



Moving and Handling Policy

Status: Date: 8.2.21 Review Date: 8.2.22

Governor Leadership: Finance, Resources, Health and Safety Committee

Leadership: Head Teacher

Key Manager: Welfare Manager

Consultation/signing group: All staff

What the pupils need to know:

- We will treat you with respect and dignity
- Many pupils are unable to protect themselves from slips, trips and falls so this places a duty of care on the members of staff who are responsible for the particular pupil's welfare.
- **SOME PUPILS** are ambulant or exhibit difficult behaviours and many have different degrees of difficulty with communication and mobility. Many require specific moving and handling techniques/equipment whilst others need consistent verbal instructions/supervision to manage their own independent transfers. This will be considered by staff.
- **A NUMBER OF PUPILS** have mild/severe medical conditions which need to be taken into account when handling/moving them from A to B. Epilepsy, heart conditions, dislocated hips, tubes, splints, braces, asthma, colostomy bags, calipers etc. to name just a few. This will be considered by staff.

What every other member of staff needs to know:

- We will develop systems to **Avoid** the need to carry out Moving and Handling Activity so far as reasonably practicable.
- We will develop systems to **Assess** the risk of injury from hazards that cannot be avoided.
- We will develop systems that **Reduce** the risk of injury.



- We will ensure that effective safety management systems are developed, implemented, monitored and reviewed to comply with the requirement. This includes policy, procedure, risk assessments and safe systems of work.
- We will ensure that effective systems are developed with the support of employees to reduce the risk of Moving and Handling injury.
- As an employee you are responsible for following developed systems of work, co-operating with your employer, using equipment provided for your safety and carrying out pre-use visual inspections of the environment and equipment and reporting any defects identified.
- There is no maximum weight limit.
- The nature of the difficulties experienced by our very special pupils, needs to be understood by **all staff** who work as part of a team.
- The correct procedures/practices should be known and adhered to by everyone in order to give consistency of approach and to comply with **Health and Safety Law and Manual Handling Operations Regulations. M.H.O.R.**

What every adult (including parents) needs to know:

- Cromwell High School will inform you of anything you need to know in regards to the Safer Moving and handling of our students.
- Cooperation of parents is essential, especially related to the use of personal slings, which travel home each night and return to school each morning in wheelchairs.
- As a result of **RISK ASSESSMENTS**, detailed **INDIVIDUAL CARE PLANS** are produced. These inform all staff of the procedures to be followed in the various transfers; any special considerations/control strategies; and the most appropriate equipment to be used with individuals.
- Copies of these **CARE PLANS** are held in individual pupil's red files, (which are kept in the pupil's pastoral base) and by the Welfare Manager.
- **CARE PLANS** are updated on an annual basis or earlier if the need arises or individual needs change e.g. a pupil out-grows a size of sling.



We are in full compliance of GDPR coming into force on 25th May 2018. Our updated data protection policies are available at website www.Cromwell.tameside.sch.uk

Please note that CCTV operates on our site and that all telephone calls to and from school are recorded for training and monitoring purposes.



CROMWELL HIGH SCHOOL

'Learning today for a better tomorrow'

Headteacher: A.J. Foord, BA (Hons), MA

Yew Tree Lane
Dukinfield
Cheshire SK16 5BJ
Tel: 0161 338 9730
Fax: 0161 338 9731
Email:
admin@cromwell.tameside.sch.uk

Safer Moving and Handling Policy February 2021

This policy is aimed at employees who undertake moving and handling of inanimate objects and people as part of their daily activity.

This can be used as part of an employee's induction programme.

Introduction

- This policy is intended to underpin good moving and handling practice throughout the school in order to reduce the risk of injury to pupils and staff.
- This policy is intended to meet the requirements imposed on the school by "Health & Safety at Work Act 1974", the "Manual Handling Operations Regulations 1992", as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 and the "Management of Health and Safety at Work Regulations 1999".
- This policy is particularly concerned with pupils who require moving and handling because of a disability. However, the general principles apply to the moving and handling of any inanimate object.

Training

- The school will ensure that the Welfare Manager is trained and accredited as a Moving and Handling risk assessors and staff trainer, and receives refresher training every three years as specified by the training provider R.O.S.P.A

The school will ensure that the risk assessors/trainer provides:

- Basic training/refresher to all members of the staff on an annual basis
- Basic theory training to all new staff through a rolling programme of induction throughout the year
- Practical training to staff as required, including new staff through a rolling programme throughout the year.
- 'on the job' training through a series of 'drop in' observations and consultations during the working day
- Full documentation and records of training. Records of training will be signed by the trainer and the member of staff receiving the training.



We are in full compliance of GDPR coming into force on 25th May 2018. Our updated data protection policies are available at website www.Cromwell.tameside.sch.uk

Please note that CCTV operates on our site and that all telephone calls to and from school are recorded for training and monitoring purposes.

Individual (staff)

- All persons appointed as staff must be sufficiently fit and healthy to undertake physically active duties.
- Any staff members who feel they are not fit and healthy should discuss their needs with their class teacher or Head of Department or Welfare Manager and if necessary the Welfare Manager will complete an individual risk assessment.
- Any staff who are pregnant/breastfeeding and regularly completing manual handling of any kind should have an individual risk assessment to support their main assessment.
- Members of staff will be provided with moving and handling theory training within 6 weeks of being appointed, through a rolling induction programme, which all new staff are expected to attend. Until training has been provided members of staff should not engage in moving and handling activities, unless under the direction and supervision of a fully trained colleague.
- Members of staff **MUST** follow any recommended risk reduction procedures in the Risk Assessment in order to reduce the risk of injury to themselves and the pupils.
- Members of staff should take reasonable care of themselves to maintain and reduce the risk of injury, there are recommendations within the attached appendix "Managing your own back".
- Staff members who join the school team from an agency are unable to participate in Manual Handling at Cromwell High School unless they can produce certification of training from within a year of starting at the school which proves they have received sufficient training in Manual Handling **or have been trained by the Cromwell High Manual Handling Trainer.**

Staff Apparel

- All clothing must be safe, decent and appropriate to their role as a member of staff at Cromwell High School.
- Any clothing that could present as a potential health and safety risk when working with students/pupils e.g. scarves and ties must be removed.
- Appropriate shoes must be worn at all times. They must have flat, not high heels and be closed in at the front and back to protect the feet.
- The wearing of jewellery is not encouraged. Large earrings or any other jewellery such as rings which pose health and safety risks are not permitted unless it is a wedding or engagement ring. Where possible long hair should be tied up during manual handling procedures for both students and staff members.
- If there is any doubt as to the acceptability of any item of clothing, footwear or jewellery, **the Head Teacher's decision shall be final.**

Pupil Healthcare

- **We have pupils in school who will need to remain connected to oxygen or a pump feed but still require positional changes or personal care. These pupils have individual risk assessments in place which are read by all staff who are working with these pupils. The risk assessment details the best way of moving and handling that pupil and their equipment to minimise the risk of any tubes being pulled out.**



- Staff must ensure that they have read and understand the individual pupil healthcare plan and epilepsy plan along with the individual Moving and Handling Plan within the complete care plan.

- Staff are to wear appropriate Personal Protective Equipment (PPE) during the manual Handling of a pupil and are to follow the most current government guidelines to help prevent the spread of Corona Virus. PPE must be changed in-between tending to each pupil. It is essential that staff also follow the current guidelines on handwashing to reduce the risk of cross contamination and infection.
- <https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing>
- <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

- When accessing the pool pupils who have swallowing difficulties or have a risk of aspiration should be closely monitored and have appropriate head support while in the water. If staff have any concerns or need support with the pupils in the water, then discuss this with the Welfare Manager and read the Hydrotherapy Policy.

- Pupils will undergo a review of their handling annually or if their needs change. ● Class teams to inform the Welfare Manager if the pupils needs/abilities change and need updating.

Risk Assessment

- All pupils who require moving and handling will be the subject of regular risk assessments. Ideally the initial risk assessment will take place before admission but otherwise will take place within a week of admission.

- Pupils will not be moved and handled unless a risk assessment has taken place.

- Therapists will be invited to contribute to the risk assessment. As far as possible the moving and handling practices agreed to will be consistent with practices recommended for home use.

- Risk assessment will be undertaken by the nominated risk assessor in conjunction with the staff team that will be responsible for future moving and handling practice.

- Risk assessments will be reviewed annually or whenever circumstances change.

- Class teams to inform the Welfare Manager of any changes/issues that arise.

- Risk assessors will give notice of risk assessment arrangements and publish a programme of re-assessments.

- Risk assessments will be written on the agreed pro-forma and submitted to Evolve for approval.

- The risk assessment will be in the complete care plan in the Welfare Manager copy and a copy provided for the class team which should be kept in the pupil's file in the classroom.

- Two copies will be sent home for parents/carers to sign and return a copy. However, if the Risk Assessment isn't returned within 1 week then the Welfare Manager will put the Risk Assessment into place.

- When planning off site visits please consult the individual moving and handling plan for support to assess the environment is safe and appropriate for students who are wheelchair users and supporting staff.

- Students who use the pool will have a risk assessment completed for use of the pool.



Practice

- The school will provide equipment so that as far as is reasonably practicable manual lifting will be avoided where appropriate.
- Pupils will only be moved and handled using the equipment and techniques described in the “risk reduction procedures” defined within the risk assessment or as shown by a qualified moving and handling trainer.
- Any difficulties or change in circumstances must be reported immediately to the Welfare Manager so that a re-assessment can be arranged.
- After initial training staff are to take ownership of training needs, by informing Welfare Manager if needs change.
- Any observed incidences of bad practice or deviation from the agreed risk assessment plan **MUST** be reported to the line manager and Welfare Manager to be resolved. If a training issue is identified, the Welfare Manager will address this with the individual.
- Unless otherwise assessed staff are to avoid lifting pupils.
- Pupils are not to be carried under any circumstances.

Equipment

- Any malfunction of equipment or incidences involving equipment both personal to the pupil or school must be reported to the **Welfare Manager and Head of Department** and if relevant, the site manager as soon as possible.
- When attending to pupils’ personal care needs bedsides, if available, should be used at all times whilst a student is on the bed.
- Any damage to equipment whether accidental, malicious or otherwise must be reported immediately.

SAFER MOVING AND HANDLING EQUIPMENT

HOISTS:

- Tracking in all rooms as required – under service contract with ‘Carefree lifting’
- Arjio mobile hoists –under service contract
- Lifts at Rayner Stevens High School –service contract –Stannah lifts **(When Cromwell High access Rayner Steven’s)**

VARIOUS: -

- Sliding sheets (various shapes and sizes)
- Handling belts (two sizes)
- Changing beds (height adjustable)
- Shower beds (Tilting and adjustable)
- Beanbags (Various)
- Standing frames (personal named users)
- Special seating
- Slings (personal named and colour coded sizes)
- Blue Medi-Slings (last resort)
- Transfer boards (specific use only)



We are in full compliance of GDPR coming into force on 25th May 2018. Our updated data protection policies are available at website www.Cromwell.tameside.sch.uk

Please note that CCTV operates on our site and that all telephone calls to and from school are recorded for training and monitoring purposes.

WHEELCHAIRS: -

- Manual (dependent user)
- Electric (independent user)

SPECIAL CONSIDERATIONS (For pupil's dependent upon a member of staff pushing their wheelchairs)

1) **When travelling in a** wheelchair or buggy all pupils with special needs should be comfortably seated with all belts/harnesses securely **fastened before the** chair is moved. Clothing should be tucked in, feet correctly positioned on footrests and the general body position checked before setting off. Care should be taken to ensure that fingers cannot become caught in wheels and that legs/arms are inside the dimensions of the wheelchair to prevent injury. Consideration should be given to the floor surface on which the pupil is to be transported as some surfaces offer more resistance than others e.g. thick carpets. A decision to use an alternative route may have to be made after assessment of the particular circumstances. The use of ramps and inclined slopes also needs careful consideration and assessment both from the point of view of the individual pupil 's safety and that of the staff carer pushing the pupil. If the ramp /slope is too steep, pushing a heavy wheelchair and pupil up, may require more strength than the member of staff is capable of coping with, so again an alternative route will be required after assessment of the circumstances. Care must be exercised when going down a slope as the wheelchair/walking frame etc. will gain momentum.

2) Two carers may be necessary for larger wheelchairs/older students. When using ramps and slopes for access to buildings/vehicles etc. staff should ensure pupil and staff safety. Wheelchair user's pupils who are dependent upon staff to push their chairs should not be left unattended on slopes/ramps even if the brakes are applied as brakes may fail or pupils may remove the brakes not realising the potential danger of their position.

3) All belts/straps/harnesses must be correctly applied- failure to do this may harm a pupil in the event of an accident.

4) Brakes must be applied when a wheelchair/buggy is stationary. This is essential for pupil safety. Where two brakes are fitted **both** should always be applied to prevent a chair from turning on a pivot if it is accidentally pushed/moved by another pupil. Brakes on other equipment such as mobile hoists, standing frames, personal seating etc. must also be applied where fitted. If four brakes are fitted then all four brakes must be applied. It is essential to ensure that when equipment is not in use/left empty, **that the brakes are** always applied to wheelchairs/personal seating/standing frames, mobile hoists and stored equipment. This is for the safety of everyone. Even when all brakes are applied on a wheelchair a member of staff must hold onto the wheelchair when on or near a slope or near any other hazard. NOTE the exception regarding brakes is during hoisting when brakes must **not be applied at** the time of raising a pupil.

5) Staff should always check equipment for signs of 'wear and tear damage' and report findings to Welfare Manager.



6) **It is important to** remember that many of our pupils may be prone to falling to the side/forwards when being pushed in wheelchairs or may slip downwards in their seat during transportation (Epilepsy is a common cause) so staff need to be ever vigilant. If it becomes necessary to let, go of the wheelchair for a short time during transportation then always apply the brakes. Remember to tell the pupil what you are going to do before you do it so that they can anticipate your actions.

7) Never rush a manoeuvre when using equipment. If you are unfamiliar with a new piece of equipment, then do not attempt to use it until you have been shown – **IF IN DOUBT - ASK**

8) **If** it is necessary to move a pupil backwards either whilst in their own wheelchair or when being hoisted then always warn the pupil first.

9) **Don't** approach a pupil from behind- it is important to make eye-contact in order to communicate properly. Talk to the pupil as you push them along explaining where you are taking them and why. If you need to stop or turn a corner, then place your hand on the pupil's shoulder (left or right) to reassure/inform them.

10) **Never** lean across a pupil to apply the brakes! It isn't safe for the pupil or for the member of staff concerned - the pupil is likely to get squashed and the member of staff will be in a deep-bending position whilst twisting which is the worst position for their back.

11) When talking to a wheelchair user pupil it is important to remember to bend your knees not your back - crouch down in front of the wheelchair and make good eye contact with the pupil addressing the pupil by name before you make any physical contact - **LOOK - TALK - TOUCH - MOVE!** (This is extremely important for visually/hearing impaired pupils who are also wheelchair user but is good practice generally).

12) Treat all pupils with dignity and respect at all times and be sensitive to their needs - e.g. don't leave a wheelchair user pupil in a sunny position by a window as they may not be able to move away independently.

13) Know how to fold/unfold wheelchairs, operate catches/tilting levers and how to negotiate kerbs safely. **If in doubt specialists can be contacted by the Welfare Manager to offer advice.**
REMEMBER: - When moving me I need people who know what they are doing! Please ask advice from staff who know me well because I feel very insecure when handled in different ways. (Pupil request)

SPECIAL CONSIDERATIONS for pupils who are independent wheelchair user.

1) It is important to remember that pupils who are independent (electric) wheelchair users are capable of following instructions and making their own decisions regarding the propulsion of their wheelchairs and the negotiation of obstacles around the school environment. It is the duty of staff to ensure that independent wheelchair users are given clear instructions regarding the safe operation of their wheelchairs, both for the benefit of themselves and others in close



proximity. **SPEEDING in wheelchairs is not allowed!** A risk assessment may be necessary for new users to electric wheelchairs to ensure their safety. The Welfare Manager and the Head of Department will make the decision if a risk assessment is needed and will write this together or may write this with the relevant member of the class team. On some occasions staff may be required to operate an electric wheelchair, it is essential that the staff member operating the electric wheelchair has read the operational guidance or had a handover from a member of staff who has who can handover to operate this safely. It is very important to know how to stop the electric wheelchair quickly should the need arise. Students using their electric wheelchair are not allowed to enter the hydrotherapy pool area in this and should have been transferred to their manual wheelchair before entering the pool area.

2) Staff should remember that all pupils should be encouraged to complete manoeuvres/transfers themselves, where possible, which is therefore better physiologically, psychologically and therapeutically

3) Don't approach an independent wheelchair user from behind - it is important to communicate at eye-level whilst facing the pupil. (Staff will find it easier to 'turn' on some of the narrow school corridors and the pupil may not quite have mastered the skill of rotating their wheelchair on the spot.)

4) Never assume that a pupil is being uncooperative if he/she doesn't respond to a given request straight away - he/she may be trying to comply but might need a little more time - patience is needed here. Be prepared to wait and offer positive encouragement/rewards and conversation. LOOK - TALK - ASK - HELP! If the pupil is having difficulty completing a manoeuvre, ask if they require help before physically helping. They may resent staff interference preferring to continue to try to complete it by themselves. If it is apparent that the pupil is in real difficulty/causing an obstruction etc. then staff should offer to help or go and get help if they are unfamiliar with the wheelchair controls.

5) **Treat** all pupils with dignity and respect at all times remembering that independent wheelchair users may be sensitive about their condition as they may not always have been confined to a wheelchair and could be having difficulty coming to terms with their present position

CONSIDERATIONS FOR PUPILS USING SPECIAL SEATING

Classroom chairs are not to be used for transportation around school - they are for use within a room or the rooms next door to each other unless specified differently on department lists. Most of these chairs are fitted with small castors, which can make them more difficult to move over

carpet grips, thresholds and uneven surfaces, which offer resistance. These factors dictate where

these chairs can be used/moved. If in doubt check before moving.

Many of these chairs have tilt mechanisms and detachable work trays. Staff should be familiar with the safe operation of these. Check with therapists if in doubt or if a pupil is given a different type. Work trays are used in classrooms for a variety of activities, and as such, are not



hygienic and

should not be used for eating purposes unless they have been cleaned using anti-bacterial liquid.

The turning space required for some of the larger classroom chairs is greater than that available on some of the narrower corridors so staff should check that turning is possible using the empty chair before trying to turn the chair with the pupil in it. Adjustments to the locations where the chair can be used will have to be made if turning is not possible.

A few classroom chairs are fitted with leg extensions, which prevent pupils who tend to rock, from tipping their chairs. Whilst these are safer for the pupils who sit in them, they are potentially a trip hazard for other pupils and staff. Care must be taken to position them in as safe a place as possible and the class teacher should make all people in the room aware of the presence of leg extensions on any equipment.

HOISTS: -

Procedure for Hoisting: - This is always completed by two members of trained staff together.

- **Introduce** the hoist at the last moment to reduce the chance of intimidating the pupil and to give yourself more room to work.
- **Ensure** the spreader bar and the legs are in the correct position.
- **Select** the named sling that is of the right type/size/colour for the pupil and the task, ensuring it is in good condition after visual inspection.
- **Take** care to ensure that the sling is the right way round.
- **If** the pupil/student doesn't have a personal sling (usually in a moulded seat) then it will be necessary to position the sling behind the pupil's back.
- **Care** must be taken to ensure that the bottom seam is level with the pupil's coccyx and that the pupil is not sitting on the material, as this will make removal much more difficult.
- **Position** the leg pieces under the outside of the thighs and gently ease the leg pieces' forwards to the correct position.
- **The** leg attachments should come from between the knees and the shoulder straps should be level with the pupil's shoulders.
- **Arjo** slings have 4 connection points. All 4 must be properly connected in the right place. The order you connect them is not important. **DOUBLE CHECK** they are secure.



We are in full compliance of GDPR coming into force on 25th May 2018. Our updated data protection policies are available at website www.Cromwell.tameside.sch.uk

Please note that CCTV operates on our site and that all telephone calls to and from school are recorded for training and monitoring purposes.

- **Ensure** there are no wrinkles or creases in the sling especially under the legs - this is easier when part of the pupil's weight is taken by the hoist.
- **With** electric hoists, encourage pupils to control the up and down motion themselves where possible, taking care to supervise this whilst giving clear instructions.
- **The** centre of gravity of someone sitting down is different from that when suspended in a sling. It is essential to have the brakes **off** the wheelchair and the hoist when going up to allow them to move towards each other equalising the centre of gravity under the centre of the spreader bar. When going down it is vital that the brakes are **on** the wheelchair. It may also be necessary to place the wheelchair back against the wall or for another person to steady the wheelchair whilst lowering the pupil into it.

VARIOUS

Slings:

- Staff are responsible for visual inspection of all slings prior to use. Any defect should be reported to the Welfare Manager and the sling handed over to be condemned.
- All slings should only be washed as per instructions and should never be placed in tumble-drier.

Changing beds/shower beds.

- Changing beds/shower beds have been provided and are also serviced on contract.
- All changing beds/shower-beds /shower- chairs are housed in bathrooms/changing areas/pool area.

Sliding Sheets.

- These are available in changing rooms in a variety of sizes and specifications. They are essential aids in reducing or eliminating manual lifting.

Handling belts

- A limited number of these are available in school for specific procedures and are allocated to pupils based on need.
- Handling belts must not be used to support the body weight of pupils who have poor weight-bearing skills or who are prone to 'dropping' to the floor unexpectedly.

SAFER GENERAL MOVING AND HANDLING

Shelving

- Care should be taken not to place heavy objects on top shelves. If it is necessary to remove items from high shelves, then stepladders should be used and a second person



We are in full compliance of GDPR coming into force on 25th May 2018. Our updated data protection policies are available at website www.Cromwell.tameside.sch.uk

Please note that CCTV operates on our site and that all telephone calls to and from school are recorded for training and monitoring purposes.

should be in attendance to receive the items one at a time.

- Never use a chair instead of stepladders.
- FIXED shelves should always be used in classrooms as loose ones can cause accidents.

Computers

- Care must be taken to ensure that all computer items are firmly in place on the trolley before it is moved and that there are no trailing leads etc.
- If the trolley is of the larger adjustable type, then two people should move the trolley together.

Parcels etc.

- These should be visually checked, pushed with the foot to determine weight/centre of gravity and only picked up using SAFER MOVEMENT TECHNIQUES (crouched position) if you feel it is within your capability to do so. If not, then get help.
- Parcels should then be placed on a trolley/buggy/wheelchair etc. and wheeled to the destination not carried LONG DISTANCES!
- Large boxes/parcels should be moved by the caretaker using appropriate trucks and must not be moved by staff

Pushing and Pulling

- Always push instead of pulling if you can.
- Lean in the direction you are going standing with one foot forward and knee slightly bent - when pushing, your front foot safeguards your balance.
- Remember to keep your back in the natural position and let your thigh muscles and body weight do the work for you.

Storing

- Don't keep frequently used items in base-unit cupboards/top cupboards as this will prevent you from repetitive deep bending and straining your back over time by over-reaching/stretching.
- If you do need to reach an item from a low cupboard, then crouch or kneel instead of bending your back. Use a stepladder to reach items from high shelves.

Monitoring

- The Welfare Manager will meet once a week with the care team in order to review and discuss any relevant issues and general practice in school. The Welfare Manager will meet once a term with the class TA3 to discuss the pupils Individual Moving and Handling Plan for the students in their class.
- The policy will be reviewed every year or in the light of new regulations.

Emergency Situations

- The regulation of manual handling tasks does not apply in genuine emergency situations i.e. assistance should be offered if someone is in imminent danger of drowning or in danger from a collapsing building. However, many untimely situations, such as a pupil with epilepsy having a



We are in full compliance of GDPR coming into force on 25th May 2018. Our updated data protection policies are available at website www.Cromwell.tameside.sch.uk

Please note that CCTV operates on our site and that all telephone calls to and from school are recorded for training and monitoring purposes.

seizure or standard fire evacuation is **NOT** considered an emergency because it is foreseeable and safe systems of work can therefore be planned.

- In the event of an emergency evacuation from the pool emergency procedures should be followed:

Fire alarm/intruder alert;

follow directions as per the fire evacuation procedure.

Medical emergency while changing;

follow the pupil's healthcare plan if they experience a medical emergency whilst in the changing room as you would if they were in the classroom.

Medical emergency while in the water;

continue to follow the pupil's healthcare plan while in the water if it is safe to do so. Evacuate any other pupils from the water to maintain dignity to the pupil. Follow the Hydrotherapy policy and procedure.

Appendix to Moving and Handling Policy

“Managing Your Own Back”

1. Improve your posture, use a stable base as appropriate, feet shoulder width apart, flexed knees, short levers, head facing the direction of travel, keep close to your load. Avoid twisting and stooping and all awkward postures.
2. Get in Shape – take up gentle exercise like swimming – just 20 minutes three times a week is adequate. This will strengthen your abdominal and back muscles to support your spine and strengthen your joints.
3. Excess weight exerts a constant pull on the back muscles with subsequent weakness in the abdominal muscles, which will increase your risk of back problems.
4. Sit with your knees lower than your hips. Keep your feet flat on the floor. Use a cushion or backrest to maintain correct curves of your back.
5. Rest your back muscles – do you have a firm but comfortable mattress?

IN SUMMARY:

- Get fit
- Take gentle regular exercise
- Correct your posture



We are in full compliance of GDPR coming into force on 25th May 2018. Our updated data protection policies are available at website www.Cromwell.tameside.sch.uk

Please note that CCTV operates on our site and that all telephone calls to and from school are recorded for training and monitoring purposes.

- Rest your muscles
- Look after your back



We are in full compliance of GDPR coming into force on 25th May 2018. Our updated data protection policies are available at website www.Cromwell.tameside.sch.uk

Please note that CCTV operates on our site and that all telephone calls to and from school are recorded for training and monitoring purposes.