

Aireborough Supported Activities Scheme

PROVIDING LEISURE ACTIVITIES FOR CHILDREN WITH DISABILITIES

Policy title:	Moving and Handling Policy		
Policy number:	HS-005	Last review date:	27 June 2018
Next review	May 2020	Last reviewed by:	Liam Sanders

1 Statement of policy and purpose of policy

- 1.1** This policy sets out the standards and assessment procedures for any member of staff in Aireborough Supported Activities Scheme (ASAS), who has a responsibility for performing any moving and handling activity, including child centered moving and handling activities and associated interventions. This policy describes the process for managing the risks associated with the moving and handling of loads (children and objects).

2 Aims and objectives

- 2.1** Ensure the provision of a safe and ergonomically sound working environment for moving and handling of loads, based on a programme of risk assessment. Avoiding, so far as is practicable, the need to undertake manual handling.
- 2.2** Provide guidance for safe child movement and manual handling of loads in the work place. This will include assessing those manual handling tasks that cannot be avoided, for example therapeutic handling and reducing the level of risk associated with manual handling activities that cannot be avoided to the lowest level reasonably practicable.
- 2.3** Provide guidance to staff on completion of proactive risk assessments, as part of person-centered assessment activities.

3 Responsibilities

- 3.1** ASAS recognises and accepts its responsibilities as an employer in relation to moving and handling as laid out in the Health and Safety at Work Act 1974.
- 3.2** Employees are under a duty to take reasonable care for their own safety and that of others, during moving and handling operations. The employee must co-operate with ASAS, to enable the employer to comply with statutory responsibilities.
- 3.3** This involves making full and proper use of the safe systems of work provided through reference to Moving and Handling Assessments as detailed in section 5 and appendices 1, 2 or 3 as appropriate and the application of the principles of safer moving and handling as outlined in section 6 below.
- 3.4 All employees must:**
- 3.4.1** Follow the safe systems of work and laid down procedures identified by manual handling risk assessments.

Aireborough Supported Activities Scheme

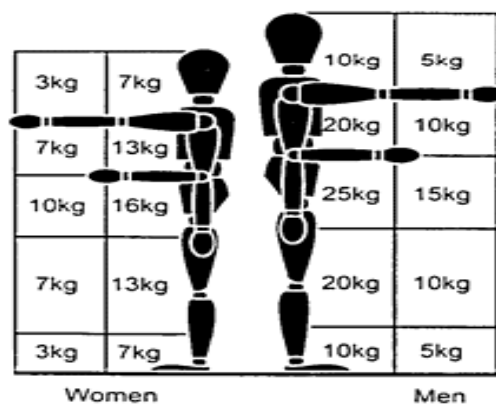
PROVIDING LEISURE ACTIVITIES FOR CHILDREN WITH DISABILITIES

- 3.4.2** Be responsible for ensuring that any moving and handling operations they undertake are appropriately risk assessed and reviewed at each use (this can be a dynamic risk assessment).
- 3.4.3** Use equipment as prescribed in manual handling risk assessments and from training received.
- 3.4.4** Attend appropriate training relevant to their role as advised by the employer.
- 3.4.5** Be responsible for their own health and safety at work and that of others.
- 3.4.6** Report any changes to their own capability to participate in moving and handling activity, which require additional individual staff assessment, for example, because of an injury or pregnancy.
- 3.4.7** Report any manual handling risks or systems failure to Liam Sanders or Jo Galasso.

4.0 Principles of moving and handling assessment

4.1 General principles

- 4.1.1** All moving, and handling operations need to be risk assessed. Risk assessments involving loads must be undertaken using the risk assessment template in appendix 1.
- 4.1.2** The risk score is assessed and re-assessed at each contact, documenting the low, medium or high risk. The medium and high risks are reassessed, with controls and actions in place, to reduce the level of risk to staff and children. As required, these will be reported to the Charity Committee as necessary.
- 4.1.3** The chart below is a guide to the maximum loads, which could be attempted, by men and women at various heights and distances from the person (dependent on individual capabilities). This is only a guide and you must never lift more than you feel able to at that moment in time.



- 4.2** As outlined in 4.1.1 all moving, and handling operations need to be risk assessed, this is before attempting the manual handling activity, the findings of which are to be kept in ASAS risk assessment file. When undertaking a manual handling risk assessment, consideration

Aireborough Supported Activities Scheme

PROVIDING LEISURE ACTIVITIES FOR CHILDREN WITH DISABILITIES

must be given to the following: (The acronym **TILEE** is used to summarise these aspects of risk assessment.)

4.2.1 TASK

- What posture does the employee adopt to complete the task of moving the load?
- Does it involve holding loads away from the body, twisting, stooping or reaching upwards, large vertical movement?
- Does it involve long carrying distances, strenuous pushing or pulling?
- Does it involve repetitive handling, insufficient rest or recovery time or a work rate imposed by a process?

4.2.2 INDIVIDUAL CAPABILITY

Consider the requirements of the person to complete the task.

- Are there any issues that need to be considered e.g. recent illness, pregnancy disability or previous back injuries?
- Is the person physically able to undertake the task, do they require unusual capability, i.e. above average strength or agility?
- Would the task endanger those with a health problem or learning/physical disability?
- Is there a need for special information or training?

4.2.3 LOAD

- Is it an object or person to be handled e.g. weight, shape, unpredictable movements, size?
- What ability is there to assist in the technique?
- Is the load heavy, bulky or unwieldy, difficult to grasp, unstable or likely to move unpredictably, harmful, i.e. sharp or hot, awkward to stack, or too large for the handler to see over?

4.2.4 ENVIRONMENT

Consider the area in which the manual handling activity is taking place:

- Is there sufficient room to manoeuvre, or are there constraints on posture due to obstructions, poor lighting, heating, and ventilation?

4.2.5 Equipment

- Can equipment be used to lessen the effort of the individual?
- Has the equipment been serviced and in good working order?
- Has the individual been trained in the use of the equipment?

5.0 Moving & Handling of a child - *Stop, assess, think, prepare*

5.1 In General

- If you feel a task is unsafe, don't do it, think of another way, and get help, equipment, and advice.
- Know the child's handling needs:- size and weight, ability and dependency.
- Consider this in light of the task and conditions.

Aireborough Supported Activities Scheme

PROVIDING LEISURE ACTIVITIES FOR CHILDREN WITH DISABILITIES

- Know your own capacity and that of colleagues.
- Avoid lifting all or most of a child's weight.
- Enlist the child's help and encourage independence where possible.

5.2 Before the move

- Assess the child and consult their moving and handling plan.
- Plan your route and the move (agree with the team).
- Get staff and equipment required.
- Explain the intentions to the child and gain consent and co-operation, communicate and reassure throughout.
- Prepare the area - move obstacles, adjust height (e.g. bed/ seat height)

5.3 Team moving

- One person takes the lead.
- Checks team and the child are ready.
- Give command –
“Ready, steady, slide/stand/move” etc rather than 1, 2, 3 which can cause confusion.

5.4 The move

- Load close to body.
- Foot position stable, whilst free to move.
- Spine in line.
- Get power for move from leg muscles, (knees and hips flexing).
- Keep load within base.
- Let your head lead the movement.

5.5 After the move

- Evaluate with the patient and team.
- Could the move be improved?

6.0 Principles for assessment of patient moving and handling

6.1 A child moving, and handling risk assessment is undertaken, by a member of management on initial and ongoing assessment, following screening and identification of need. The assessment must be documented on an appropriate moving and handling assessment tool such as the child's moving and handling care plan.

Aireborough Supported Activities Scheme

PROVIDING LEISURE ACTIVITIES FOR CHILDREN WITH DISABILITIES

- 6.2** If a moving and handling risk is identified, then a moving & handling plan **must** be completed and implemented. Babies and toddlers of normal physical development, who are as yet unable to walk and or self care, do not usually require individual risk assessments/handling plans.
- 6.3** Unpredictable life-threatening circumstances, where there is NO immediate alternative available, are automatically exceptions to the assessment process outlined above.
- 7.0 Staff injury following Moving and Handling**
- 7.1** If an employee is injured as a result of moving or handling, their managers should:
- 7.1.1** Provide support and assistance to the member of staff to access appropriate medical care, if needed, to ensure measures are in place to prevent further injury.
- 7.1.2** Conform to the legal requirement to identify whether absence through sickness of over three days is due to a workplace injury and, if so, needs to be put through the HSE's RIDDOR system, in accordance with the Health & Safety Policy.
- 7.2** The employee must complete an incident form, in accordance with the Health & Safety Policy.
- 8.0 Risk Assessments**
- 8.1** ASAS's approach is to promote safer handling, in order to minimise the risk to staff. Wherever possible, moving and handling of loads (child and non child) should be avoided. If this is not possible, a risk assessment should be carried out **see** Appendix 1.

Aireborough Supported Activities Scheme

PROVIDING LEISURE ACTIVITIES FOR CHILDREN WITH DISABILITIES

Policy Revisions			
Policy title:	Moving and Handling Policy		
Policy number:	HS-005	Last review date:	27 June 2018
Next review	May 2020	Last reviewed by:	Liam Sanders

Policy Section	Original content	Revision
3.4.4	Attend appropriate training relevant to their role.	Attend appropriate training relevant to their role as advised by the employer.
3.4.7	Report any manual handling risks or systems failure to the project manager.	Report any manual handling risks or systems failure to Liam Sanders or Jo Galasso.
4.1.3	The chart below is a guide to the maximum loads, which could be attempted, by men and women at various heights and distances from the person (dependent on individual capabilities).	The chart below is a guide to the maximum loads, which could be attempted, by men and women at various heights and distances from the person (dependent on individual capabilities). This is only a guide and you must never lift more than you feel able to at that moment in time.
4.2	For loads more than the guidance weights, risk assessments must be undertaken before attempting the manual handling activity, the findings of which are to be kept in ASAS risk assessment file. When undertaking a manual handling risk assessment, consideration must be given to the following: (The acronym TILE is used to summarise these aspects of risk assessment.)	As outlined in 4.1.1 all moving, and handling operations need to be risk assessed, this is before attempting the manual handling activity, the findings of which are to be kept in ASAS risk assessment file. When undertaking a manual handling risk assessment, consideration must be given to the following: (The acronym TILEE is used to summarise these aspects of risk assessment.)
4.2.5	**NEW**	Equipment <ul style="list-style-type: none"> • Can equipment be used to lessen the effort of the individual? • Has the equipment been serviced and in good working order?

Aireborough Supported Activities Scheme
PROVIDING LEISURE ACTIVITIES FOR CHILDREN WITH DISABILITIES

		<ul style="list-style-type: none">• Has the individual been trained in the use of the equipment?
Care Plan		Option to add child's weight has been added.
Appendix 1		'Lead Role' has been removed from risk assessment.

Aireborough Supported Activities Scheme

PROVIDING LEISURE ACTIVITIES FOR CHILDREN WITH DISABILITIES

Appendix 1 – Generic moving and handling risk assessment

Risk Assessment Issue:

Date of assessment:

Venue:

Assessor(s) (Name and Job Title):

Risk (Type of hazard and description)	Who might be harmed?	Risk Score (likelihood x severity)	Description of Action	Timescale	Risk Score following action	Further action needed



Aireborough Supported Activities Scheme

PROVIDING LEISURE ACTIVITIES FOR CHILDREN WITH DISABILITIES



Moving and Handling Care Plan

Child's Full Name

Is your child able to weight bear?

If no,

What is their current weight(kg)?

Are they able to assist with transfers?

Does your child need to use a hoist for transfers?

Does your child use any of the following equipment? (please indicate)

Manual wheelchair		Electric wheelchair		Walking frame	
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What level of staff support does your child require for the following activities?

Moving around the building		Standing up	
Sitting down		Swimming	
Accessing the minibus		Toileting	

If there is anything else you want to tell us about supporting your child to move, please write in the box below:

Consent and agreement

1. I confirm that the information provided above is a true account of my child's needs at the time of completion. Should any of the information change, I will inform ASAS before they next support my child.
2. The above information will be used to inform ASAS about your child's support needs, additional care plans or risk assessments may need to be completed before attending ASAS provision.
- 3.

Signature

Relationship to child

Date