



Building Personal Success

Safe Transfer of Pupils Policy

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Content

In Brampton Primary School, there are children with physical and complex physical and learning needs. Some of them access their learning and therapy needs in the resourced provision base while others do so in their mainstream classrooms. Most of the children in the resourced provision have impaired mobility and use either wheelchairs, OT chairs, standing frames or supportive walking aids for their postural management and mobility.

Children with complex physical needs require safe transfer for different reasons such as:

- For personal care needs, children may need to be transferred to a changing bed.
- For physiotherapy sessions or sensory learning opportunities children may need to be transferred to a floor position.

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

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

- A hoist and sling must be used in all transfer situations for every non-ambulant child 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 hazard;
- 2) To assess risk;
- 3) To reduce risk;

The employer needs to:

- Provide the necessary equipment for the safe transfer of children.
- 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 children.
- Ensuring safe use of equipment.
- Reporting any defects in equipment.

- Report any unsafe practice.

Aim

To ensure that each child has access to the correct equipment for each transfer situation and that no one is put at risk as a result of unsafe practices.

Training

- Training for staff who carry out manual handling is compulsory.
- New staff are trained as part of their induction programme within their first term.
- Training usually relates to the complex needs of the children. 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 children need to be transferred from one position/piece of equipment to another, for example, wheel chair to changing bed.

Specific assessment

A risk assessment is carried out for individual children who need to be transferred using a hoist and sling. This assesses the children's needs and outlines how they should be transferred in each situation. The risk assessments are reviewed annually or sooner if changes occur, for example, following 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 children. 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 in the mainstream classrooms and also used as back up in emergency situations.

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

Slings

Each child is assessed for a sling fit for purpose in school. Each child'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.