

## **Manual Handling and Physical Development Role**

### **1. Regulatory**

- To be well informed about all legislative and regulatory requirements in relation to safe working practices for staff and the manual handling needs of all young people supported at Wilson Stuart School, and to remain up to date with these requirements.
- To ensure all regulatory requirements are implemented and embedded into everyday practice, proposing changes to relevant policies, procedures and paperwork where required.

### **2. Physical Development:**

- To implement a timetable of support for standing, physio and mobility programmes across all areas of school.
- Supporting pupils and staff with transitions and transfers for preparing for adulthood (PFA).
- To work as part of the Move Team and support the co-ordination and delivery of the Move programme and use of the Move Room across school.
- Link with physio around programmes/equipment and manual handling needs of students.

### **3. Manual Handling Assessments:**

- To complete a young person's initial/first Manual Handling Assessment and to model good practice.
- To follow and contribute to systems in place which monitor that safe MH requirements for young people are completed and up to date according to current requirements.
- To ensure that all manual handling assessment paperwork and care plans are in compliance with regulatory requirements and best practice guidance.
- To contribute to a log of all manual handling assessments for all young people, including assessments for specific activities.
- To follow and contribute to systems that ensure young people's manual handling assessments are kept up to date and logged by the appropriate staff. To monitor this and highlight any problems to relevant line managers.

### **4. Training:**

- To deliver practical Manual Handling training for staff and contribute to the development of a Competency Framework that can be delivered by suitably experienced staff.
- To provide reports and information on risk assessments, safety checks, out of date training and any other issues relevant to safe manual handling procedures.
- To keep senior managers informed of any concerns or risks in relation to manual handling.
- All Staff training to be logged on the school appraisal / performance management system for individual CPD records.

### **5. Support to staff:**

- To address Manual Handling difficulties identified by staff as they arise, and manage/monitor changes to check their effectiveness.
- To provide a regular drop-in surgery for staff to respond to questions and problems as they arise.
- To make a final decision on best practice or appropriate techniques or equipment where there are differences of opinion between staff.
- To advise staff on back care/lifting and handling best practice.

## **6. Equipment – Hoists/Slings:**

- To support in the efficient use of equipment and sling budget delegating resources to each department area.
- To support in the purchase and storage of slings, contributing to an inventory accessible to staff and the recording items on the Asset Register with Medaco.
- To support with the sling safety check process and to ensure accurate records are maintained.
- To maintain knowledge of commercially available slings, moving and handling equipment and suppliers.
- To maintain and regular check all equipment and organise repairs when required through school suppliers Medaco in conjunction with Manual Handling Lead and Site Team.

## **7. General Duties:**

- To model excellent practice and maintaining the currency of all required qualifications and through CPD being well informed about development in the field and undertaking new qualifications as required.
- To prepare reports and attend meetings as and when required (Admissions)
- Understanding and abiding by health & safety guidelines and ensuring others do the same.
- Maintain confidentiality of information regarding children and young adults at all times.
- To attend regular supervision sessions with line manager and undertake relevant training as and when required.

## **8. Professional Duties:**

- Undertake all induction and mandatory training in Wilson Stuart School and any other appropriate training as required.
- To develop good working relationships with all members of staff and with our Young People where appropriate.
- To participate annually in Performance Management reviews.
- At all times to work within the confines of Wilson Stuart School confidentiality of information policy and protect information held on both staff and pupils, both paper and electronic exercising discretion, tact and diplomacy.
- Complying at all times with Wilson Stuart School policies and procedures including the Code of Conduct.

To undertake any other task that may be reasonably asked of you by your line manager, which can include covering in a classroom or personal care facility.