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**Moving and Handling Policy**

**RATIFIED: Mark Coppel (Chair of Governors)**

**DATE: February 2021**

**DATE TO BE REVIEWED: ANNUALLY**

**TALBOT SPECIALIST SCHOOL**

**Moving and Handling Policy**

**MISSON STATEMENT**

In the Talbot learning community young people are educated to become valued, resilient and fulfilled members of their community and equipped to reach their potential.

1. **RATIONALE**

It is our intention to provide all staff with training in moving and handling to enable us to provide high quality care for students throughout school, maintaining their respect, dignity and self-reliance.

Due to the high levels of need which all students present, it is important that any moving and handling has regard for everyone’s safety.

All staff will be familiar with policy and practice in all aspects of personal care. General routines and procedures will be appropriate for most students but, for some, there will be precise and specific programmes that will relate to individuals. In these circumstances there will be a smaller team of staff which will have detailed information on specific moving and handling programmes. A copy of the Moving Handling policy will be situated in each classroom.

New and temporary staff will be given a tour of the school building in order to familiarise them with its layout and the location of specialist equipment and facilities.

1. **AIMS**

Our aim is to reduce the risks of injury to both staff and students to the lowest level reasonably practicable. Lifting of students without the use of equipment will only be performed in exceptional circumstances or life threatening situations or when it is necessary to meet the needs of the student also taking into account their feelings and wishes. In which case a thorough risk assessment will be undertaken prioritising the health and safety of both students and staff involved.

The school will endeavour to provide all necessary specialist equipment to enable staff to work safely and efficiently.

1. **OBJECTIVES**

If a student is unable to perform an independent transfer, appropriate equipment will be provided by the school to help move students. We will monitor the frequency and location of use and ensure regular servicing of the equipment. (LOLER regs 1998).

A six monthly audit of all equipment will be carried out by the moving and handling team.

Moving and Handling Team will receive regular up to date training.

The Moving and Handling Co-ordinators will ensure all staff receive on-going training in moving and handling techniques.

The moving and handling team will monitor safe practice across school and will advise and support on a day-day basis where necessary.

1. **ROLES AND RESPONSIBILIES**

Moving and Handling Team will keep a register of on-going training and completion dates.

Risk Assessments on new students will be forwarded from feeder schools. The Moving and Handling Co-ordinators will visit feeder schools, meet students and liaise with their Manual Handling Co-ordinator.

These risk assessments and arrangements will be finalised on admission to Talbot Specialist School, after consultation with Physiotherapists and Occupational Therapists.

The Moving and Handling team work closely with the Therapy Team and Health Care team within school, keeping each other up to date with any changes that may impact the care/treatment which the other teams provide for individual pupils.

The completed Risk Assessment will be kept in the student’s classroom, with a copy on file in the Moving and Handling office.

All staff will refer to the moving and handling risk assessment before undertaking any moving and handling activity.

The Risk Assessment will be updated annually or sooner if here is a change that would alter the programme in any way, in which case staff will inform the Moving and Handling team immediately. The Moving and Handling team will update class staff if any changes to equipment or techniques are being made, and provide any further training if necessary.

When needed the Moving and Handling team will contact families to inform them of any changes to the pupil’s risk assessment within school. We will work closely with families and the Therapy Team to help develop transfer skills and reduce any anxiety a pupil may have around transfers or equipment they access in school.

The Therapy Team will provide support or guidance when needed through

home visits and support over the phone regarding any issues families are experiencing at home.

All new staff with receive a full days training as part of their induction then continuous ongoing training as needed for specific equipment and individual pupils they are working with. Staff will then receive a half day refresher training every 2 years.

Due to Covid-19 new staff may receive training on a one-to-one basis within their class setting with regular observation and continuous support from existing experienced class staff.

When hoisting it is essential that the member of staff leading the process is fully trained and confident. In all instances of hoisting, members of staff will risk assess who will take the lead role based on experience and knowledge of the student. Only staff who have had Moving and Handling training can take part in hoisting.

1. **HYDROTHERAPY**

A file containing hydrotherapy Risk Assessments and physiotherapy programmes will be kept in a file in the grey cabinet at poolside. Amanda Burbeary will keep this file up to date and will inform Moving and Handling Team of any changes, who will update the risk assessments. All students who access the hydrotherapy pool will have a risk assessment.

Hydrotherapy risk assessments for individual students will be kept in their class files and a copy will be kept in a file in the moving and handling office, located in the HLTA office.

Updated: Rebecca Dawson

Date: 25th January 2021