of any lack of resources, which prevent risk control reduction measures from being fully implemented.
13. Is responsible for maintaining an inventory of all moving and handling equipment at the School. This includes maintenance and inspection records.
14. Will ensure that any person, other than a competent employee of the School, parent or carer of the pupil does not undertake moving and handling tasks whilst the pupils are under school supervision.
15. Will ensure that risk assessments are completed and reviewed annually, when circumstance change or become unclear for any reason.
16. Will ensure that parents/carers are made aware that a risk assessment will be carried out and a handling plan devised and implemented.

4.0 Responsibilities of all Employees (Includes all supply and temporary staff)

All staff members

1. Are responsible for the health and safety of themselves and the health and safety of all people affected by their activities including pupils with whom they work.
2. Must be aware of their role and the role of others in ensuring that moving and handling policies and procedures are followed to develop and maintain safe working practices.
3. Must undertake moving and handling training approved by the School and must not undertake any moving and handling task until they have received appropriate training specific to their work area.
4. Must follow the moving and handling assessment plan and make full and proper use of equipment provided.
5. Must advise their Line Manager if the moving and handling assessment requires revision.
6. Must report all accidents and/or incidents (including near misses) using the School's (or Setting's) accident reporting procedures.

7. Must report to their Line Manager any injury or health problem that affects their ability to safely carry out moving and handling tasks.
8. Must not wear clothing, jewellery or footwear that may affect the safe handling and moving of pupils.
9. Must undertake a visual check of handling equipment, including slings, prior to use and will promptly report to the responsible person any fault or defect, and where possible remove it from use.
10. Must follow any hoisting guidelines as prescribed by an Occupational Therapist and / or the School's Manual Handling Adviser. Staff must use the up-to-date hoisting guidelines to ensure correct sling and sling loops are being used
11. Must check a pupil's gastro-button / peg is out of the way and has been clipped off properly before carrying out a moving and handling manoeuvre with a pupil/child or young person (e.g. rolling, hoisting). This will reduce the chances of it catching and being pulled.
12. Should use slide sheets and gloves, as directed, to help with repositioning during a moving and handling manoeuvre.

5.0 The Role of Wandsworth Occupational Health

The Schools Occupational Health Department is located at Wandsworth Town Hall. The Occupational Health staff will:

- a) Undertake pre-employment health screening of employees and review pregnancy risk assessments. The identification of individuals who may be particularly at risk from moving and handling injuries will allow for appropriate safe systems of work to be adopted to safeguard them against the risk of injury. The Occupational Health clinical staff will inform the School's HR Manager of any action that may need to be implemented.
- b) Review any accident report forms involving an employee who receives an injury while undertaking a moving and handling task, so that appropriate action can be taken.
- c) Be accessible to, see, and advise employees, who, following any period of time off work, as a result of an injury due to a moving and handling incident, or physical problems not related to an accident but which impacts upon an individual's moving and handling capability, before advising clearance to return to work.

5.1 Contractors / Agency Workers & Volunteers

This is a potentially complex area but in many respects the duties of an employer towards any of these categories are the same as their duties towards their "own" employees. Equally these categories would have the same duties as an "employee" see above. It should be noted that legal Health and Safety (H&S) responsibilities cannot be transferred by means of a contract. There is a clear legal duty for cooperation and communication and sharing of information between all parties.

Other issues to consider include how have these individuals or companies been vetted and who will be responsible for ensuring their training and competency.

5.2 THERAPIST (NHS) OT/ PT / SLT / ASSISTANTS

The **Therapist** is responsible for:

1. Completing risk assessments relevant to **their** activities with pupils on Linden Lodge premises.
2. Providing specific training to enable School staff to undertake any delegated therapeutic handling task competently and safely.
3. Ensuring appropriate assessment is undertaken to identify equipment required by an individual young person for the therapeutic programme. Provision of such equipment is normally the responsibility of the Health Authority. Where there is an overlap between curricular needs and health needs, negotiation between Education and Health will be necessary in order to establish responsibility for funding.
4. Liaison with the Principal/ manager / head of setting) in order for the risk to individual members of staff to be appropriately considered.
5. Reviewing the therapy programme and related risk assessment as above, in consultation with the Principal.

6.0 Monitoring and Review

The School through its management structure will monitor and review what it is doing to implement the Pupil Moving and Handling Policy to assess how effectively risks are being controlled.

Monitoring includes:

1. Making adequate routine inspections and checks to ensure that preventive and protective measures identified in the pupil moving and handling plan are in place and effective.
2. Ensuring that all personnel involved in the pupil moving and handling are adequately trained and given all relevant information.
3. Identifying when a pupil's moving and handling assessment is no longer valid and initiating the assistance of others, to review and update.
4. Adequately investigating the immediate and underlying causes of incidents/accidents to ensure that remedial action is taken and lessons learnt. In all cases it is appropriate to record and analyse the results of a monitoring activity to identify any underlying trends that may not be apparent from looking at events in isolation.

6.1 Review involves:

1. Establishing priorities for necessary remedial actions that were discovered as a result of monitoring to ensure that suitable action is taken in good time and is completed.
2. Periodically reviewing the whole of the pupil's moving and handling management system, including the elements of planning, organization, and control and monitoring to ensure that the whole system remains effective.
3. In all cases, reviews should be undertaken at least annually. In addition, a review should be undertaken when there have been changes which could affect the manual handling assessment, e.g. a change of location, a change of equipment, a change in the needs of the pupils, etc.

7.0 RISK ASSESSMENT

NB: Refer also to Part 1 for an explanation of what the Manual Handling Operations Regulations 1992 require.

A team approach to risk assessment is often a very effective way of achieving workable solutions. The advice and views of pupils (as far as is reasonably practicable) parents/carers and other relevant staff e.g. Physiotherapist, Occupational Therapist, Teachers, Residential staff must be sought and taken into account.

A risk assessment will be carried out to ensure that the pupils and staff are not put at risk. This approach will ensure the pupil is moved safely and, where relevant, the appropriate equipment is used in each situation. The assessment must take account of risks both to the pupil and the employee.

Whilst there may be scope for some generic assessments, in many instances there would need to be a specific risk assessment/handling plan for each pupil). There should be no blanket solutions that are routinely applied to all pupils.

Within Linden Lodge more than one provider delivers care or services to the pupils/c, so good communication and co-operation is needed between them e.g. education and health; to ensure that health and safety issues are managed in a consistent manner. Without this information we are not able to complete a suitable and sufficient risk assessment to ensure our pupils and our employees are not exposed to unreasonable risk.

The risk assessment will identify the differences in the requirements of moving a pupil as part of a therapy programme (therapeutic handling) and moving the same person to meet their education and daily living needs.

It is the responsibility of the Principal to ensure that safe systems of work are in place for all activities involving the moving and handling of the pupils. The Principal is responsible for ensuring that risk assessments for all moving and handling activities of a non-therapeutic nature are undertaken. Both on site and off site activities must be risk assessed including the use of transport. The Principal is also responsible for ensuring the ongoing management of staff undertaking moving and handling activities.

Where a therapist prescribes treatment involving moving and handling of a pupil, he/she is responsible for undertaking a risk assessment for the therapy programme. He/she must also provide any specialist training to ensure the safety and competence of the person(s) to whom the task is delegated and the safety of the pupil involved.

Similarly, it is the individual employee's responsibility to undertake only those activities for which they have been trained and they are capable of performing. They must inform the Principal if they are not capable of performing certain / all manual handling activities related to a specific pupil.

Risk Assessments – Hydrotherapy and Swimming

The Paediatric Handling Interest Group (2009) have provided guidance in relation to risk assessments for hydrotherapy and swimming for children with disabilities.

They have suggested that risk assessments need to take into account. Details of this guidance are detailed at Appendix 6.

REFERENCES

1. Health and Safety at Work Act 1974, HMSO
2. Manual Handling Operations Regulations (1992), Health and Safety Executive (HSE)
3. Positive Relationship and Behaviour Policy (School policy)
4. Pregnant Workers Risk Assessment Policy (Wandsworth Local Authority policy)
5. Provision and Use of Work Equipment Regulation 1998 (PUWER)
6. Lifting Operations and Lifting Equipment 1998 Regulations (LOLER), Approved Code of Practice and Guidance L113, HSE Books <http://www.hse.gov.uk/>
7. Health and Safety Policy 2014, (School policy and Wandsworth Local Authority policy)
8. Health & Safety Executive (HSE) – Lifting Equipment at Work – A Brief Guide
9. Guidelines for Assisting Disabled Children and Young People to Move (2009) Paediatric Handling Group

Appendix 1 - STAFF MOVING & HANDLING TRAINING – DURATION/FREQUENCY

PEOPLE HANDLERS

Pupil handlers No previous training	Initial training	Update frequency and duration
Anyone working with a pupil	1 day (New Staff)	Half day 2 yearly

NON – PEOPLE HANDLERS / LOAD HANDLERS

Non- pupil handlers	Initial training	Update frequency and duration
Management	Half day	Half day 2 yearly
Office Based Staff	Half day	Half day 2 Yearly

Appendix 2 - BASIC GUIDELINE FOR MANUAL HANDLING OPERATIONS INVOLVING LIFTING AND LOWERING

Purpose of the Guidelines

The HSE medical and ergonomic experts have published the basic guideline parameters for Manual Handling Operations (MHOs) (reference no 3) involved in lifting and lowering, and these are shown at Figure 1. The guideline only provides an initial filter to help identify those activities that require more detailed examination. There is NO threshold below which MHOs may be regarded as safe. All MHOs that exceed the guideline parameters at Figure 1 are to be avoided or made less demanding.

Individual Capability

There is a wide range of physical capability amongst the working population, and the guideline figures will give reasonable protection to 95% of all men. To provide similar protection to working women, the figures have been reduced by about one third. Pregnant workers and those with a disability will need further consideration.

Lifting and Lowering

The basic guideline figures, involving lifting and lowering, assume that the load is readily grasped by both hands, that the MHO takes place in reasonable working conditions and that the handler is in a stable condition. The figures show the significant reduction in capability to lift or lower loads if held at arm's length or the hands are raised over shoulder height.

NB: These weights are guidance only and are not necessarily safe weights for a given individual or where actions are required to be repeated.

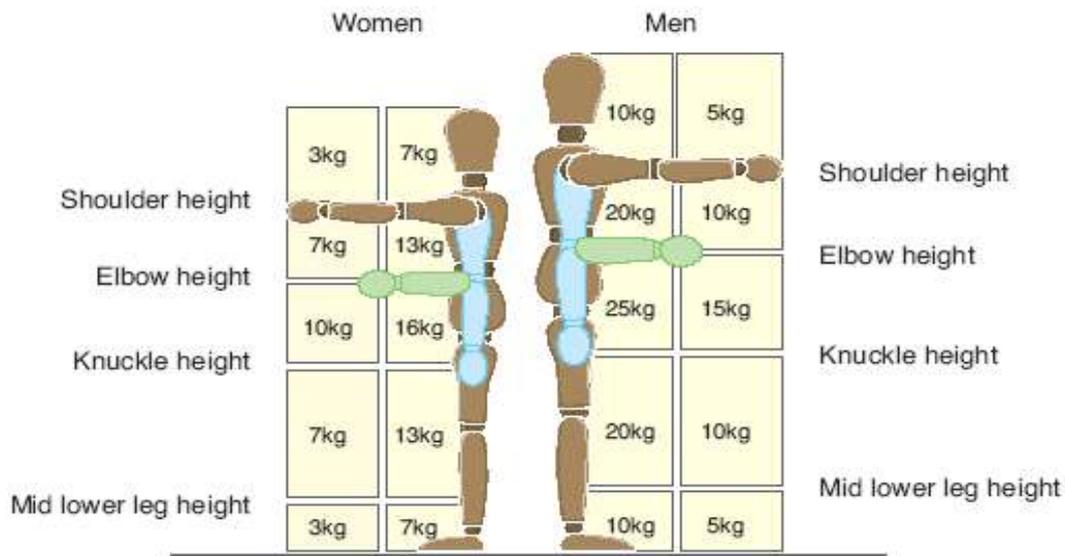


Figure 1: Manual Handling Operations Regulations (Guidelines) HSE 2004

Appendix 3 - MANUAL HANDLING LOAD RISK ASSESSMENT FORM

This form can be used for assessing inanimate load handling tasks or generic patient tasks.

There is a separate Risk Assessment Form for risk assessing the moving and handling of students.

The Manual Handling Operations Regulations 1992 support the Health & Safety at Work Act 1974 (reference no 3 and 1). A breach of these statutory requirements is a criminal offence. The Manual Handling Operations Regulations 1992 require that tasks that involve risk should be eliminated. Only when this is not possible should an assessment be carried out to reduce the risks associated with that task to the lowest level that is reasonably practicable.

HAZARD Source of potential harm or damage or a situation with potential for harm or damage

RISK Is a combination of the likelihood and severity of specified injury occurring?

RESPONSIBILITY Day to day responsibility of managing risk lies with individual person

The person carrying out a manual handling assessment (assessor) should be a competent member of staff who has an understanding of risk assessment or who has undertaken the appropriate training in Manual Handling Risk Assessment and/or the Manual Handling Advisers. The assessment should be reviewed whenever there is any change, following a manual handling incident, or least once a year.

The objective of risk management is to identify and reduce the **LIKELIHOOD** or severity of incidents occurring that could have significant consequences for staff, students or the school, as far as is reasonably practicable.

There are no absolute values for incidents, but effective risk assessment, applying appropriate control measures and monitoring those measures, together with training, can help minimise the potential for injury and/or other losses.

MANUAL HANDLING LOAD RISK LEVEL

In each of the sections, Task, Load, Individual Capability, and Environment – tick the appropriate box (Yes or No).

A “Yes” tick indicates that further action is required to reduce the risk.

SECTION A: Assessment of Risk

INITIAL ASSESSMENT	TASK	INITIAL ASSESSEMENT PATIENT/LOAD
Does the task involve:	Yes No	Is the load: Yes No
Holding load away from trunk	[] []	Heavy? Indicate weight () [] []
Twisting	[] []	Bulky/unwieldy – one side heavier [] []
Stooping	[] []	o r > 75cm in diameter
Reaching Upwards	[] []	Difficult to grasp – no conventional hand holds [] []
Large vertical movements from floor	[] []	Unsteady/Unpredictable [] []
Long carrying distances	[] []	Harmful, e.g. sharp, hot,
Strenuous pushing/pulling	[] []	
INITIAL ASSESSMENT INDIVIDUAL		INITIAL ASSESSEMENT ENVIRONMENT
CAPABILITY		Does the environment have Yes No
Does the task:	Yes No	constraints on posture, i.e. restricted space, low work surface [] []
Require unusual capabilities i.e. strength, height, age	[] []	Poor floors, e.g. uneven, slippery unstable [] []
Constitute a hazard to those with health problems	[] []	Variations in levels, e.g. steps [] []
Constitute a hazard to those who are pregnant	[] []	Strong air movements [] []
Require special information and/or training	[] []	Poor lighting conditions [] []
Require Personal Protective clothing	[] []	Hot, cold, humid conditions [] []
Other Factors		

SECTION B: Frequency of task

Record the number of times the task takes place during one working shift. The frequency could require additional control measures.

Frequency of task: []

Number of staff involved in the task: []

SECTION C: Additional Risk Control Measures Required

Additional control measures to be recorded within this box. The request for these measures should be subjected to a risk priority along with other risks within the location and will form part of a prioritised risk register.

No.	Risk Reduction Measures

If the above control measures are implemented, calculate the New Risk Rating Figure:
Probable likelihood rating [] x Potential Severity Rating [] = Risk Rating Figure []

SECTION D: Action Plan Agreed With Manager

Nº	Action Plan	Responsible Person	Projected Completion Date	Date Completed/ Signature

Once the above action has been implemented, calculate the final Risk Rating Figure

Probable likelihood rating [] x Potential Severity Rating [] = Risk Rating Figure []

Additional Comments

SECTION E: Signature

Name.....

Name of Assessor (Please print)

Signature of Assessor

Designation Date:

Appendix 4 - PUPIL-SPECIFIC MANUAL HANDLING FORM

Linden Lodge School Pupil-Specific Manual Handling Form Section A – Pupil’s Details

Pupil’s Name:	Class:	DOB:
Diagnosis:		
Sensory Impairment:		

Assessor	Designation	Signature	Date	Date of Next Review
Annette Saxby	Hoist trainer			
	Class Teacher			

Understanding/Cognitive Ability	Compliance
Able to follow complex instructions	Co-operative
Can follow simple instructions	Unco-operative
Requires physical prompting	Unpredictable
Unable to consistently follow instructions	Resistant
Unable to follow instructions	Aggressive
Levels of Dependence	Other Relevant Problems
Totally Dependent	Allergies
Minimal Active Participation	Epilepsy
Can assist with transfers	Fatigue
Unable to weight bear on legs	Fear/Pain/Excitability
Able to weightbear on legs	Gastrostomy
Full sitting balance	Increased Tone
Poor sitting balance	Muscle Spasms
Independent walker with Aid	Oxygen
Independent walker no aid	Sensory Loss
Walks with assistance	Skin Conditions
Other Relevant Problems	Shunt
Tracheostomy	Uncontrolled Movements
NG	History of Falls
Hickman Line	Personal Care
PSB	Other:

Additional Information

PLEASE SEE HOISTING GUIDELINES.

Specific staff groups at more risk handling this child?

Environmental Considerations and Hazards

Please also see hoisting guidelines for *****

Name:		DOB:	
Task	No. of Staff	Equipment Used	Method
ADL			
In/Out of lying equipment			
Turning in bed			
Moving Up/Down Bed			
Sitting up in Bed			
In & Out of bed			
In & Out of chair			
Reposition of chair			
In & Out of bath			
In & Out of shower chair			
On & Off changing bed			
On & Off Toilet			
Basic Transfers			
Floor → Chair			
Floor → Stand			
Mobility			
Walking			
Stair/Steps			
Special Transfers			
Hydro			
Swimming Pool			
Trampoline			
Bicycle			
Motomed			
Equipment			
Liko ceiling track Hoist			
Liko Manual Hoist			
Sling			
Standing Frame			
Wedge			
Specialist Seating			
Walker			
Other			
Acheeve Bed			

Safer Handling Plan

Risk Levels after controls

Low

Follow up Action Required? By Whom?

None

Appendix 5

Safer Handling Plan

Name:		DOB:	
Task	No. Of Staff	Equipment Used	Method
ADL			
In/Out of lying equipment			
Turning in bed			
Moving Up/Down Bed			
Sitting up in Bed			
In & Out of bed			
In & Out of chair			
Reposition of chair			
In & Out of bath			
In & Out of shower chair			
On & Off changing bed			
On & Off Toilet			
Basic Transfers			
Floor → Chair			
Floot → Stand			
Mobility			
Walking			
Stair/Steps			
Special Transfers			
Hydro			
Swimming Pool			
Trampoline			
Bicycle			
Motomed			
Equipment			
Standing Frame			
Wedge			
Specialist Seating			
Walker			
Other			

Name of Assessor (Please print)

Signature of Assessor

Designation Date:

Review Date.....

Appendix 6

Risk Assessments Hydrotherapy and Swimming

- The impact of the pool environment on a child's mobility. Wet floors, textured tiles, humid conditions, noise levels, which may all impair the child's physical mobility. It may be necessary to use equipment (e.g. hoists) to transfer children who would not normally require this level of support.
- The experience may provoke an emotional response which affects their behaviour
- The impact of fatigue following the swimming activity needs to be taken into account when assessing exit from the pool and subsequent transfers
- Sling assessments need to consider the fit when the child is in swimwear
- Effect on carer of prolonged periods spent in this environment (dehydration and fatigue)
- Effect on carer of work organization (assistance with dressing/changing followed by assistance in the pool)
- Footwear. It may be necessary for children to keep their shoes/splints on until they reach the poolside
- Footwear of carers at poolside. Carers should be wearing non-slip enclosed shoes.

Transfers into swimming pools

Some transfers are extremely hazardous, for example assisting children on ladders, and lifting into and out of pools.

Before a child goes swimming, the Paediatric Handling Interest Group suggests that before a child goes swimming, an emergency evacuation plan must be in place.

Method 1

- Independent transfer into and out of the pool using steps, rail, ladder, with verbal prompts only.

Method 2

- Independent transfer into the pool with assist exit.
In some circumstances it may be possible to give physical assistance beyond tactile prompts, following a careful risk assessment. It needs to be recognised that staff involved have wide-ranging skill levels. In all other circumstances, it will be necessary to use a hoist.

Method 3

- hoisting into and out of the pool

The range of hoisting options and accessories includes:

- Fixed pool hoist with detachable wheeled chair Heron hoist.
- Overhead hoist – ceiling track or gantry. Systems can be designed which link with changing areas.
- Moving Solutions Float Sling (sling with foam inserts to ease application in the water)
- Stretcher style slings
- NRS slings

Some accessories, such as detachable chairs, are not available in paediatric sizes, and may not offer sufficient support for a safe transfer.