



MOVING AND HANDLING POLICY

Responsibilities:

Forest Pulse recognises its responsibility not only to provide access to activities for children and young people with disabilities, but also to ensure the health, safety and welfare of all members, volunteers and employees as far as is reasonably practical. For the children and young people, we recognise the need to safeguard their safety and dignity. For staff and volunteers, we recognise that any risk needs to be minimised and, where possible, eliminated.

Responsibilities and risk assessments:

The overall responsibility for moving and handling lies with Senior Management and the Trustee Management Committee. Every young person attending Forest Pulse activities who requires additional support to move should already have a Moving and Handling Plan. All staff should have access to these Plans for the individuals concerned. Any queries should be directed to the Forest Pulse Moving and Handling Trainer; if a plan is not already in place, they will undertake an assessment and produce a Moving and Handling Plan if one is not already in place, liaising as necessary with relevant professionals.

All members of staff are made aware of the Forest Pulse policy on moving and handling and are responsible for its implementation. They are responsible for informing the Activity Leader of any medical condition that may impact on their ability to carry out manual handling practices safely. An individual risk assessment must be carried out for any staff members who report a medical condition. This includes pregnancy. All staff are responsible for ensuring that they are wearing appropriate clothing and footwear (i.e. no open toed shoes or sandals) when moving and handling.

Staff Training:

Forest Pulse provides staff with appropriate training to equip them to work with young people who are unable to move independently. This training is updated as required. A record is maintained of all members of staff who have undertaken this training. It is good practice that hoisting is undertaken by two staff members or experienced volunteers, ideally both trained. However, if it is deemed appropriate then an untrained staff member/volunteer can assist someone who is appropriately trained and competent. If only one person is assisting someone (e.g. with a Turn Table) then this should be a trained staff member. No child, however small, should be lifted without good reason. If lifting is required, e.g. onto/into a piece of equipment, this should be done by or under the supervision/direction of a trained person, and following the individual's Moving and Handling Plan.

Specialist Equipment:

Specialist equipment is provided to support safe practice in the moving and handling of children and young people. Where possible equipment such as hoists and turntables should

be provided to remove the need for physically lifting. Some equipment is purchased for general use within Forest Pulse while other items are for specific young people. In either case equipment is purchased following recommendations from the occupational therapist. Equipment such as slings and wheelchairs for a named individual should only to be used for that young person and must not in any circumstance be used for any other person. If a young person who requires hoisting arrives at an activity without a sling, the Activity Leader can make the decision to not hoist the child, but whenever possible parents will be contacted to discuss this. It is the responsibility of staff to ensure that they are confident and competent before using any equipment. If a member of staff notices a defect in a piece of equipment they should report this immediately to the Activity Leader, and where necessary take it out of use.

Health and Safety:

This policy links to the Forest Pulse’s Health and Safety Policy and all staff are required to ensure that any health and safety issues resulting from manual handling practices are reported to the Activity Leader immediately. Any accidents, incidents or ‘near misses’ must also be recorded on an accident/incident form at the earliest opportunity.

Emergency Procedures/Unforeseen Circumstances:

Providing staff/volunteers are competent and agreeable, a two person lift can be undertaken when a hoist is not available and the move is classed as essential, but at least one and ideally both staff/volunteers should be trained in moving and handling. In the event of a serious fire or other highly hazardous situation, e.g. explosion, when there is risk of serious injury or loss of life, if a wheelchair dependant person is not in their chair and a two person lift is not possible, a risk assessment can be made to move the person using a blanket, bean bag, acheeva bed or other specialist equipment. In the event of an emergency evacuation of the building the manual handling guidance within the Health and Safety Policy must be adhered to.

Note: A senior member of staff has completed a Moving and Handling -Training the Trainer Course, and this training was updated on 19th October 2017. This externally trained senior member of staff provides internal training for the charity as well as providing training for other organisations

Reviewed and Approved by Trustees 8.11.17

Signed on behalf of the charity Name/Role