

PUPIL

MOVING AND HANDLING RISK ASSESSMENT FORM

| | |
|----------------|----------------------------|
| Name: | D.O.B |
| School: | Date of assessment: |
| Weight: | Height: cm |

Risk Rating

| | |
|----------------------|--|
| High | |
| Medium | |
| Low | |
| Insignificant | |

Physical difficulties

SPECIFIC ASSESSMENT

| | | |
|--|-----|----|
| 1. Can the pupil stand for him/herself? | Yes | No |
| 2. Can the pupil walk by him/herself? | Yes | No |
| 3. Can the pupil move in and out of a chair? | Yes | No |
| 4. Can the pupil get on and off a bed by him/herself? | Yes | No |
| 5. Can the pupil get on and off the toilet by him/herself? | Yes | No |
| 6. Can the pupil roll over by him/herself? | Yes | No |

If you have answered NO to any of these questions, please complete the Risk Assessment / Manual Handling sheets that follow - pages 2 to 7.

A. THE PUPIL

| | | |
|---|-----|----|
| 1. Is the pupil difficult to handle? If "yes" is this due to | Yes | No |
| a) size | Yes | No |
| b) weight | Yes | No |
| c) shape | Yes | No |
| d) unpredictable physical movements | Yes | No |
| e) unpredictable behaviour? | Yes | No |
| 2. Is the pupil unable or unwilling to assist with the manoeuvre? | Yes | No |
| 3. Is this due to | | |
| a) pain, | Yes | No |
| b) fatigue | Yes | No |
| c) weakness | Yes | No |
| d) stiffness | Yes | No |
| e) anxiety | Yes | No |
| f) behaviour problems | Yes | No |
| g) lack of understanding | Yes | No |

COMMUNICATION

| | | |
|--|-----|------|
| 1. What is the pupil's method of communication? | | |
| 2. Does all staff understand this? | Yes | No |
| 3. Is the pupil aware of procedures for moving and handling? | Yes | ? No |

Remember: children first. Are their wishes being taken into consideration?

This Risk Assessment **must be reviewed** if there are **significant** changes to any of the following:

- a) weight
- b) height
- c) equipment being used
- d) physical / cognitive factors
- e) Personnel.

B. THE ENVIRONMENT

Environment issues - implications for equipment / equipment presently used.

Is the equipment fit for the task? Yes No

| | | |
|----------------------------|--|--|
| Classroom | | |
| Toilet | | |
| Transport | | |
| Playground | | |
| Dining room | | |
| Specialised area, e.g. gym | | |
| Swimming | | |
| Mini-bus | | |
| Outings / school trips | | |

| | | |
|---|-----|----|
| 1. Does lack of space inhibit / prevent good working posture due to | | |
| a) size or height of desk | Yes | No |
| b) work area | Yes | No |
| c) obstructive furniture | Yes | No |
| d) room size | Yes | No |
| e) other pupils? | Yes | No |
| 2. Are there irregular, slippery or cluttered floors? | Yes | No |
| 3. Do poor lighting conditions affect safety? | Yes | No |
| 4. Does handler's clothing impede the use of safe techniques? | Yes | No |
| 5. Is handling equipment inaccessible? | Yes | No |
| 6. Are there hot/cold/humid conditions? | Yes | No |

C. SUPPORT STAFF

Individual capability

| | | |
|--|-----|----|
| 1. Does the task put at risk handlers who | | |
| a) Are pregnant? | Yes | No |
| Has the pregnant worker been risk-assessed? | Yes | No |
| b) have existing medical conditions? | Yes | No |
| 2. Has the carer/s had any training in manual handling techniques? | Yes | No |
| If "yes" give details including dates. | | |

D.TASK

| | | |
|---|-----|----|
| 1. Is it absolutely necessary to perform a manual-handling manoeuvre? | Yes | No |
| 3. Does the task involve excessive | | |
| a) lifting or lowering distances? | Yes | No |
| b) carrying distances? | Yes | No |
| c) pushing or pulling of the person (including a hoist)? | Yes | No |
| d) twisting? | Yes | No |
| e) stooping? | Yes | No |
| f) reaching upwards? | Yes | No |
| 3. Are these postures sustained for lengthy periods? | Yes | No |
| 4. Is the pupil held away from the handler's body? | Yes | No |
| 5. Is there a risk that the pupil will move suddenly? | Yes | No |
| 6. Is there sufficient recovery time between carrying out the tasks / manoeuvres? | Yes | No |
| 7. Does the task involve the use of mechanical handling equipment or any aids? | Yes | No |
| 8. How many handlers does the task require? | | |

If the answer to any of these questions is "yes" move to P5

Moving and Handling Instructions Form for _____

EQUIPMENT

| ASSISTANCE NEEDED WITH WHICH TASK | HOW OFTEN | NO OF STAFF | EQUIPMENT NEEDED | MOVING & HANDLING INSTRUCTIONS | SIGNATURE OF RISK ASSESSOR | REVIEW DATE |
|-----------------------------------|-----------|-------------|----------------------------|--------------------------------|----------------------------|-------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Headteacher | | | OT | List staff who have | | |
| Class teacher | | | Physio been trained | | | |
| Parent/carer | | | Date | | | |

REMEDIAL ACTION

What remedial steps should be taken, in order of priority?

| Issue identified | Action required | Who by? | When by? |
|------------------|-----------------|---------|----------|
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |
| • | • | • | • |

REVIEW DATE:

Guidance on completing

Moving & Handling Risk Assessment form

These notes are intended to help you to complete the Moving and Handling Risk Assessment form. They are not exhaustive and need to be used in conjunction with existing Health & Safety documents and guidance. Most of the form should be self-explanatory.

- Before you start :

-

Familiarise yourself with guidelines from:

Health & Safety at Work etc. Act 1974

Manual Handling Operations Regulations 1992

(See attached summaries).

Also refer to Manual Handling Guidance to Schools (Suffolk CC)

- Page 1.

Weight /Height.

It is essential to know the pupil's weight and height because the Manual Handling regulations provide guideline figures, which state Minimal Manual Handling;

- Only pupils who fall within the weight guidelines or (except in emergency or life threatening situations.)
- 1 female may lift up to a maximum of 16.6 kg, 1 male up to 25 kg.
- 2 females may lift up to a maximum of 22.2 kg, 2 males up to 33.3kg.

These weights do not apply if the pupil is partially weight bearing with their weight being partially taken by themselves or by a piece of equipment.

Physical difficulties

This might include a description of the medical diagnosis together with any implications which may result from the pupil's physical disability.

- Page 5 - Moving & Handling Instructions form

Signatures should include those of people completing the form as well as those who have contributed to the assessment or have been consulted about its contents. These are likely to include a Physiotherapist and/or Occupational Therapist.

- Page 6 - Remedial Action

After completing the assessment specific issues may have been identified which require further action. These should be summarised in priority order together with names of people responsible and time-scales involved.

- **Any enquiries about this form or its completion should be addressed to Thomas Wolsey School, Tel 01473 467600.**

The Law and Employment

The Health and Safety at Work etc. Act 1974

Aims

1. Secure health, safety and welfare of people at work.
2. Protect people other than those at work against risks to their health and safety arising from work activities.
3. Control and keeping and use of dangerous substances.
4. Control the release into the atmosphere of noxious and offensive substances.

The Act imposes duties on: -

- a. The employer: To ensure as far as is reasonably practicable the health and welfare at work of all their employees.
- b. The employee: To take reasonable care for health and safety of themselves and others who may be affected by what they do. To co-operate with the employer and use equipment appropriately

The Manual Handling Operations Regulations 1992

Definition of Manual Handling

‘THE TRANSPORTING AND SUPPORTING OF A LOAD BY HAND OR BODILY FORCE’

This Act requires the employers to take a systematic and critical look at work involving Manual Handling with a view to: -

1. Avoidance of manual handling.
2. Assessment of risks.
3. Reduction of risks.
4. Provision of information on the load.
5. Review of risk assessment.

The Handling of People

Legislation demands that everyone who is required to handle loads of any kind during their work is appropriately trained in the techniques and theories of manual handling. The law advises that men should not lift more than 25kg and women 16.6 kg individually (Only from ideal/correct position) and that two people lifting together should not lift more than 33.3kg (men) and 22.2kg (women). This effectively rules out LIFTING, where the total weight of the person is on the handlers, of all adults and all children except the very small (and in life-threatening emergency situations).

However, these weights do not apply if the person is partially weight bearing, with their weight being partially taken by themselves or partially taken by a piece of equipment e.g. sliding sheet.

GENERAL PRINCIPLES OF SAFE MOVING AND HANDLING

1. Ask yourself, 'Why am I doing this? Is it necessary? Can I move this pupil another way?'
2. Use minimal handling. Never manually lift unless you have to. Only lift small children within the recommended weight limit (see notes in guidance).
3. Consider the pupil's weight. You may need help.
4. Assess the pupil to be moved and know about their special needs. Discuss with colleagues, if necessary, the most suitable transfer.
5. Decide on a leader if two or more of you are moving a pupil.
6. Explain your intentions to the pupil. They will tell you if they are uncomfortable.
7. Consider the environment. Note the hazards. Prepare first.
8. Know your own capabilities and those of your colleagues. Do not exceed them.
9. Use appropriate aids. Always select the correct manoeuvre and handling equipment for the task.
10. Commands must come from the team leader and be understood by all.
11. You must move together on the set command e.g.: "Ready, steady, sit/ stand" etc. where appropriate use rhythm and timing when transferring.
12. Foot positions are important:
 - You must have a stable base
 - you must have a comfortable, secure hand-hold for you and the child
 - Hold the pupil as close as possible
 - Keep your natural spinal curves and do not twist your trunk
 - Have your knees relaxed and flexed. Bend your knees
 - Use strong leg and buttock muscles not weak back muscles.
 - Keep you head up and lead with your head
 - Move in stages if necessary
 - Take care in lowering
 - Wear appropriate clothing and footwear
13. IF IN DOUBT - SEEK ADVICE. Remember - appropriate training is important for those regularly involved in moving and handling tasks.