

THE NORTH WEST CHILDREN'S SUPPORT GROUP



Founded 1976

Registered Charity No 1141826

Company Limited by Guarantee 07205677

MOVING AND HANDLING POLICY

This policy must be read in conjunction with the following NWCSG Policies:-
Safeguarding Policy, Health and Safety Policy, Volunteer Code of Conduct,

Review Date: FEBRUARY 2014

POLICY STATEMENT

Moving and Handling

Moving and handling or manual handling, is the transporting or supporting of a load by hand or by bodily force (including lifting, pushing, pulling, putting down, carrying or moving) In relation to children with disabilities, it is any task that involves physically assisting them to change position, it does not just refer to manual lifting, it also includes the use of equipment, hoists and wheelchairs.

While it is important to take safety issues into account, it is also very important to remember that children with disabilities are entitled to have the same opportunities as other children. This includes being able to participate in swimming and other activities. It is the duty of each individual helper to consider safety issues whilst encouraging children to participate whenever possible.

The NWCSG aims to:

- Ensure that all children with a disability have the opportunity for participation in all activities.
- Ensure the health and safety of children, helpers and others in relation to moving and handling, as far as is reasonably practical.
- Eliminate or reduce the risk of injuries to children and helpers during moving and handling procedures, as far as reasonably practical.
- Continually evaluate annual training programmes to ensure that all helpers have up to date knowledge of moving and handling.

This Policy is designed to provide a balanced approach to the protection of the health, safety and welfare of both children and helpers.

This Policy has accompanying guidelines which must be followed at all times and which

- Apply to any activity that involves the use of bodily force in lifting, lowering, pushing, pulling, carrying, supporting or otherwise moving a person or object.
- Aim to provide guidance to all helpers on moving and handling procedures.

LEGISLATION

Some organisations and charities have a no-lift policy, however, this is not law, and the NWCSG recognises that there are times when lifting is required and sometimes this may be the safest and most appropriate way to transfer a child with a disability.

There is a variety of legislation that is relevant to general moving and handling and tends to cover employers and their employees. It is sensible for us to be guided by this legislation because while the NWCSG does not have any employees *“Under the common law, voluntary organisations and individual volunteers have a duty of care to each other and to others who may be affected by their activities”*. (Health and Safety Executive).

The purpose of this legislation is simply to make moving and handling practices as safe and possible for disabled children and their helpers. Children can sometimes be handled in a way that makes them feel unsafe or uncomfortable and helpers can experience injuries, which is unacceptable.

Manual Handling Operations Regulations (MHOR) 1992 (Amended 1998/2004)

This states that:

- Manual handling should be avoided wherever possible
- If it not possible to avoid manual handling, the task should be risk assessed
- Any risk that is identified should be reduced as much as possible.
- Assessments should be reviewed on a regular basis.

Health and Safety at Work Act 1974

This refers to all health and safety issues, not just moving and handling. It states that employers have an obligation to provide equipment, information, training and supervision to ensure as far as is reasonably practical, the health and safety of their employees.

It also states that every employee must take responsibility to safeguard themselves and others and must co-operate fully with the employer. It is essential that employees are aware that they can be held responsible for their actions or inactions.

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

The introduction of this new regulation has created a number of implications for the users of lifting equipment including hoists and slings.

Every employer should ensure that:

- Lifting equipment is of adequate strength and stability for each load/person.
- That machinery and accessories for lifting loads/people are clearly marked to indicate their safe working load.
- Equipment that could be used in error to lift people is clearly marked **Do not use to lift people.**
- Equipment is used safely by competent people.
- Equipment is examined by competent people every 6 months.

The Provision and Use of Equipment Regulations 1998 (PUWER)

These regulations require the prevention or control of risks to people's health and safety from equipment provided for use at work.

- Suitable for the intended use, for the purpose and conditions in which it is to be used e.g. bed sheets and pillow cases are not intended or safe for moving and handling use.
- Safe for use, maintained in a safe condition so that health and safety is not at risk.
- Regularly inspected to ensure it continues to be safe for intended use.

Risk Assessments

Risk assessment is the process of assessing the degree of risk involved in any given action or situation. This is something that is done on an informal basis throughout the day e.g. crossing the road. It involves weighing up the benefits versus the risk and deciding if the risk is acceptable or not or whether it can be minimised in some way. It is clear with some children that manual handling may not always be necessary and this decision can be reached as a result of informal risk assessments,

Moving and handling can sometimes be avoided e.g. some children are able to stand independently or with minimal assistance. Alternative methods of movement can often be identified, but there are times when moving and handling cannot be avoided and this is when a risk assessment is needed.

A slightly higher level of risk may be acceptable on certain activities e.g. on a trip out where more manual lifting may be required (N.B. it is unlawful under the terms of the Disability Discrimination Act 1995 to exclude a child from an activity because of their disability)

Guidelines for Moving and Handling - NWCSG

- Refer to the moving and handling policy where appropriate and always use the handling equipment that has been recommended for each child.
- Ensure there is adequate assistance where required.
- Know your own limitations and capabilities and do not exceed them.
- No helper under the age of 16 should lift a child, unless under the supervision of a senior helper
- Do not proceed with the manoeuvre if, for any reason you are not happy to do so.
- Wear appropriate clothing and footwear.
- Ensure the brakes are applied on wheelchairs.
- Prepare the area to make sure there is enough room for the manoeuvre to be safe.
- Always explain the manoeuvre to the child and provide reassurance, this should help to prevent the child being startled, as this can cause them to stiffen up, making it uncomfortable for the child and also making it much more difficult to move the child.
- Ensure you have a good handgrip and are not causing the child any discomfort.
- Rhythm and timing can be used e.g. rocking forward to help a child to stand up.
- One person leads the manoeuvre using a clear command: Ready, Steady, Move.
- Maintain a good posture throughout – keeping your back straight, bend at the knees and avoid twisting.
- Avoid rushing a manoeuvre as this can make it uncontrolled and unsafe.
- **Don't be scared to ask for help or advice** – If you're not happy with any aspect of moving and handling, please don't just do it, ask for help to ensure a child doesn't miss out on an activity.

Responsibilities of Individual Helpers - NWCSG

- To attend moving and handling training sessions to gain knowledge about moving and handling and to understand how to put the principles into practise.
- To be familiar with the charity's moving and handling policy.

- To remember that the charity advises that no helper under the age of 16 is involved in lifting a child, unless under the supervision of a senior helper.
- Avoid lifting alone where possible.
- To follow the principles of moving and handling to protect themselves and others.
- To stop any manoeuvre that they are unhappy to proceed with if they feel that it is putting themselves or others at risk.
- To approach the holiday leaders/nurse/physiotherapist for help, advice or additional training in situations where there is a particularly difficult moving and handling issue.
- To report all injuries or near misses arising from moving and handling procedures
- To protect a child's dignity and privacy at all times.
- If a child requires a hoist for moving and handling, ask for training prior to using the hoist.
- Always make sure that you take all necessary equipment on all activities with you including slings, hoists, wheelchairs etc. Bean Bags can also be taken out on activities.

Remember, the law is there to protect children and helpers, it allows for common sense and flexibility and all we ask is that you act sensibly and reasonably and ask for guidance if you do not understand or feel confident with moving and handling.