



MANUAL HANDLING POLICY

HEATON SCHOOL

TO BE REVIEWED SEPTEMBER 2020

Heaton School Policy Record

Manual Handling Policy Agreed at: Resources Committee 20/11/19

Signed and Approved by:

Headteacher ----- (Signature)

----- (Name)

----- (Date)

Chair of Committee ----- (Signature)

----- (Name)

----- (Date)

To Be Reviewed: September 2020

Designated person: J Curtis, Headteacher

MANUAL HANDLING PROCEDURES – HEATON SCHOOL

Pupils

1. On admission to Heaton, a manual handling assessment is completed by physiotherapist with multi-agency input. Notes will have been transferred from the previous school and taken into account.
2. Staff familiarise themselves with manual handling procedure for individual pupils, and are supported with advice and specific training from physiotherapist.
3. Manual Handling Care plans are monitored by the physiotherapist and school staff, and if necessary adjusted. Care plans are reviewed at annual review, held for each pupil.

Training.

1. School staff receive training on health and safety which includes lifting and handling. This is delivered by internal specialist providers.
2. New staff will be put onto a course as soon as possible after starting.
3. New staff work alongside experienced staff with pupils until they are confident and competent to carry out tasks.
4. Staff are working alongside the school nurse, occupational therapist and physiotherapist on a daily basis, carrying out care plans and curriculum activities. Senior Leadership are also involved in curriculum activities and care plans which involve frequent contact with pupils and their manual handling. Staff can be monitored within this context.

Equipment

1. Lifting and Handling equipment is purchased from reputable companies with a known provenance, and which may also be used by Stockport CCG/Social Care in care settings. The Physiotherapist and Occupational Therapist advise on the purchase of equipment, some of which is the property of the school and some the property of the CCG. Companies used at Heaton School include Arjo, Liko, Concept .
2. Equipment is maintained by the appropriate company through an annual contract. Staff are informed to report faults as they find them, and staff have access to the companies contact details in the event of an emergency.