



Thomas Wolsey Ormiston Academy

Moving and Handling Policy

Policy type	Academy's own
Author	Charlotte Gooderham
In consultation with	Emily Webster
Release date	March 2026
Next review date	March 2029 or before if policy changes
Description of changes	

1. Introduction

Manual handling operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.

2. Policy Aims and Principles

- 2.1. It is the policy of Thomas Wolsey Ormiston Academy to comply with the Health and Safety at Work Act 1994 (and the regulation under it and this is a legal requirement). In complying with the act, all staff at Thomas Wolsey Ormiston Academy undertaking Moving and Handling of children must have read this policy and have signed to indicate their understanding of it and agreement to uphold its content.
- 2.2. This policy applies to the movement and positioning of children and young people whilst in the care of academy staff whether on or off site.
- 2.3. Manual Handling Operations Regulations 1992 place a duty on every employer to reduce the risk of injury from manual handling operations which cannot be avoided and avoid hazardous manual handling as far as reasonably practicable.
- 2.4. Thomas Wolsey Ormiston Academy is committed to inclusion and a process which enables our pupils to participate to their full potential in the school curriculum, including activities outside the school within the constraints of their medical condition if present, as far as reasonably practicable.
- 2.5. It is the aim of Thomas Wolsey Ormiston Academy for pupils to achieve minimal assistance and handling. It seeks to adopt a holistic and balanced approach to the protection of the health, safety and welfare of both pupils and staff as provided by legislation and other Trust and Academy policies.



3. Accident Prevention

- 3.1. The Academy recognizes that the prevention of accidents and ill health resulting from work is part of the overall Safer Moving and Handling Policy.
- 3.2. The elimination of stressful manual assistance of pupils, whilst desirable is not always practicable or lawful. The use of mechanical equipment and aids to assist with safer movement of both pupils and inanimate loads should be used where appropriate and suitable.

4. The Working Environment

- 4.1. It is the aim of the academy to ensure that the environment which pupils and staff work in is as safe and free from risk as far as is reasonably practicable.
- 4.2. It is the responsibility of all staff to maintain an uncluttered environment and that all equipment is returned to its rightful place and stored in a safe manner. Staff must report defects immediately to the identified member of staff with the completion of the appropriate paperwork.

5. Reporting of Accidents

- 5.1. It is the responsibility of the Senior Leadership Team to ensure that staff comply with the Trust guidance and procedures on accident reporting and investigation.
- 5.2. All staff must ensure that any pupil handling activity, in which a near miss or an actual injury occurs, is recorded on iAM Compliant and reported to Emily Webster, the Co-Principal responsible for Health and Safety at school as soon after the event as possible.

6. The Use of Mechanical and Handling Aids

- 6.1. The Co-Principals are responsible for the training of staff in using equipment and ensuring its maintenance as directed by the Lifting Operations and Lifting Equipment Regulations. They will liaise directly with the Moving and Handling Instructor and the Operations Manager for guidance with regard to training and the regular servicing of equipment.
- 6.2. Staff are expected to make full use of any items of equipment provided for a particular pupil. This should be in accordance with training and the procedures described in the Individual Pupil's Risk Assessment and care plan and in accordance with the manufacturer's instructions on use and care.



7. Unsafe Practices

- 7.1. Increased awareness of the manual handling risks carers face resulted in minimal manual handling policies. The Royal College of Nursing issued clear guidelines stating that manually lifting people should no longer be necessary [Moving and handling | Advice guides | Royal College of Nursing](#)
- 7.2. The use of any unsafe practices will not be condoned by the academy. Any staff using proscribed assistance or handling techniques will be disciplined in line with Academy and Trust policy.

8. Conflicts in Assistance and Handling

- 8.1. Any conflicts or concerns expressed over a method of handling will be discussed by all parties involved and a balanced decision achieved in which one party's benefit does not significantly increase the risk of the other to an unacceptable level.

9. Training

- 9.1. The provision of training under Health and Safety at Work Act 1994 and other regulations stresses the importance of training to protect the welfare and safety of all staff.
- 9.2. The Co-Principals have a working knowledge of the assistance and handling procedures being used in their academy.
- 9.3. All staff will receive training in what is relevant to the duties they are expected to perform as part of their contract of employment.
- 9.4. Employees are expected to undertake the training that is provided.
- 9.5. The academy will maintain staff training records.
- 9.6. All newly appointed staff, or those returning to work after a break or more than a year, who will be involved in the Moving and Handling of pupils with physical needs will attend training before they are permitted to work with pupils.
- 9.7. Personnel who are not directly employed by Thomas Wolsey Ormiston Academy should not be allocated duties which involve handling or moving or pupils unless trained to do so.
- 9.8. Refresher training in Moving and Handling will be provided to all staff on a regular basis. It is the responsibility of the Senior Leadership Team and staff to ensure that the updating of skills as required has taken place.



10. Appropriate Dress

- 10.1. All staff and authorized people are required to wear appropriate clothing for their area of work. When involved in assisting in transferring pupils non-restrictive clothing and flat enclosed toe and heel shoes are required.
- 10.2. Jewellery should be kept to a minimum and any worn which is likely to be a potential hazard to assisting staff or pupils should be removed.
- 10.3. Loose, flowing garments such as scarves, extra long cardigans or extra-long skirts should not be worn, (unless for religious or cultural purposes).

11. Risk Assessments

- 11.1. The key to the regulations is the identification of hazardous operations and their assessments.
- 11.2. Each pupil has an individual risk assessment which has been assessed by the Moving and Handling Instructor and risks eliminated where reasonably practicable.
- 11.3. The Moving and Handling Instructor holds responsibility for carrying out and updating pupil risk assessments. Emily Webster, the Co-Principal oversees pupil risk assessments to ensure the regulations have a suitable and sufficient assessment of all manual handling operations to reduce the risk of injury.

12. Appropriate touch

- 12.1. Emotional support – Staff and authorized persons may use physical contact, i.e. an arm around a shoulder, to give a pupil emotional support. This is referred to as a ‘Thomas Wolsey hug’.
- 12.2. Encouragement – A pupil may need prompts to encourage their participation and enjoyment of an activity. To maximise interaction this will be done in a thoughtful and sensitive manner.
- 12.3. Sensory and Physical therapies – Pupils must experience appropriate handling during sensory and physical sessions and staff will have due regard to the pupils right to respect and dignity. When working from any individual assessment, maximum independence will be encouraged with all pupils. Therapist advice should always be taken into consideration when routinely handling pupils.
- 12.4. Appropriateness – Whilst recognizing the importance of touch for many of our pupils, all staff should be aware that physical contact can be misconstrued and must exercise common sense and professional caution. All touch should be age and stage appropriate. Staff should understand, uphold and respect the values of the diverse multicultural heritage of our staff and pupils regarding any physical handling.