



PUPIL HANDLING RISK ASSESSMENT



Assessment Date: _____

RE-ASSESSMENT DUE:
 Annually or when there is a change in equipment, setting, child/young person's needs or any circumstance affecting handling. Any change in circumstances must be communicated immediately to the Qualified Manual Handling Risk Assessor.

NAME	DOB	M/F	
SCHOOL / SETTING			
Print Name(s)	Present at assessment	Signature(s)	Date
QUALIFIED RISK ASSESSOR Name: Contact Details:			
PHYSIO/OT Name(s):	Yes No		
TA Name(s):	Yes No		
Pupil I have taken part in this handling assessment and agree to the handling plan <div style="text-align: center; margin-top: 10px;"> </div>	Yes No	Pupil signature or mark	
Parent/ Carer Name(s):	Yes No		
Head Teacher/Manager Name:			

Summary of Warwickshire Manual Handling Guidelines

Health and Safety at Work Act, 1974.

Employers Responsibility

Under Section 2 of the Health and Safety at Work Act 1974 (HSWA) employers have a duty to safeguard the health, safety and welfare of their employees, as far as is reasonably practicable.

Under Section 3 of HASWA employers have a duty to safeguard the health, safety and welfare of others, affected by their undertaking, as far as is reasonably practicable.'

Employees Responsibility

Under Section 7 the employees have to take reasonable care of his or her own health and safety and also that of other people who may be affected by the employee's act or failure to act.

Manual Handling Operations Regulations, 1992

Employers Responsibility (Regulation 4) Avoid, Assess, Reduce, Review.

To **avoid**, where possible the need for manual handling, where it is not possible an **assessment** of risk is required to **reduce** the risk to the lowest level reasonably practicable. This will be **reviewed** periodically and/or where the assessment becomes invalid or there is significant change.

Employees Responsibility

Each employee while at work shall make full and proper use of any system of work provided for their use by their employer in compliance with Regulation 4.

The formal pupil specific risk assessment **MUST** be carried out by a competent handling trainer who has qualified with an organisation recognised by Warwickshire County Council. This assessment should demonstrate a balanced approach to the legal frame work that embeds manual handling and the needs and opinions of the pupil.

All staff or volunteers carrying out manual handling following the formal risk assessment::

- Must have received a practical and theory based training program from the manual handling trainer, including any equipment being used.
- Must be responsible for their own physical ability to carry out manual handling and must alert their line manger immediately if they are unable to do so. (including pregnancy)
- Must carry out their own informal risk assessment before every handling task:
 - Environment
 - Load
 - Individual capacity
 - Task
 - Equipment
 - And other.
- Must wear appropriate clothing for the task
- Must have the compliance of the pupil to carry out the task
- Must alert the handling trainer immediately if there are **any** changes to the formal risk assessment including the pupil's physical capabilities, equipment, environment, health, or opinions as to how the handling is carried out

- All **accidents** and **near miss accidents** must be recorded by the school following WCC accident/incident reporting policy and guidelines and the handling trainer notified immediately

Pupil's Physical Capability		
Disability:		
Medical Needs:		
Weight without aids	Height	History of falls Y/N
Any additional weight eg body brace		



Tick the appropriate boxes and add a comment if required.

Ability to use each body part	Fully	Partially	Not able to
Upper Right limb			
Upper Left limb			
Lower Right limb			
Lower Left limb			
Left wrist			
Right Wrist			
Left foot			
Right foot			
Trunk Control			
Head Control			
Weight Bearing			
Able to balance when standing			
Able to balance when sitting			

Other documentation for the handler to be familiar with:

Documentation	Where it is kept
PEEP	
Individual Risk Assessment	
Care Plan	

Equipment

(Delete/add the equipment used in the handling plan)

A service is the requirement of the manufacturer of the equipment or legislation to ensure the equipment is kept in a safe working order					An assessment for appropriateness of use is carried out by a professional who recommended the equipment/has professional knowledge of the equipment to ensure it continues to meet the child or young person's need.			
Equipment	Contact if equipment is faulty.	Service Date	Service Due	How is the service organised?	Assessment for appropriateness of use carried out by:	Assessment date	Assessment Due	How assessment is organised
Seating:								
Wheelchair								
Standing frame:								
Standing frame:								
Splints								

Infection control:

Equipment	Single Use	Shared use	Management of infection control/ cleaning etc.

Mental/physical state which may increase risk to handler

Is there a risk to the handler or pupil from:	Yes	No	Comments
Hearing impairment			
Visual Impairment			
Communication methods			
Unpredictable Behaviour			
Uncooperative Behaviour			
Aggressive Behaviour			
Frustration Impatience			
Confusion			
Unconscious/semi-consciousness			
Standing balance			
Sitting balance			
Involuntary movements			
Muscular Spasm			
Muscular Stiffness			
Muscular Weakness/low tone			
Paralysis			
Catheters Oxygen Feed lines etc in situ			
Internal pumps e.g. Baclofen pump			
Pain			
Incontinent - Urine Faeces			
Lack of sensory awareness e.g. touch			
Skin condition			
Child's clothing			

Other - areas of concern increasing risk to handler

Environmental Issues:

CLINICAL REASONING FOR HANDLING PLAN

The clinical reasoning gives the reader the opportunity to understand the thought process of the assessor: how a decision was reached may then be clearer and available for others in the future.

Reason for Manual Handling Risk Assessment

• Task:	Risk from Environment High Medium Low	Risk to Handler(s) High Medium Low	Pupil's views considered Yes No
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• Task:	Risk from Environment High Medium Low	Risk to Handler(s) High Medium Low	Pupil's views considered Yes No

• Procedure in the event of a fall	Risk from Environment High Medium Low	Risk to Handler(s) High Medium Low	Pupil's views considered Yes No
• Procedure in the event of equipment failure	Risk from Environment High Medium Low	Risk to Handler(s) High Medium Low	Pupil's views considered Yes No
Handling for Personal Emergency Evacuation Plan (PEEP)	Risk from Environment High Medium Low	Risk to Handler(s) High Medium Low	Pupil's views considered Yes No
CAR/TRANSPORT	Risk from Environment High Medium Low	Risk to Handler(s) High Medium Low	Pupil's views considered Yes No
OTHER EG SWIMMING, RIDING, TRAMPOLINING ETC.	Risk from Environment High Medium Low	Risk to Handler(s) High Medium Low	Pupil's views considered Yes No

HANDLING PLAN

- Remember to include what occurs in the event of a foreseeable emergency

• Task:	No of staff:	Equipment needed:
• Task:	No of staff:	Equipment needed:
• Task:	No of staff:	Equipment needed:
• Task:	No of staff :	Equipment needed:
• Task:	No of staff:	Equipment needed:
• Task:	No of staff:	Equipment needed:
• Task:	No of staff:	Equipment needed:
• Task:	No of staff:	Equipment needed:
• Task:	No of staff:	Equipment needed:

• Procedure in the event of a fall	No of staff:	Equipment needed:
• Procedure in the event of equipment failure	No of staff:	Equipment needed:
Handling for Personal Emergency Evacuation Plan (PEEP)	No of staff:	Equipment needed:
CAR/TRANSPORT	No of staff:	Equipment needed:
OTHER EG SWIMMING, RIDING, TRAMPOLINING ETC.	No of staff:	Equipment needed:

Pupil has given permission to use any photographs included in the handling plan yes no
Parent/carer has given permission to use any photographs included in the handling plan yes no
Pupil comments, if required:

RECORDS NEED TO BE KEPT FOR 6 YEARS

Overhead tracking and high / low beds are a school responsibility.

If the school buys into Warwickshire County Council indemnity scheme this equipment is covered in this contract, other schools must organise their own servicing.

Comments:

Including additional training organised etc.