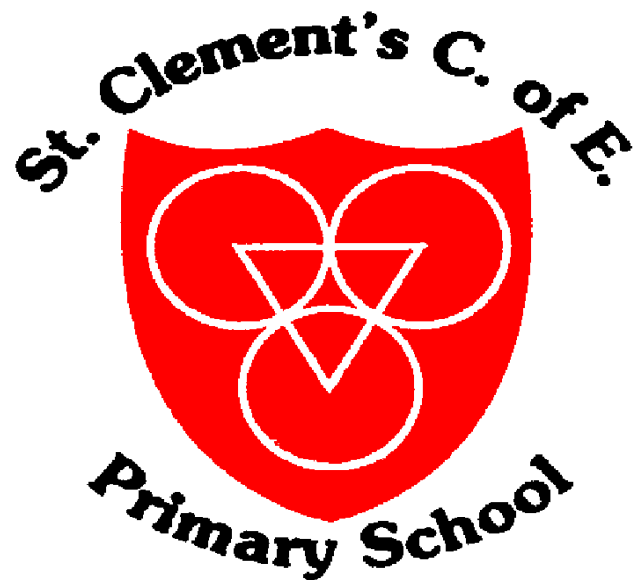


# St Clement's C.E Primary School

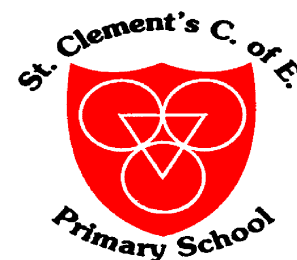


## **Moving and Handling Children and Young People with Mobility Needs in School**

Reviewed by ZL & LS (H&S Leads): January 2023

Approved by JP: February 2023

Review date: January 2026



### **Growing Together To Let Our Light Shine**

**John 3:18 *'Little children, let us not love in word or talk but in deed and in truth.'***

### **Mission Statement**

**We encourage and inspire children to aim high and challenge themselves in everything they do.**

***As a compassionate, Christian school, we are strong in our faith. We believe in love and forgiveness and are thankful for the opportunities we have to live and learn in our community.***

### **Our Christian Values Reflected In This Policy**

**Faith**

**Hope**

**Love**

**Respect**

**Thankfulness**

**Forgiveness**

**Compassion**

### **DDA STATEMENT**

**At St. Clement's we will aim to:**

- **Promote equality of opportunity between disabled people and others.**
- **Eliminate discrimination that is unlawful under the Act.**
- **Eliminate harassment of disabled pupils that is related to their disabilities.**
- **Promote positive attitudes towards disabled people.**
- **Encourage participation by disabled people in public life.**
- **Take account of a disabled person's disabilities, even when that involves treating a disabled person more favourably than another person.**

### **Rights Respecting School Link to Articles:**

**3, 8, 12, 13, 14, 16, 17, 23, 27, 28, 29, 30, 31, 32, 36, 39,**

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# **A Model Policy for Moving and Handling Children and Young People with Mobility Needs at St Clements C of E Primary School**

**This model policy does not constitute formal legal guidance. As a potential provider of moving and handling support, an individual school is ultimately responsible for its own procedures and compliance within the legislation listed below.**

## **1. Statement of Intent**

St Clements C of E Primary School recognises its duties to both provide access to the curriculum for children and young people (CYP) with mobility needs and to ensure the health, safety and welfare of its employees, CYP and others affected by moving and handling activities as far as is reasonably practicable.

The policy covers the moving and handling of CYP with mobility needs in schools. It highlights the balance between maintaining the duty of care the school has for keeping CYP safe against ensuring that employees are competent, resourced and equipped to practice high standards of moving and handling.

The primary intention of this policy is to prevent injury to employees and/or CYP. It will also provide a framework to assist schools in the implementation of the policy.

This 'Moving and Handling of CYP with Mobility Needs in School Policy' complies with the requirements of:

- The Manual Handling Operations Regulations 1992 (MHOR),
- The Health and Safety at Work Act 1974,
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR),
- Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Equality Act 2010.

This policy applies to all employees employed directly by the school involved in moving and handling activities for CYP with mobility needs. Staff not employed directly by the school **SHOULD ONLY** be involved in moving and handling of CYP with mobility needs in school if they have received appropriate training.

This policy will be reviewed every 3 years or sooner if required. The Headteacher takes responsibility for overseeing effective implementation of this policy on a day to day basis.

## **2. Aims of the Policy**

The overall aims of the policy are to:

**Ensure full access to the curriculum** and participation in the life of the school for CYP with mobility needs and maintain their dignity and right to privacy. Within the limits of their ability, CYP should be encouraged to move independently and to take responsibility for their own safety as well as that of others.

**Implement and maintain safe systems of work** through risk assessment and development of Moving and Handling Plans that give clear operational procedures to ensure safe practice for CYP and/or employees.

## **3. Definitions**

**Manual Handling:** According to the Manual Handling Operations Regulations 1992, manual handling means:

“any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force,” and extends to the force required to move or restrain any animate or inanimate object. It also includes “any twisting, bending, stretching or other awkward posture you may get in whilst doing a task”.

**Moving and Handling Risk Assessment:** a document which identifies what could cause harm during a moving and handling activity, the risk of potential injury and ways the risk can be reduced.

**Moving and Handling Plan:** a written plan for CYP that details the safe handling procedures for specific moving and handling activities.

## **4. Roles and Responsibilities**

**Schools have a legal duty to:**

- **Make arrangements to provide appropriate training for all staff involved in the ‘moving and **handling**’ of CYP in school;**
- **Carry out risk assessments of all hazardous or potentially hazardous moving and handling activities and to avoid or reduce the risks as far as is reasonably practicable.**

Ref: The Manual Handling Operations Legislation (1992) Amended 2004 and the Health and Safety at Work Act (1974)

### **4.1 Governor and Headteacher Responsibilities**

Ensure there is a named designated person with lead responsibility for implementing the moving and handling policy and practice in school on a daily basis. The named designated leads in this school are Mrs Z Law & Miss L Steeles.

Ensure that employees who carry out moving and handling activities are competent, capable and appropriately trained.

Ensure there are sufficient staff trained to adequately support the needs of CYP with mobility needs in school.

Provide regular refresher training (at least every 12-18 months) for all employees involved in supporting the moving and handling of children and young people with mobility needs.

Maintain and update records of employees receiving moving and handling training.

Ensure all employees are aware of their responsibilities in the full implementation of moving and handling legislation, policies and assessment procedures.

Ensure the provision of appropriate mechanical aids/equipment as recommended in the moving and handling risk assessment and moving and handling plan.

Ensure any equipment used in school for the moving and handling of CYP is safe and available for use, e.g. charged up, checked at required intervals, serviced and faults reported according to Lifting Operations and Lifting Regulations, 1998 (LOLER).

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 activities.

Monitor all accidents and incidents and ensure they are recorded using agreed systems (please specify agreed system).

Ensure all employees are aware of this policy and have read and understood relevant risk assessments, moving and handling plans and any personal emergency evacuation plans including those carried out off site such as during trips, visits, swimming lessons and residential.

#### **4.2 Designated Lead Responsibilities**

Identify the pupils in school who require support with moving and handling.

Ensure all pupils requiring support with moving and handling have full access and participation in the life of the school and have a right to dignity and privacy.

Oversee and monitor that safe systems of work (Moving and Handling Plans) are implemented and moving and handling plans are followed.

Ensure that operational and organisational systems support safe practice and safe use of equipment.

Maintain records of staff training and equipment checks and ensure it they are kept up to date.

Ensure moving and handling plans are regularly reviewed and updated as appropriate.

### 4.3 Employee Responsibilities

**Employees have a legal duty to:**

- **Take reasonable care of the health and safety of themselves and others who may be affected by their actions (colleagues, parents, children and young people, other professionals in school)**
- **Be aware that they are responsible for their actions and omissions in practice. Employees must be aware that they can be in breach of the Health and Safety at Work Act 1974 if they don't comply with their responsibilities.**

Ref: Health and Safety at Work Act 1974

All employees must be aware of their role and the role of others in ensuring that moving and handling policies and procedures are followed to develop and maintain safe working practices.

Undertake any specified training in order to fulfil their duties and NOT carry out moving and handling duties without receiving appropriate moving and handling training.

Evaluate their individual capability to carry out moving and handling activities prior to undertaking any such tasks. (Use the **Staff Individual Capability** proforma in the appendices).

Monitor and report any changes (temporary or permanent) which may affect their **individual capability** to carry out moving and handling activities to the Headteacher/line manager/named designated lead (e.g. any medical conditions including pregnancy).

Co-operate with the Headteacher to allow him/her to comply with health and safety duties.

Follow the moving and handling plans agreed and written for each CYP.

Report any accident or incident to the named designated lead and record it appropriately according to school procedures (*Specify procedures and link to other policies where relevant*).

### 5. Dressing for Safety

Staff involved in moving and handling should wear appropriate clothing and footwear to ensure their own and pupils' safety.

### 6. Staff Training

**Schools have a legal duty to:**

- **Ensure that all employees who undertake moving and handling activities and care for children/ young people with mobility needs receive relevant training in safer handling techniques.**

Ref: Moving and Handling Regulations (1992)

Moving and handling training provided for staff working with CYP with mobility needs in school should:

- Focus on the safe moving and handling of children and young people;
- Include instruction on safe handling techniques, back care and relevant legislation;
- Include practical training on safe use of specialist equipment and implementation of safe handling techniques;
- Cover the identification of hazardous handling situations and procedures to be followed when unsafe handling is observed;
- Provide skills that will enable staff to recognise when changes need to be made to existing moving and handling plans due to changes in circumstance affecting either the employee or the CYP.

Employees should not undertake or assist in any moving and handling activities or use handling equipment until they have received training.

Following training it is good practice for employees to work with an experienced member of staff.

It is good practice for training to be updated every 18 months to 2 years according to the Health and Safety at Work Act, 1974.

## **7. Risk Assessment**

**Schools have a legal duty to:**

- **Avoid any hazardous moving and handling where possible.**
- **Where is it NOT possible to avoid moving and handling activities it is necessary to assess those moving and handling activities that cannot be avoided**
- **Reduce the risk of injury associated with the moving and handling activities as far as is reasonably practicable**

Ref: Manual Handling Operations Regulations (1992)

When a moving and handling need is identified for a child or young person, an individual risk assessment **MUST** be carried out.

A risk assessment must be carried out **before** the employees and/or CYP are put at risk and **MUST** take account of risks both to the employees and the children and young people.

The risk assessment should be carried out by staff who have received appropriate and sufficient training and in conjunction with school employees responsible for carrying out the moving and handling activities.

The risk assessment should:

- Identify any hazards that have the potential to cause harm during a moving and handling activity e.g. transferring a pupil from wheelchair to chair;
- Decide who might be harmed and how;



- Evaluate the risks and decide on ways to reduce the level of risk.

**ALL** risk assessments and moving and handling plans should be clearly recorded and available for reference at any time.

Risk assessments of moving and handling activities should be completed using **TILE (See further guidance in Appendix 1)**:

- **T**ask - what physical actions are carried out by the handler to complete an activity e.g. pushing, pulling, twisting and the frequency of repetition of the movements.
- **I**ndividual - who is doing the moving and handling and any factors affecting this such as confidence, health problems, pregnancy and training.
- **L**oad - who is being moved during the activity, that is the impact of the individual needs of the CYP such as muscle tone, communication, vision or hearing impairment, impact of other medical conditions.
- **E**nvironment – where is the activity taking place and the impact on the moving and handling task such as space, floor conditions.

There are many examples of factors impacting on TILE which must be considered on an individual basis.

## **8. Moving and Handling Plans**

Once a risk assessment has been carried out, actions taken to manage the relevant risks should be documented as a 'Moving and Handling Plan'.

This will detail;

- Specific training appropriate to the moving and handling activity;
- What specialist equipment is required;
- Staffing levels and safe moving and handling techniques.

## **9. Review of Risk Assessments and Moving and Handling Plans**

Risk assessments and Moving and Handling Plans should be reviewed and updated on a regular basis, as appropriate to the needs of the CYP, staff and environment. As a minimum this would be annually but more regularly if there are any significant changes to any of the TILE factors outlined above.

## **10. Managing Moving and Handling Equipment**

The moving and handling plan will identify any aids and equipment required to support the CYP safely. Where equipment is used it should be suitable for the moving and handling activity.

**ALL** employees using moving and handling equipment **MUST** be trained in its use. Training on safe use of equipment should be part of mandatory moving and handling training.

Headteachers must ensure all lifting equipment and accessories such as hoist, slings, changing beds are thoroughly examined by a competent person every 6 months in accordance with the Lifting Operations and Lifting Equipment Regulations, 1998 (LOLER) and maintained as required by the Provision and Use of Work Equipment Regulations, 1998 (PUWER).

A record of the maintenance and the certificate of the examination of lifting equipment and accessories must be kept on the premises.

All equipment must be kept clean and hygienic.

Employees should undertake a visual inspection of equipment prior to each use and be informed if they are not to use any equipment if it is defective. In the event of any fault being identified, the equipment should be labelled “**DO NOT USE**” taken out of use immediately and brought to the attention of the Headteacher/named designated lead for moving and handling in school.

### **11. Managing Emergency Situations**

CYP who require assistance when moving for the purposes of emergency evacuation should have a personal emergency evacuation plan (PEEP) which should be available to all employees (See sample PEEP proforma in the appendices.)

It is the responsibility of Mrs Z Law or Miss L Steeles to ensure that a PEEP is completed.

### **12. Managing Moving and Handling Off the School Site**

CYP who require moving and handling support during the school day are likely to also need support during off site trips, visits and residential. Risk assessments for off-site trips, visits and residential must specify how safe moving and handling will be achieved. Please see the LOIS sample risk assessment proformas for guidance (See Appendix 2).

It is the responsibility of the Mrs Z Law or Miss L Steeles to ensure that these are complete.

### **13. Reporting Concerns or Unsafe Practice**

Any concerns identified which may require changes to be made to the risk assessment and moving and handling plan should be reported immediately to the named designated lead with responsibility for moving and handling in school.

### **14. Requesting Specialist Advice on Moving and Handling**

School may identify the need for a moving and handling risk assessment to be carried out by a ‘moving and handling’ specialist.

Examples include:

- Where a new pupil arrives in school with mobility support needs,
- Where the current risk assessment and moving and handling plan require changes that cannot be determined by the designated named lead in school for moving and handling;
- Where advice is required to implement safe handling techniques;
- Where there is a need for new specialist equipment to be used such as hoist, toileting equipment.

School can access specialist advice from the LOIS multi agency team.

Where a specialist moving and handling risk assessment is required then the 'Referral for a Specialist Risk Assessment' form should be completed by the named designated lead in school. The form is available on the SchoolsHub or on the Lancasterian school website on [www.lancasterian.manchester.sch.uk/lois](http://www.lancasterian.manchester.sch.uk/lois) by contacting the LOIS multi agency team by email.

### **15. Therapeutic Moving and Handling Tasks**

Some CYP with more complex mobility needs may also require moving and handling in relation to the implementation of a physiotherapy programme. These types of activities may include:

- use of a standing frame
- use of a mobility aid
- physiotherapy exercise or stretching programme
- postural management programme.

ALL of these activities will be risk assessed by the physiotherapist making the recommendation and will be carried out by school staff following the physiotherapist's direction and training.

ONLY named and trained staff who have been signed off as competent by the physiotherapist should implement any therapeutic moving and handling tasks.

### **16. Policy Information and Review**

Information about ratification of the Policy for Moving and Handling of Children and Young People with Mobility Needs in School including signatures and review dates, can be found on the front cover of this document.

## **APPENDICES**

**APPENDIX 1      Assessing individual Staff capability**

**APPENDIX 2      Guidance on TILE**

**APPENDIX 3      Sample Risk Assessment Proforma for Daily Functional Moving & Handling Activities in School**

**APPENDIX 4      Sample Daily Functional Moving & Handling Care Plan Proforma**

**APPENDIX 5      Sample Specialist Equipment Provision Proforma**

**APPENDIX 6      Contact Details for Advice and Support from the Lancasterian Outreach and Inclusion Service (LOIS)**

# APPENDIX 1

## Assessing Staff Individual Capability

All staff involved with moving and handling activities must have received basic moving and handling training as well as training specific to the needs of the child/young person.

Staff involved in moving and handling should wear appropriate clothing and footwear to ensure their own and pupils' safety.

Staff carrying out moving and handling procedures must be over 18 years of age and, if pregnant or breast feeding, an individual risk assessment should be undertaken.

The following should be considered by all staff involved in the moving and handling of children and young people with mobility needs and used to write the Daily Functional Moving and Handling Risk Assessment and Daily Functional Moving and Handling Plan:

	YES	NO	Comments
Do staff consider themselves fit and well enough to carry out the task?			
Are staff aware of any personal limitations which may affect their ability to carry out the task eg. pregnancy, back injury			
If working together, are staff able to communicate effectively in order to carry out the task?			
If working together, is there a significant difference between the height/build of individual staff?			
Have staff received appropriate Moving and Handling Training?			
Are staff clear about the required procedures for handling the pupil?			
Are there any other necessary considerations for staff capabilities?			

## APPENDIX 2

### Guidance on TILE

The table below demonstrates how the manual handling TILE (O stands for Other Factors) can be used to assess each manual handling activity within your own organisation and how TILE can be used to conduct an on the spot assessment. This allows you to 'Think Before You Lift' or 'Plan a Lift'.

Ref: Adapted from:

<https://rospaworkplacesafety.com/2013/02/18/manual-handling-definition>

<b>Task</b>	<b>Does the manual handling task involve any of the following:</b> twisting; stooping; bending; pushing; pulling; positioning the load (pupil); sudden movement; not enough rest or recovery period; team handling; seated work?
<b>Individual</b>	<b>Is the member of staff carrying out the manual handling task:</b> pregnant; disabled; suffering from health problems?
<b>Load</b>	<b>Is the pupil or object being handled:</b> heavy; difficult to grip; hot; cold; likely to move?
<b>Environment</b>	<b>Within the environment where the manual handling is taking place are there:</b> space constraints; unstable, uneven or slippery flooring; difference in floor levels; environmental conditions such as hot, cold, humid?
<b>Other factors</b>	<b>Is movement or posture hindered by:</b> clothing; personal protective equipment; lack of appropriate equipment?

<b>ASSESSMENT OF RISK IN DAILY FUNCTIONAL MOVING AND HANDLING ACTIVITIES</b> for PUPIL NAME		<b>CONFIDENTIAL</b>  INSERT PHOTO OF PUPIL HERE
<b>Date of Implementation:</b>	<b>Date of Review:</b>	
This risk assessment has been written in relation to this child/young person's needs. The following hazards (with associated risk) were identified and strategies put in place to reduce risk. This should be considered advice to school on safe moving and handling, it is school's responsibility to identify if any changes need to be implemented.		
<b>Child/Young Person's Medical Condition and Information on Functional Skills</b>		
Potential Hazards/Risk Factors	Yes/No	Comments
Are there any issues with behaviour?		
Are there any communication difficulties?		
Are they able to follow instructions?		
Any visual/hearing difficulties?		
Does weight/size/shape of child/young person present a risk?		
Are there are concerns regarding pain or fatigue?		
Are there any attachments e.g. gastrostomy?		
Are there medical considerations e.g. epilepsy, skin conditions?		
Are there any unpredictable movements?		
Other?		
	<b>Yes</b>	<b>No</b>
From the information above, does the child/young person require a Moving and Handling Risk Assessment?		
Completed by:	Role:	Date:

**NB: Please complete a separate risk assessment for each Moving and Handling activity.**

<b>ASSESSMENT OF RISK IN DAILY FUNCTIONAL MOVING AND HANDLING ACTIVITIES</b> <b>CONFIDENTIAL</b>		PUPIL NAME:
Insert details of Moving and Handling activity observed/assessed:		
<b>Does the activity involve?</b>	<b>Yes/No</b>	<b>Problems Identified</b>
Twisting or stooping		
Strenuous pushing or pulling		
Repetitive handling		
Insufficient rest or recovery		
Lifting from the floor		
Using a mobile hoist		
Carrying for any distances		
Any other?		
<b>Environment – Is there:</b>	<b>Yes/No</b>	<b>Problems Identified</b>
Poor lighting		
Inadequate space/Clutter		
Variations in floor levels		
Poor floors e.g. slippery		
Hot/Cold conditions		
<b>Equipment</b>	<b>Yes/No</b>	<b>Problems Identified</b>
Is it appropriate and safe to use?		
<b>Staff Individual Capability:</b>	<b>Yes/No</b>	<b>Problems Identified</b>
Do staff consider themselves fit and well enough to carry out the task?		
Have staff received appropriate Moving and Handling Training?		
Are there any additional factors which may increase risk for staff: <ul style="list-style-type: none"> <li>- Pregnancy</li> <li>- Medical conditions, health problems or injuries</li> </ul>		

If yes, please inform M&H lead for risk assessment		
Any other?		



**NB: Please complete a separate risk assessment for each Moving and Handling activity.**

<b>ASSESSMENT OF RISK IN DAILY FUNCTIONAL MOVING AND HANDLING ACTIVITIES</b> <b>CONFIDENTIAL</b>		PUPIL NAME:
Insert details of Moving and Handling activity observed/assessed:		
<b>Does the activity involve?</b>	<b>Yes/No</b>	<b>Problems Identified</b>
Twisting or stooping		
Strenuous pushing or pulling		
Repetitive handling		
Insufficient rest or recovery		
Lifting from the floor		
Using a mobile hoist		
Carrying for any distances		
Any other?		
<b>Environment – Is there:</b>	<b>Yes/No</b>	<b>Problems Identified</b>
Poor lighting		
Inadequate space/Clutter		
Variations in floor levels		
Poor floors e.g. slippery		
Hot/Cold conditions		
<b>Equipment</b>	<b>Yes/No</b>	<b>Problems Identified</b>
Is it appropriate and safe to use?		
<b>Staff Individual Capability:</b>	<b>Yes/No</b>	<b>Problems Identified</b>
Do staff consider themselves fit and well enough to carry out the task?		
Have staff received appropriate Moving and Handling Training?		
Are there any additional factors which may increase risk for staff:		
<ul style="list-style-type: none"> <li>- Pregnancy</li> <li>- Medical conditions, health problems of injuries</li> </ul> <b>If yes, please inform M&amp;H lead for risk assessment</b>		

Any other?		
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**NB: Please complete a separate risk assessment for each Moving and Handling activity.**

<b>ASSESSMENT OF RISK IN DAILY FUNCTIONAL MOVING AND HANDLING ACTIVITIES</b> <b>CONFIDENTIAL</b>		PUPIL NAME:
Insert details of Moving and Handling activity observed/assessed:		
<b>Does the activity involve?</b>	<b>Yes/No</b>	<b>Problems Identified</b>
Twisting or stooping		
Strenuous pushing or pulling		
Repetitive handling		
Insufficient rest or recovery		
Lifting from the floor		
Using a mobile hoist		
Carrying for any distances		
Any other?		
<b>Environment – Is there:</b>	<b>Yes/No</b>	<b>Problems Identified</b>
Poor lighting		
Inadequate space/Clutter		
Variations in floor levels		
Poor floors e.g. slippery		
Hot/Cold conditions		
<b>Equipment</b>	<b>Yes/No</b>	<b>Problems Identified</b>
Is it appropriate and safe to use?		
<b>Staff Individual Capability:</b>	<b>Yes/No</b>	<b>Problems Identified</b>
Do staff consider themselves fit and well enough to carry out the task?		
Have staff received appropriate Moving and Handling Training?		
Are there any additional factors which may increase risk for staff:		
<ul style="list-style-type: none"> <li>- Pregnancy</li> <li>- Medical conditions, health problems of injuries</li> </ul> <b>If yes, please inform M&amp;H lead for risk assessment</b>		

Any other?		
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**ASSESSMENT OF RISK IN DAILY  
FUNCTIONAL MOVING AND HANDLING ACTIVITIES**

**CONFIDENTIAL**

**PUPIL NAME:**

**Date of Implementation:**

**Date of Review:**

This risk assessment has been written in relation to this child/young person's needs. The following hazards (with associated risk) were identified and appropriate strategies put in place to reduce risk. This should be considered advice to school on safe moving and handling, it is school's responsibility to monitor and identify if any changes need to be implemented.

**Assessors name:**

**Other people present:**

**Location:**

**Moving and Handling  
Activity Assessed**

**Who might be harmed and how?**

**Existing equipment  
used/actions being taken**

**Further actions to be  
taken and by whom**

**Has the level of risk been  
reduced to an acceptable  
level?**


<b>Daily Functional Moving and Handling Plan</b>  for <b>XXXXXX</b>  <b>CONFIDENTIAL</b>  <b>Date of Plan:</b>  <b>Date:</b>		<b>INSERT PHOTO</b>  <b>OF PUPIL</b>  <b>HERE</b>  <b>Review</b>
This plan has been discussed with parents/carers and the pupil, if appropriate. Signed permission has been obtained for this plan to be followed during the school day. This plan is to be reviewed yearly (or sooner if needs change) in consultation with parents/carers and pupil, if appropriate.		
Staff involved in routinely meeting this pupil's moving and handling needs:		
Provide details on the pupil's medical condition and functional abilities		
Details of Moving and Handling Plan		
<b>Recommended Method</b>	<b>Number of Staff</b>	<b>Specific Instructions</b>
<i>Provide information on recommended method for safe moving and handling, include equipment to be used.</i>	<i>How many staff?</i>	<i>Provide any further instructions specific to the moving and handling activity that are necessary to ensure safe practice</i>

<b><u>Additional Roles of Support Staff:</u></b> - Monitor the effectiveness of the Moving and Handling Plans and inform Lead for Moving and Handling at School if a review is required  - Maintain Moving and Handling good practice  - Maintain hygiene/cleanliness of the equipment and area	<b><u>Confidentiality Agreement</u></b> Parents/carers and pupil (if appropriate) agree that this is to be shared with key staff who will treat all information confidentially and will respect the dignity and privacy of this pupil.								
<p>I have read and agree to this procedure for xxxxxxxxx:</p> <table border="0" data-bbox="95 694 1538 1153"><tr><td>_____ Parent/Carer</td><td>Date: _____</td></tr><tr><td>_____ TA</td><td>Date: _____</td></tr><tr><td>_____ Class/Form teacher</td><td>Date: _____</td></tr><tr><td>_____ SENCO/Lead</td><td>Date: _____</td></tr></table>		_____ Parent/Carer	Date: _____	_____ TA	Date: _____	_____ Class/Form teacher	Date: _____	_____ SENCO/Lead	Date: _____
_____ Parent/Carer	Date: _____								
_____ TA	Date: _____								
_____ Class/Form teacher	Date: _____								
_____ SENCO/Lead	Date: _____								

<div>SPECIALIST EQUIPMENT PROVISION</div> <div>for XXXXXXXXX</div> <div>Date of Plan:Review Date:</div>			CONFIDENTIAL
This plan outlines the range of equipment that school will need to manage and monitor on a regular basis. It has been discussed with parents/carers and therapists. Signed permission has been obtained for this plan to be followed during the school day. This plan is to be reviewed yearly/termly (or sooner if needs change) in consultation with parents/carers and therapists.			
Staff involved in routinely meeting pupil's support needs:			
Medical Information:			
Mobility:	Personal Care Needs:	Moving and Handling Needs:	Communication Skills:
Details of Specialist Equipment needed to support pupil's moving and handling needs:			
Insert Details of equipment and Information about care and maintenance.		Insert Photos	



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**Management of Equipment:**  
Responsibility for the safe management, use and maintenance of equipment is the responsibility of XXXXXXXX.

I have read and agreed that this is a comprehensive list of the specialist equipment and maintenance responsibilities for YYYYYY pupil:

_____ Parent/Carer	Date: _____
_____ Pupil	Date: _____
_____ Teacher / TA	Date: _____
_____ SENCO/Lead	Date: _____

**Termly Staff Briefing** Please date and initial in the boxes below following each briefing on the contents of this plan.

Term 1	Term 2	Term 3
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**If you need any further information in relation to:**

- the moving and handling of pupils in school,
- access to moving and handling training,
- the provision of specialist equipment,
- or access to the school environment.

**Please contact:**

Lancasterian Outreach and Inclusion Service,  
Lancasterian School,  
Elizabeth Slinger Road,  
West Didsbury,  
Manchester,  
M20 2XA.

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