

**NORTH WEST CHILDRENS  
SUPPORT GROUP**



**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,

Reviewed May 2013, July 2016, July 2018

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# **MOVING AND HANDLING POLICY**

## **Introduction**

- The purpose of this policy is to set out the standards of best practice in the moving and handling of loads (people and objects), to ensure that the risk of injury to both volunteers and children is reduced as far as is reasonably practicable.
- This policy has accompanying guidelines that volunteers must follow at all times when involved in activities involving moving and handling.

## **Definitions**

- Moving and handling or manual handling, is the transporting or supporting of a load (people or objects) 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 physical assistance, it does not just refer to manual lifting, it also includes the use of equipment, hoists and wheelchairs.

## **Aims**

- To ensure the health and safety of children, volunteers and others and therefore minimise the risk of injuries in relation to moving and handling, as far as is reasonably practicable.
- To ensure that all volunteers have received relevant training relating to moving and handling
- To continually evaluate annual training programmes to ensure that all volunteers have up to date knowledge of moving and handling.
- To ensure that all children have the opportunity to participate in activities.
- To provide a balanced approach to the protection of the health, safety and welfare of both children and volunteers.

## **Related policies, procedures and acts**

- 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 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 the legislation is to make moving and handling practices as safe and possible for children with disabilities and volunteers.
- Some organisations and charities have a no-lift policy, however, this is not law, and the NWCSG recognises that there are times when lifting may be required and sometimes this may be the safest and most appropriate way to transfer a child with disabilities.

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

- 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 (reinforced by the Management of Health and Safety at Work Regulations (MHSWR) 1999)**

- 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.
- Employees must take responsibility to safeguard themselves and others and must co-operate fully with the employer, whilst being aware that they are responsible for their actions or inactions.

### **The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**

- Lifting equipment (hoists and slings) must be adequate for each load/person.
- Machines and accessories for lifting loads are clearly marked to indicate safe working load.
- Equipment that is not designed for lifting people must be clearly marked as such.
- Equipment must be used safely by competent people and should be examined every 6 months.

### **The Provision and Use of Equipment Regulations 1998 (PUWER)**

- Ensure equipment is 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.
- Ensure equipment is safe for use and in adequate condition so that health and safety is not at risk.
- Ensure equipment is regularly inspected to ensure it continues to be safe for its intended use.

### **Risk Assessment**

- Risk assessment is the process of assessing the degree of risk involved in any given action or situation, 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.
- With some children, manual handling may not always be necessary or may be minimal and this decision can be made by informal risk assessment.
- Moving and handling can often be avoided and alternative methods of movement can often be identified, this may be as simple as waiting for the child to move, 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 deemed acceptable during certain activities e.g. on a trip out where more manual lifting may be required and whilst it is important to always take safety issues into account, it is also very important to remember that children with disabilities are entitled to the same opportunities as other children. This includes being able to participate in swimming and other activities. It is the duty of each individual volunteer to consider safety issues whilst encouraging children to participate whenever possible.

## **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.
- Know your own limitations and capabilities and ensure adequate assistance where required.
- No volunteer under the age of 16 should be involved in lifting, unless under the direct supervision of a senior volunteer.
- Do not proceed with any 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 the manoeuvre safe.
- Always explain the manoeuvre to the child and provide reassurance, this should help to prevent the child being startled, which can make the manoeuvre uncomfortable and difficult.
- 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: e.g. Ready, Steady, Move.
- Maintain a good posture throughout – keeping your back in its natural S shaped curves, 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 just ask for help, it may mean that a child can still take part in an activity.

## **Responsibilities of Individual Volunteers – NWCSG**

- To attend moving and handling training to gain knowledge about moving and handling and to understand how to put the principles into practice.
- To be familiar with the charity's moving and handling policy.
- No-one under the age of 16 is involved in lifting, unless under the direct supervision of a senior volunteer.
- Avoid lifting alone whenever 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.
- To contact the holiday leaders/nurse/physiotherapist for help, advice or additional training at any time but especially 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, the volunteer must ensure that they have received appropriate training.
- To take all necessary equipment out with them, including slings, hoists, wheelchairs, beanbags etc

**Remember, the law is there to protect children and volunteers, it allows for common sense and flexibility and all we ask is that you**