



Moving and Positioning Policy

Policy Number	New	Date of next Review	Responsibility
HCP037	June 2019	June 2021	Principal

Empowering learners to shape their future

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MOVING AND POSITIONING POLICY

1. Relevant Legislation

- 1.1 Health and Safety at Work Act 1974 with any relevant amendments.
- 1.2 Manual Handling Operations Regulations MHOR 1992.
- 1.3 Lifting Operations and Lifting Equipment Regulations LOLER 1998
- 1.4 Health and Safety Legislation takes precedence over any other legislation / procedures that the school operates within.
- 1.5 Health and Safety (Offences) Act 2008

2. Introduction

- 2.1 Horizons College Senior Leadership Team (SLT) are committed to promoting best and safest practice in all moving and positioning operations. The Moving and Positioning Policy and associated risk assessments is the main management procedure to achieve this and must be complied with at all times.
- 2.2 The main aim of the policy is to protect staff and learners and promote best practice. The policy aims to reduce the risks to learners and staff as far as is reasonably practical.

3. Definitions

- 3.1 The term “Moving and Positioning” includes any transporting or supporting of a load or person. This includes pulling, pushing, lifting, lowering, carrying or moving by hand or bodily force.
- 3.2 The term “Minimal Handling” refers to the moving of objects and people only when necessary and by making full use of techniques advised during training and appropriate handling equipment.
- 3.3 The term “Senior Manager” refers to the SLT.
- 3.4 The term “Key Trainer” refers to staff who have achieved appropriate external accreditation to support the moving and positioning training programme.

4. Key Principles

- 4.1 Managers and employees are responsible for complying with the requirements of the Legislation and the procedures identified in the Moving and Positioning Policy.
- 4.2 In the event of an emergency situation that may lead to death or significant harm e.g. fire, disaster, drowning, medical emergency Staff need to take action which may mean not following the prescribed system of work to move a learner.

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- 4.3 The policy seeks to reduce the need for employees to perform hazardous moving and positioning activities so far as it is reasonably practical. A system of Risk Assessment, taking into consideration Legislation and backed by supportive training will be key to the success of this Policy. The Risk Assessment Process will take into account:
- a. The nature of the task.
 - b. The nature of the load.
 - c. The capability of the person carrying out the task.
 - d. The needs of the learner.
 - e. The working environment in which the task takes place.
 - f. This will then be used to remove or reduce the risk of injury to the lowest level reasonably practicable.
 - g. Other people coming into Horizons College, including those not directly employed will be made aware of the potential risks associated with moving and positioning tasks.
 - h. All learners, who can safely do so, should be encouraged to move themselves wherever possible in order to promote their independence. Where support is required it should be the minimum needed to safely complete the task / activity.
 - i. The Risk assessment will identify the appropriate “system of work”. This must be followed by all staff.
 - j. The Moving and Positioning Policy will be reviewed annually unless circumstances dictate otherwise.
 - k. The Key Trainers team will coach, mentor, support and encourage colleagues to adopt a best practice approach at all times.
 - l. Moving and Positioning training forms an integral role in the induction process for new staff.

5. Responsibilities

- 5.1 SLT:
- a. SLT must be aware of and understand the Moving and Positioning Policy.
 - b. SLT must attend moving and positioning and risk assessment training and updates.
 - c. SLT must, in accordance with the Legislation, ensure that employees are not exposed to any foreseeable risk of injury from moving and handling, so far as is reasonably practicable.

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- d. SLT must ensure that there are clearly identified systems and procedures in place to assess and record the risks associated with moving and positioning. Such risk assessments should involve the staff delegated to perform the moving and positioning task.
- e. SLT must investigate and record accidents involving moving and positioning, in accordance with the Horizons College's Health and Safety Policy.
- f. SLT must keep a record of the incidence of injuries, near misses and sick leave related to moving and positioning. Risk assessments should be reviewed following any reported incident.
- g. SLT must ensure appropriate equipment identified in the moving and positioning risk assessment is made available and training in its use is provided. Funding for this will be provided within Horizons College delegated budget.
- h. SLT must ensure appropriate systems and procedures are in place to maintain moving and positioning equipment in line with manufacturers instruction and legislation.

5.2 Employees:

- a. Employees must make full and proper use of any system of work identified by SLT. They must follow the moving and positioning risk assessment directives within the manual handling policy and procedures.
- b. No employee shall undertake a moving or positioning task without making an informal / dynamic assessment of the risks involved to themselves or others who may be affected by their actions
- c. Employees must assist and support learners within the responsibilities of their job, guided by the risk assessment and system of work prescribed.
- d. Employees must participate constructively in the risk assessment process.
- e. Employees should feel comfortable before performing any manual handling task. Where they have concerns they must report these to their Tutor / SLT.
- f. Employees must recognise that lifting learners from the floor is a high-risk activity, except in emergency equipment must always be used for this task. Learners of small build and weight are excluded from this – the risk assessment and capabilities of the handler must always be considered.
- g. Employees must use equipment for the purpose it was designed and following instruction / training they have received. A visual check must be made to ensure the equipment is safe each time it is used. Employees must report Hoist equipment issues and failures to any member of the SLT.

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- h. No employee should move or position a learner / load beyond their physical limitations.
- i. Employees must inform their Tutors / SLT of any health concerns that may affect their ability to perform moving and positioning tasks.
- j. Employees must report moving and positioning accidents and incidents to their Tutor / SLT immediately.
- k. Employees must wear clothing and footwear, in line with Horizons College Dress Code – see Code of Conduct, that does not restrict their movement or posture, and protects their feet.
- l. Employees must not wear Jewellery when moving or positioning learners.
- m. Employees must participate in Moving and positioning training when requested to do so by the SLT.
- n. Employees must take heed and notice of advice and support offered by the Horizons College’s key trainers.

6. Key Trainers:

- 6.1 To promote best practice in moving and positioning techniques and procedures.
- 6.2 To support SLT by encouraging other employees to follow the procedures outlined in the Moving and positioning policy.
- 6.3 To lead sessions providing advice and training on moving and positioning and risk assessment.
- 6.4 To work alongside colleagues in a coaching mentoring role supporting moving and positioning procedures and practice.
- 6.5 To work in collaboration with SLT to review policies and practice relating to moving and positioning and risk assessment.
- 6.6 To maintain Key Trainers qualification by attending refresher courses.

7. Current Register of Specific Responsibilities

Staff Supervision	SLT / Moving and positioning Team
Purchase of appropriate equipment	SLT
Induction	Moving and positioning Team
Staff Training	Moving and positioning Team
Risk Assessment	SLT / Moving and positioning Team
Monitoring Risk Assessments	Moving and positioning Team
Care and maintenance of equipment, including withdrawing unsafe equipment	Moving and positioning / Facilities Manager
Management of hoist and sling testing	Moving and positioning / Facilities Manager

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8. Key Trainers

8.1 There are 3 key trainers within the College.

9. Notes

9.1 Risk assessments take into account the nature of the situation, the environment in which the lifting is to be used, the size and weights of learners involved, the degree to which they may either assist in a lift or actively resist lifting and the individual capabilities of the members of staff and frequency of lifting operation.

9.2 Appropriate mechanical equipment such as hoists should be considered in the initial lift and not as a secondary precaution.

9.3 Hoisting - A minimum of 2 members of staff should be present when hoisting learners.

9.4 Hoists to be used without brakes on.

9.5 Hoists to be stored without brakes on.

9.6 Horizons College recommends the following Best Practice guidelines in the Safe movement of Learner Specialist Equipment:

- a. No postural systems (class work chairs, standing frames, side liers, Acheeva Beds, Bambach chairs, Burillos) to be pushed around outside the College building.
- b. Manoeuvre adult enabled learners' wheelchairs backwards down kerbs.
- c. Put brakes on wheelchairs and postural equipment when placing or assisting learners into and out of postural equipment and wheelchairs.
- d. If present, always raise side safety rails when performing personal hygiene procedures on changing beds.
- e. Staff to closely supervise pupils on walking frames when outside the College buildings.
- f. Training in moving and positioning techniques and in using mechanical aids is provided to all Tutors and support staff involved in moving and positioning; and competence in these tasks is proven prior to being used. All volunteers and placements have an introduction to moving and positioning procedures.
- g. Key Trainers (i.e. those who have successfully completed the competence requirements outlined in Training section below) are qualified and accredited by?. They receive specific training to train support workers on moving and positioning learners.

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- h. Training for ALL education staff involved in moving and POSITIONING is provided for all equipment used in Horizons College. (This includes lunchtime supervisors). Bus drivers, guides and the physiotherapy and nursing teams are exempt and follow their own training procedures. Horizons College training programme is reviewed, and refresher training undertaken on an annual basis (or sooner if necessary).
- i. Equipment Legislation Requirements - All hoists, changing beds and Acheeva Beds will be Lifting Operations and Lifting Equipment Regulations (LOLER) tested once a year April/May, and serviced / weight tested once a year October / November, and all learners' slings, both Horizons College supplied and learners' own, will be tested for safety and fitness for use every six months – April and October. Parents / Carers will be informed and requested to send any slings their learner brings to Horizons College are sent in for testing.

10. Emergency Situations

- 10.1 The regulation of Moving and positioning tasks does not apply in genuine emergency situations – i.e. assistance should be offered if someone is in imminent danger of drowning or in danger from a collapsing building. However, many untimely situations – such as a learner with epilepsy having a seizure or standard fire evacuation is **not** considered an emergency because it is foreseeable and safe systems of work can therefore be planned.

Signed Principal

Signed Chair of Governors

Date