

## **Appendix one: Manual Handling – policy into practice**

### **Key staff and their individual responsibilities**

#### Designated Safeguarding Lead

- Monitoring of effectiveness of the policy
- Reporting to governors

#### SENCO

- Writing and reviewing plans
- Identifying and planning staff training
- Liaising with families and Kirklees Manual Handling Advisor
- Ongoing monitoring of safety
- Ensuring recruitment meets the requirements of the policy

#### All staff

- Understand and follow individual plans for the students they work with
- Complete the necessary training
- Report incidents and concerns

### **Identifying needs**

The SENCO will identify students who require a manual handling plan in the next academic year during the summer term. They will write the personal handling plans and risk assessments. Year 6 students will be identified as part of the transition process. Students, families and staff will be involved in this process and the Kirklees Manual Handling Advisor may also be contacted.

The plans will include: safe systems of work; arrangements for contingencies eg staff absence, pregnancy, medical conditions; emergency procedures eg during fire alarms; storage of equipment; who is responsible for the maintenance of equipment

Training needs for staff will also be identified as part of the planning process, and this will be built into the school CPD programme. Referrals to Employee Healthcare may also be identified at this stage in the process.

The personal handling plans and risk assessments will be kept online for staff to access.

Incident logs will also be kept online for staff to record incidents and near misses.

## Monitoring & review

- The SENCO will monitor the incident logs.
- The personal handling plans and risk assessments will be reviewed annually by the SENCO.
- The incident logs will be reviewed by the SENCO and the DSL, and practice will be amended as required.
- The SENCO and DSL will also check that equipment safety checks have been carried out – by families, Spie or other relevant bodies.
- The DSL will report to governors annually about the numbers of students with personal handling plans, the number of incidents and any actions taken as a result of these.

## Annual cycle

	Who
<p><b>June:</b></p> <ul style="list-style-type: none"> <li>• Identify which students will require a personal handling plan in the following year.</li> <li>• Write the personal handling plans/risk assessments and review the previous year's plans for those students</li> <li>• Review any incidents that have been logged and plan accordingly.</li> <li>• Plan CPD needs for the upcoming year (eg for first day back for teaching staff) and write into action plan.</li> <li>• Annual equipment check – confirm families/providers have done this, check with MG that Spie have carried out any checks needed on facilities. Amend action plan accordingly.</li> <li>• Contact Kirklees M-H-Advisor (Penny Townsend) with training/support requirements</li> </ul>	<p>MT</p> <p>MT</p> <p>MT/DC MT</p> <p>MT/DC/MG</p> <p>MT</p>
<p><b>Autumn term</b></p> <ul style="list-style-type: none"> <li>• Report on manual handling to governors – numbers of students, numbers of incidents and actions taken following these</li> </ul>	<p>DC</p>
<p><b>Ongoing actions:</b></p> <ul style="list-style-type: none"> <li>• Have a Manual Handling folder on one drive: <ul style="list-style-type: none"> <li>&gt; personal handling plans/risk assessments for each student each year (including managing absences of key staff)</li> <li>&gt; incident log – brief details + copy of the accident report given to LH</li> <li>&gt; policy</li> </ul> </li> <li>• When recruiting TAs we should consider their fitness for the physical demands of the role</li> <li>• Include in induction training as required</li> </ul>	<p>DC/MT MT</p> <p>MT DC/MT SLT</p> <p>DC/MT/CM</p>



