

CAERPHILLY COUNTY BOROUGH COUNCIL

Corporate Management Arrangements For The Manual 'Care' Handling Of Children

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This publication is available in Welsh, other languages or formats on request.
Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

NOTE:

Whenever the designation of “manager” is used throughout this policy, it is taken to be Head of Service, Head Teacher, Line Manager, Supervisor and Officer in charge or anyone who has responsibilities for employees in the course of their work.

Wherever the term child is used, it is taken to mean the school pupil, child attending a play setting.

Wherever the term ‘setting’ is used it is taken to mean the child’s school, playgroup or community facility used by the child for purpose of their education or care/social needs. This arrangement is specific to the ‘care’ handling of children within the Education Directorate.

ARRANGEMENTS

1. Introduction Manual 'Care' Handling - Children

- 1.1 These management arrangements have been developed alongside the Corporate Manual Handling Policy in recognition of Caerphilly County Borough Council's commitment to the health, safety and welfare of its employees and service users, with particular reference to the manual 'care' handling of children in an Educational setting.
- 1.2 The primary intention of this arrangement is to prevent both employees and children who have mobility difficulties and require assistance, from being hurt as a result of inappropriate manual handling
- 1.3 It is accepted that people working with children with mobility difficulties will at some point be required to provide manual assistance to enable the child to access childcare, school and community facilities. It is important however that employees' utilise all provided manual handling advice and equipment to assist children with dignity and in safety.
- 1.4 The child should feel involved and empowered where possible during the assessment and handling and an explanation of the handling task and transfer method to be used should be given to the child before the process commences. Behaviour management places should be an integral part of safe moving and handling where their behaviour leads to handling issues e.g. deliberately dropping to the floor.

2. Manual Handling Risk Assessment

- 2.1 Where manual handling cannot be eliminated, all tasks, which require an employee to physically assist a child to move, transfer, or to assist with care tasks, require a risk assessment to be undertaken by a competent person and the risks recorded in the appropriate format this will include a mobility assessment (appendix 1) and a care handling plan (appendix 2).
- 2.2 A competent person is somebody, or a team of individuals, with the necessary training, qualifications and experience. This is somebody familiar with the work activity, who has completed the Manual Handling Train the Trainer/Key Handler Training. If specialist advice is required the Manager should contact The Health & Safety Team, Manual Handling Assessor/Trainer for advice.
- 2.3 During the undertaking of the risk assessment, hazards (as a result of the manual assistance provided) to both the employee and the child must be documented giving consideration to the task to be undertaken; the child; special requirements of the individuals carrying out the task, and also the environment in which the task is performed. The assessment must also take into account any equipment used.
- 2.5 The risk assessment must consider the setting environment and the hazards of undertaking routine manual handling tasks within the potential high risk

areas, such areas may include toilet or changing rooms, sensory rooms, classrooms and off-site visits.

- 2.6 The risk assessment must identify not only the likelihood of injury but also how the handling task should be undertaken. It is preferable if the child and the employee are fully consulted and involved during this process. Consultation with parents/guardians and any health or social services professionals involved in the child's care will also be required as relevant to the assessment.
- 2.7 The findings of the risk assessment will allow the competent person and/or management to devise a 'care handling plan', (appendix 2) to reduce the risk to a reasonably practicable level.
- 2.8 The 'handling plan' must illustrate clearly how handling tasks should be carried out, including instructions on the correct use of equipment (if applicable). All manual handling equipment should be used in accordance with manufacturer instructions; these should accompany the handling plan, providing sufficient information to the employee.
- 2.9 Where necessary the handling plan should incorporate the use of illustrations and photographs to enable the employee to easily understand the transfer method (would this just be transfer method or might it include other handling methods?) to be used. All photographs used require the appropriate child and parental consent to be given.
- 2.10 Copies of the child's risk assessment and handling plan should be kept in a convenient location and communicated to all persons involved in the provision of assistance and/or care of the child, e.g. child's primary classroom and the child's individual educational programme. . Previous Manual Handling Risk Assessments should be archived.
- 2.11 Processes must be in place to ensure all relevant staff are made aware of any new manual handling risk assessments and safer handling plans.
- 2.12 The moving and handling risk assessment and subsequent handling plan must be regularly reviewed by a competent person. This would be at least annually or if there are any factors which warrant a review e.g. an accident/incident, or earlier if the task changes, there are changes in the child's ability or medical condition or changes in the child's transport need or capabilities of the employees. In the case of a school placement it will be considered best practice to review the risk assessment and handling plan at the start of each term.

3. Training

- 3.1 Training and instruction in safe handling principles and techniques will take place in conjunction with other control measures to reduce and/or eliminate the handling risk. It is recognised that training alone is not effective in the controlling of risks; organisational and ergonomic factors will also need to be considered.
- 3.2 All staff involved in the 'care' handling of children must receive appropriate and regular training and instruction in the manual handling tasks they are required to undertake as part of their work duties. All children handling training will be provided in line with current legislation and the All Wales Manual Handling Training Passport and Information Scheme.
- 3.3 Training on Manual 'care' handling children will be based on a training needs analysis. It is the responsibility of the Manager to identify which employees require training. Training at the appropriate level will be mandatory for all employees deemed as requiring training following the training needs analysis.
- 3.4 Training will be tailored to meet service requirements, be workplace specific and based on the manual handling tasks the employee is required to perform. If changes in the employees situation occur, i.e. they are expected to undertake new manual handling tasks the employee must inform their manager who will in turn nominate them for update training if needed.
- 3.5 New employees will attend manual handling training as soon as possible, prior to undertaking activities involving care handling of children, unless they have an in date copy of their manual handling passport, which covers training specific to the role for which they have been employed.
- 3.6 Prior to practical training taking place, an employee will complete a Health Questionnaire. Employees must also be aware that if they suffer any discomfort during the training, this must be reported to the trainer immediately.
- 3.7 Manual Handling training will be refreshed at least ever 18-24 months unless circumstances dictate that a more frequent refresher is required e.g. an accident occurs, workplace monitoring.

4. Record Keeping

- 4.1 All training records will be documented in line with the All Wales Manual Handling Passport. All Line Managers and Manual Handling Trainers will need to keep copies of the records.
- 4.2 A copy of the training record will be provided to the employees Manager and a copy will be maintained by the trainer who delivered the manual 'care' handling training.

5 Equipment

- 5.1 An inventory of all equipment must be kept by the Manager of the setting. This would all equipment including that equipment not owned by the setting. All equipment must be maintained in good working order in accordance with the Regulations.
- 5.2 All mechanical equipment used for moving and handling will be maintained in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 and the Provision and Use of Work Equipment Regulations 1998.
- 5.3 The Manager must ensure that the thorough testing, maintenance and/or servicing occur and the service documentation/log must be maintained by the setting.
- 5.4 Where equipment is utilised which is not owned by the setting arrangements be made between the setting/setting and the equipment provider to ensure that manual handling equipment is maintained in good working order and in accordance with legal requirements.
- 5.5 The Manager must ensure that the equipment provided by the parents of child's from the home, i.e. slings, are in good working order for use within the setting. Parents are under no legal obligation to maintain the equipment and settings do not have the powers to compel the parents to fund servicing. It is the responsibility of the setting therefore, to assess whether the equipment provided is suitable for the employee and also compatible with the setting environment and other setting equipment, i.e. hoists.
- 5.6 Provision of manual handling equipment for 'care' handling of children handling will be subject to a risk assessment for the individual activity.
- 5.7 All those using handling equipment e.g. slings should make visual inspections of the equipment prior to use to identify any faults. Equipment that is faulty must not be used, must be taken out of service immediately until made safe to use and must be reported to the Manager.
- 5.8 All manual handling equipment must be used in accordance with the manufacturer user instructions. This is specifically important when using hoists and slings. User guidelines should be maintained by the setting and in a central location and accessible to employees who are required to use such equipment.

6. Monitoring/Supervision

- 6.1 Managers must ensure they have in place arrangement for monitoring/supervising manual 'care' handling practise in the setting e.g. through designated individuals such as trainers/key-handlers or through existing supervision activities.

- 6.2 Monitoring will ensure that employees adhere to the findings of the risk assessment and follow safer handling plans.
- 6.3 Where monitoring shows that the activities are not being carried out to the appropriate level then action to address the issue e.g. further training, new equipment should be introduced.
- 6.4 Records must be made of any supervision/monitoring and the Manager must ensure that the records are maintained.

7 Auditing

- 7.1 The Manual Handling Assessor/Trainer/Health and Safety Division will carry out periodic monitoring of manual handling compliance.
- 7.2 Auditing will be against compliance with the Manual Handling Policy, Management Arrangements, legal requirements and practical application of appropriate child care handling techniques.

8. Accident/Incident Reporting

- 8.1 It is the responsibility of all employees to report any accident/incident/near-miss including those occurring from a moving or handling activity. Accidents/incidents/near-misses must be reported in line with the corporate accident/incident reporting guidelines.
- 8.2 A copy of the accident/incident reporting form can be downloaded from the Intranet.
- 8.3 Advice and guidance on investigating accidents is available on the intranet and incident specific advice/support is available from the Health and Safety Division.

9. Liaison and joint working with other agencies

- 9.1 It is recognised that communicating and sharing information is key to the effective manual 'care' handling of a child.
- 9.2 Information to be shared would include the manual handling risk assessment and subsequent manual handling plan undertaken by the Manual Handling Trainer or Key Handler and also any information from the Health Authority employee related to the health requirements and medical information, hence care needs of the child.
- 9.3 If LEA employees are required to undertake special activities as indicated by the Health Authority employee, such as use of therapeutic equipment, the therapist must provide suitable and sufficient written instructions related to the safe transfer and safe use of that equipment.