



**Building Personal Success**

## **Safe Transfer of Pupils Policy**

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**Next review date:** January 2022

## **Content**

A range of physical and complex disabilities affect the pupils who are in Resource Provision in Brampton Primary School. Most of the pupils have impaired mobility and use either wheelchairs or supportive walking aids for mobility. Other equipment static chairs, walking or standing frames.

To meet individual personal care needs, pupils may need to be transferred to a changing bed. For physiotherapy sessions, sensory learning opportunities pupils may need to be transferred to a floor position.

All students who are unable to weight bear must be transferred using a hoist and sling. Three members of resource provision staff are risk assessors.

## **No Lifting Policy**

Brampton Primary School abides by a safe handling and transfer policy.

- A hoist and sling must be used in all transfer situations for every student weighing above 16kg
- Two people who have been trained in manual handling skills must carry out all transfers
- Two trained staff work together to ensure safe working practice (child protection)
- Any transfers must adhere to the manual handling operations and regulations 1992 (MHOR 2002)

## **Manual handling and Operations Regulations 1992 (MHOR 2002)**

The manual handling operations regulations imposes a duty on every employer: 'to ensure as far as is reasonable and practicable, the health, safety and welfare of all employees'

The regulations state that the employer has three main duties:

- 1) To avoid risk;
- 2) To assess risk;
- 3) To reduce risk;

The employer needs to:

- Provide the necessary equipment for the safe transfer of pupils.
- Ensure that employees are trained to use the equipment safely.
- Ensure that the equipment is safely maintained and regularly checked and serviced.

The regulations state that the employees are responsible for:

- Participating in the training
- Ensuring that they use the equipment provided for transferring pupils
- Ensuring safe use of equipment

- Reporting any defects in equipment;
- Report any unsafe practice.

## **Aim**

Transfer of all pupils must be carried out using the equipment provided. The aim is to ensure that each pupil has access to the correct equipment for each transfer situation and that no pupil or member of staff is put at risk as a result of unsafe practices.

## **Training**

- Training for all teachers and teaching assistant is compulsory.
- New teacher and teaching assistant are trained as part of their induction programme within their first term.
- Training relate to the complex needs of the students. Training is designed to equip staff with skills to carry out their jobs with competency when using equipment.
- Training includes practical back care in the school workplace.

## **Risk assessments**

### **Generic assessment**

Assessments are carried out in all situations where students need to be transferred from one position/piece of equipment to another, for wheel chair to changing bed.

### **Specific assessment**

A risk assessment is carried out for individual pupils who need to be transferred using a hoist and sling. This assesses the pupil's need and outlines how the pupil should be transferred in each situation. The risk assessments are reviewed annually or sooner if changes occur, for example, after a surgery. Advice as appropriate is sought from the physiotherapy and occupational therapy team.

Risk assessments are shared with staff members who work with the pupils. The risk Assessor /hoist trainer keeps all risk assessment on file.

## **Equipment**

### **Hoist**

Resource provision classrooms and specific rooms in the school are served by ceiling track hoists. Mobile hoists are as back up and in emergency situations.

All bathrooms contain equipment as appropriate to meet the needs of student with a range of physical disability for example, changing beds have hydraulic rise and fall facility.

### **Slings**

Each student is assessed for a sling fit for purpose in school. Each pupil's sling has their name on it and is laundered regularly.

### **Equipment checks**

In accordance with the MHOR 2002 the equipment must be checked regularly. Checks include:

- Pre-use checks, each time the equipment is used
- Termly sling checks – to be recorded
- Regular laundry of slings at school
- Annual servicing and inspection of all equipment including overhead and mobile hoist, changing beds and slings.