



Moving & Handling Policy

Kidz Star Club recognises its responsibility both to provide curriculum access for children with disabilities and to ensure the health, safety and welfare of its employees as far as is practicable. This manual handling policy has been designed to comply with the requirements of The Manual Handling Operations Regulations, 1992 (revised 1998 edition) and The Health and Safety at Work Act 1974. It takes a full account of the Disability Discrimination Act 1995, The SEN and Disability Act 2001, The European Convention for the Protection of Human Rights and Fundamental Freedoms and the EU Charter of Fundamental Rights (Nice 2000)

Aims:-

- Ensure full access to the curriculum and participation in the life of the school for children with disabilities.
- Ensure the dignity and right to privacy of such children.
- Avoid manual handling and lifting of hazardous loads as far as is reasonably practicable.
- Reduce any risks there are identified to the lowest possible level.
- Review any handling plans and risk assessments annually or sooner if a significant change occurs.
- Provide such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare at work of all employees.
- Protect the health and safety of visitors to the school whilst they are on the premises as far as is reasonably practicable.
- Ensure that all playleaders/playworkers are aware of this policy and have read and understood relevant risk assessments.
- Ensure that every room where people work shall have sufficient floor area, height and unoccupied space for the purposes of health and safety and welfare, as documented in the school accessibility plan.
- Ensure that employees recruited to carry out moving and handling tasks are competent and capable requesting them to complete an Occupational Health questionnaire.
- Ensure equipment provided is available for use, e.g charged up, serviced, faults reported.
- Monitor all accidents and incidents and ensure they are entered in the accident book.
- Implement and maintain works systems (handling plans) that are safe and without health risks.
- Make reasonable allowances for employees who become pregnant or develop a medical condition which may affect their ability to perform the required moving and handling tasks. Any person becoming unfit for the work must not return to it until the Occupational Health Unit deems them fit enough.

Children at Kidz Star Club will:-

- Have their entitlement to curriculum access and full participation in the life of the school acknowledged.
- Receive appropriate assistance from staff employing safe systems of work (Handling Plans)
- Have their dignity and privacy protected at all times
- Have their safety championed and the risk of injury minimised or eliminated.
- As far as they are able, be expected to move independently and take responsibility for their safety and that of others.

Playleaders/playworkers employed at Kidz Star Club

- Take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions including.
- Reporting to the appropriate line manager and any medical conditional (temporary or permanent) that may develop (including pregnancy) which may affect their ability to carry out moving and handling
- Not to carry out moving and handling procedures without appropriate advice / training.
- Report any accident or incident to the appropriate line manager and complete the accident book.
- Assess an emergency situation first without rushing in to lift a child. (If the child has fallen, whenever possible the playleaders/playworker will reassure the child and get help if necessary. They will give him / her time to recover and then encourage the child to get up by him / herself, or with the minimum of assistance needed. If this is not possible, they will follow the emergency techniques described in the moving and handling training)

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Tuesday 16th October 2018

Signed on behalf of the Management

Trustee Directors

Bob Mackery

Role of signatory (e.g. chairman etc.)

Commenced 2011 - Revised 16.10.18