



# Moving and Handling of Pupils Policy and Procedure

Policy Owner	Education Director
Approved by	Schools and Education Committee
Date approved	May 2026
Date of next review	May 2027
Signed:	Chief Executive Officer: <i>Abdullett</i> Chair of Trustees: <i>Chris Scivener</i>

<b>Contents</b>	<b>Page Number</b>
Moving and Handling of Pupils Policy	3
Introduction	3
Training and Competence	3
Policy Aims	4
Equipment and Service Compliance	4
Risk Assessments and Safe Systems of Work	4
Staff Responsibilities	5
Dress Code for Moving and Handling	5
Swimming Pool and Hydrotherapy Areas	5
Supporting Wheelchair Users	5
Monitoring, Review and Compliance	5
References and Legislative Framework for Policy	6
Other Related Policies	6
Moving and Handling of Pupils Procedure	7
Establishment Action	7
Legislation for Moving and Handling Procedure	8
Responsibilities of Employer and Employee	8
Moving and Handling Risk Assessment (MHOR)	9
Lifting Equipment	11
Training Procedures	12
Appendices for Moving and Handling of Pupils Policy	12
Appendices for Moving and Handling of Pupils Procedure	16

# Moving and Handling of Pupils Policy

## 1. Introduction

At The Gallery Trust, we believe that every child has the right to feel safe, valued and part of a caring community. The Trust recognises that the risks associated with moving and handling pupils are particularly significant in specialist education settings. Many pupils require physical support with mobility, personal care and therapeutic activities, which increases the potential risk of injury to both pupils and staff.

The Trust is therefore committed to ensuring that moving and handling practices are safe, dignified and compliant with statutory guidance. This includes providing appropriate equipment, ensuring staff receive specialist training, and maintaining clear procedures that promote safe practice across all schools. By embedding robust systems, regular equipment inspection and effective training, the Trust aims to minimise risk while ensuring pupils receive the support they need to access learning and daily care safely and respectfully.

Moving and handling tasks are carried out in full compliance with:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Manual Handling Operations Regulations 1992 (as amended 2002)
- The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- The Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Equality Act 2010 – ensuring the dignity and inclusion of all pupils.
- DfE Statutory Guidance on Health and Safety: Responsibilities and Duties for Schools (2021)

### **Common situations involving pupils that present potential manual handling risks include:**

- Transfers in and out of wheelchairs, vehicles, or specialist equipment.
- Personal care routines, changing, and hygiene support.
- Swimming and hydrotherapy transfers.
- Emergency evacuation procedures.

## 2. Training and Competence

The Gallery Trust maintains that each school will have a trained in-house Moving and Handling team certified by an accredited provider who delivers accredited initial and refresher training every two years in line with HSE and DfE requirements.

- All staff receive generic manual handling training on induction.
- Staff directly supporting pupils with physical needs receive pupil-specific training and must follow individual risk assessments.
- Competence is monitored through observation, supervision, and recorded refreshers.
- No staff member should undertake lifting or moving tasks without prior training and sign-off from the school's Moving and Handling Lead.

This ensures full compliance with Regulation 13 of the Management of Health and Safety at Work Regulations (competence and supervision).

### **3. Policy Aims**

The Gallery Trust will ensure each school will:

1. Avoid manual handling wherever reasonably practicable.
2. Assess all unavoidable manual handling activities and record associated risk assessments.
3. Reduce the level of risk to the lowest reasonably practicable level.
4. Provide comprehensive training and regular updates for all staff.
5. Ensure lifting and handling tasks are carried out in line with safe systems of work.
6. Review all risk assessments regularly or following any change in a pupil's needs.
7. Protect the dignity, safety, and well-being of both pupils and staff.

### **4. Equipment and Servicing Compliance**

All moving and handling equipment in all schools where specialist moving and handling is required is inspected, serviced, and maintained in accordance with statutory health and safety regulations, including the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the Provision and Use of Work Equipment Regulations 1998 (PUWER), ensuring that equipment is safe, compliant, and suitable for supporting pupils with complex physical needs.

Each piece of equipment must:

- Display a Safe Working Load (SWL) label.
- Be subject to a pre-use check before each use.
- Have a record of inspection and servicing retained for statutory audit.
- Be removed from service and clearly labelled "OUT OF ORDER" if defective.

Records of all statutory inspections are kept securely by the school's Premises and Compliance Lead.

### **5. Risk Assessments and Safe Systems of Work**

- Individual Moving and Handling Risk Assessments are completed for all pupils requiring support.
- Risk assessments include the pupil's ability to assist, potential resistance, size and weight, and the environment.
- Assessments are conducted in consultation with parents/carers and reviewed annually or following significant change.
- Mechanical aids (e.g., hoists, slings, transfer aids) must always be considered as the primary control measure to reduce risk.

All risk assessments are completed in line with the Management of Health and Safety at Work Regulations 1999, Regulation 3.

## **6. Staff Responsibilities**

All staff must:

- Follow individual pupil handling plans and safe systems of work.
- Hoisting must be carried out in accordance with the individual pupil's risk assessment, which will normally require two trained staff unless otherwise specified.
- Report any equipment defect, accident, or near-miss immediately to senior leaders.
- Notify leadership of any medical conditions or pregnancy that may affect manual handling capacity (as per Regulation 16, MHSWR).
- Undertake refresher training every two years (sooner if needs change).
- Never perform handling activities for which they are not trained or competent.

### **Agency and supply staff:**

May only participate in handling tasks after site-specific training and sign-off by a qualified trainer and recorded in CPD / training log. Volunteers, work experience students, or staff under 18 are not permitted to assist in moving and handling.

## **7. Dress Code for Moving and Handling**

To comply with HSE safety standards:

- Flat, closed footwear with non-slip soles must be worn.
- Clothing should allow freedom of movement and not pose entanglement risks.
- Jewellery should be minimal, no large hoops, necklaces, or sharp-edged accessories.
- Finger nails should be an appropriate length to undertake tasks safely

## **8. Swimming Pool and Hydrotherapy Areas**

Additional risks in wet environments must be considered:

- Use of manual aids (hoists, slings, steps) must comply with LOLER.
- Staff must wear appropriate clothing and non-slip footwear.
- Pupils' privacy and dignity must always be upheld.

## **9. Supporting Wheelchair Users**

- Staff must complete wheelchair safety training before pushing a pupil.
- Supply staff may push a pupil only inside the building after reading and signing the wheelchair use protocol.
- Only trained staff may operate powered mobility aids, standing frames, or Acheeva beds.

## **10. Monitoring, Review, and Compliance**

- The Headteacher and Moving and Handling Lead are responsible for ensuring compliance with this policy and maintaining all statutory records.

- The Trust Health and Safety Committee receives termly updates on compliance and incidents.
- All accidents, near-misses, and equipment faults trigger a review of the associated risk assessment.
- This policy will be reviewed annually or sooner if legislation, guidance, or school needs change.

## **11. References and Legislative Framework**

This policy complies with and references:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992 (as amended 2002)
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Equality Act 2010
- DfE Statutory Guidance: Health and Safety – Responsibilities and Duties for Schools (2021)
- SEND Code of Practice (2015)
- County Council Health and Safety Policies and Guidance

## **12. Other Related Policies:**

- Health and Safety Policy
- Safeguarding Policy
- Restrictive Physical Intervention and Positive Handling Policy

# Moving and Handling of Pupils Procedure

## 14. Establishment Action

These are the steps to follow once a pupil who may need assistance with moving and handling has been identified:

### School/setting action

1. Read the policy on moving and handling pupils.
2. Ensure the relevant person (e.g. Inclusion Lead/Head Teacher) completes the **Request form for pupil moving and handling assessment** and return to the appropriate person on the form. ([Appendix A](#))
3. Inform the parents/carers that a Moving and Handling Risk Assessment will be conducted for their child. ([Appendix B](#)) **Model notification letter to parent/carer**
4. Ensure the assessment, provided by the competent assessor, is available for all staff who carry out the moving and manual handling tasks
5. Ensure that when the moving and handling risk assessment for a pupil is received, a risk assessment is completed concerning the activities which are going to take place in the school, see ([Appendix C](#)) **Sample generic risk assessment for mobility assistance**.
6. Ensure all equipment is maintained and serviced according to the SLA with the supplier (Medaco- Springfield). ([Appendix D](#)) **Pupil handling equipment inspection log**
7. Ensure that arrangements are in place to review the assessment annually or as part of the educational review.

### TGT/External risk assessor action

8. Ensure that only a competent assessor, who has been trained in risk assessment, carries out the Pupil Moving and Handling Risk Assessment ([Appendix E](#)) **Pupil moving and handling risk assessment form**
9. Ensure that the competent assessor completes the **Pupil moving and handling assessment summary** ([Appendix F](#)). In all cases the pupil's physiotherapist must be consulted to ensure advice is consistent with the pupils' physical management programme.

### Contacts

For advice on complex needs, SEN risk assessment and training, e.g for the use of hoists, contact The Gallery Trust Link Director: [z.mbatha@thegallerytrust.co.uk](mailto:z.mbatha@thegallerytrust.co.uk)

### References

- **SP 023** Risk Assessment
- **SP 137** Accident, Assault, and Incidents Recording and Reporting Arrangements
- **SP 007** Manual Handling
- **DCLG Guide – Means of Escape for Disabled People** [Means of Escape for Disabled People](#)

### Further Information

- **EDIS 4** Health and safety matters for special educational needs: Moving and handling. HSE (2006)
- **EDIS 3** Health and safety matters for special educational needs: Legal issues including risk assessment. HSE (2006)
- **HSIS 3** Getting to grips with hoisting people HSE (2012)
- All guidance downloadable on <http://www.hse.gov.uk/services/education/publications.htm>

## 15. Legislation for Moving and Handling Procedure

These arrangements will be carried out in full compliance with all relevant health and safety at work legislation. The legislation applicable includes the following:

- **Health and Safety at Work etc Act 1974**
- **Manual Handling Operations Regulations 1992 (as amended) (MHOR)**
- **Lifting operations and Lifting Equipment Regulations 1998 (LOLER)**
- **Provision and Use of Work Equipment Regulations 1998 (PUWER)**
- **Equality Act 2010**

The **Health and Safety at Work etc Act 1974** recommends that a moving and handling policy is developed to cover those who need help (e.g. children with special needs) and those who will be doing the moving and handling.

The **Manual Handling Operations Regulations 1998 (MHOR)**(as amended) place a legal obligation on employers and employees to avoid lifting wherever possible, when moving and handling objects or people.

When a pupil requires moving and/or handling the school should carry out a risk assessment to identify the correct procedures in order to protect the staff carrying out the handling and to protect the child being assessed. The assessment should be reviewed annually to keep up with the pupil's changing physical ability and growth (*see 3 Moving and Handling Risk Assessment*).

The **Lifting operations and Lifting Equipment Regulations 1998 (LOLER)** require that equipment is maintained and checked regularly and records kept (*see 4. Lifting Equipment*). **PUWER** also applies regarding inspection and maintenance.

## 16. Responsibilities of Employer and Employee

The legislation states that the employer and the employee have a dual responsibility to uphold the requirements of the regulations. Within schools, the key responsibilities are as follows:

The headteacher must ensure that:

- Manual handling operations which present a risk of injury are identified.
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of relevant equipment.
- Those operations which cannot be avoided are assessed using an ergonomic approach which considers the task, the load, the environment, and individual capability to determine the level of risk. The assessment should be recorded to show that it has taken place, can be communicated and reviewed.
- Control measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work.
- For manual handling operations requiring more than one person, ensure adequate staffing levels.

- All new work which might involve manual handling operations is assessed and safe systems of work are implemented before the work commences.
- Regular reviews of assessments are made to ensure that they are still valid but reassessment is carried out immediately if any components of the job change.
- Accidents and Incidents which result in musculoskeletal injury to staff are recorded, investigated and systems and assessments reviewed in light of the incident. They should be reported according to the Trust policy using Smartlog
- Suitable training, supervision and information are provided for all employees engaged in manual handling tasks. Training should be recorded, monitored and reviewed.

### **Employees, agency workers and volunteers**

The co-operation of employees is essential in reducing and eliminating the risks from manual handling. Staff should therefore comply with the following:

- Safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions.
- Follow safe systems of work as determined the result of the risk assessments.
- Use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately.
- Equipment must be used as per the manufacturer's instructions.
- Attend training sessions as required and apply the knowledge/skills to daily tasks.
- Report all accidents and incidents which have either caused or could have caused harm or injury.
- Report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring.
- Inform line management if they are unable to perform manual handling duties (temporary or permanent medical conditions, including pregnancy).
- No one should perform manual handling duties which they believe are beyond their physical capability.
- Comply with policy regarding suitable clothing (i.e. covered non-slip footwear and jewellery) which allows movement, adequate hand washing, so as not to injure pupils or themselves when undertaking a manual handling task.

**Link Director and School Leadership** must:

- Facilitate manual handling training sessions and/or supply details of suitable manual handling trainers. (*see 5 Training*)
- Facilitate the pupil risk assessment process and supply details of external advisors who can assist. (*see 5 Training*)
- Provide a pro-forma letter for schools to send to parents/carers to inform them of their right to attend the Risk Assessment (*Appendix B - Model notification letter to parent/carer*).

### **17. Moving and Handling Risk Assessment (MHOR)**

The MHOR requires that there is a suitable and sufficient risk assessment in place. Link Director or School leadership will provide support, advice and guidance to all schools on risk assessment for children with physical disabilities, should this be needed. Advice and guidance should also involve relevant health care professionals associated with the condition of each pupil.

Children with a neuromuscular condition will need to be moved and handled as they become unable to support some or all of their weight. They may need help with toileting or altering their position in a wheelchair, or require assistance transferring to therapeutic equipment i.e. a standing frame, static chair, plinth bed, etc.

Employees may be at an increased risk of injury when handling pupils with Special Needs such as Dystonia, due to the additional issues of involuntary movements, varying levels of dependency and communication difficulties. The assessment must also take into account an individual's pregnancy, recent childbirth or health problem. Care must be taken to assess if an individual's state of health significantly increases the risk of injury from manual handling operations. (see *Appendix C*)

When a pupil requires moving and/or handling, the school should ensure that the appropriate person carries out a risk assessment to identify the correct procedures.

## Review

The risk assessment should be reviewed annually to keep up with the pupil's changing physical ability, growth and environment. This review should be incorporated as part of the pupil's review or annual review of their Education and Health Care Plan. If the Pupil does not have one, then the school must identify an appropriate time for the Moving and Handling assessment review.

## Manual handling risk assessment

The assessment of manual handling follows the formula, i.e. fitting the task to the worker and not the worker to the task (see [Appendix E](#)- *Pupil moving and handling risk assessment form*):

The procedure itself is described as a "LITEE" assessment:

**L = Load** The level of pupil handling required within the scope of the assessment

**I = Individual** The capacity of the support to carry out the moving and handling taking into consideration their level of expertise and training (techniques and equipment)

**T = Task(s)** All moving and handling tasks within the area of this assessment

**E = Environment** Constraints due to the characteristics of the places where the task will take place.

**E = Equipment** The type, suitability and quantity of the current moving and handling equipment (See [Appendix D](#) Equipment inspection log).

## Emergencies

All foreseeable activities and events within the school setting must be supported by robust control systems, informed by appropriate risk assessments, to ensure the safety and well-being of pupils, staff, and visitors.

Unforeseeable, emergency, or life-threatening situations may arise at any time. Wherever possible, appropriate equipment and approved techniques should be used to minimise the risk of injury. However, where there is insufficient time to access equipment, a necessary manual intervention may be required to prevent harm. Staff must undertake a dynamic risk assessment in emergency situations, ensuring any manual intervention is reasonable, proportionate, and in the best interests of the pupil

If an emergency occurs in an area where suitable equipment or adequate staffing is not available, a risk assessment must be completed as soon as practicable following the incident, and appropriate control measures and staff guidance must be identified, recorded, and implemented.

### **Temporary arrangements**

In general, most arrangements for children with physical difficulties are pre-planned. However, a child may have an accident, undergo emergency surgery, or perhaps break a limb. Schools and other professionals must be advised before a child can return to school; otherwise, the risk assessment required under MHOR cannot be completed in time.

School staff may require specialist training to meet any additional needs of the child. It may be necessary to appoint new/temporary staff. These arrangements can take time to plan and implement.

## **18. Lifting Equipment**

Health professionals can recommend aids and moving and handling equipment. It is the school's responsibility to ensure it is correctly maintained. An equipment audit should be conducted by the appropriate staff of all equipment used in the moving and handling of pupils to check suitability, sufficiency, condition and service arrangements. Records should be kept.

### **Servicing and instructions for use**

All equipment issued will have full instruction on its use; any mechanical equipment used to lift people should be serviced every 12 months and inspected every 6 months, under LOLER and have a label stating the last service date with a contact number to report defects. Each item of equipment must be identified by its serial number and a record kept of its service history and the service contract details. (see [Appendix D](#) *Equipment Inspection Log*)

### **User responsibilities:**

It will be the responsibility of all employees using the equipment to ensure it is in safe working order and report any defect to their line manager immediately. Equipment should not be used if there is any doubt as to its safety or suitability or, if a hoist, beyond the date of service due. If an employee is not familiar with the use of a piece of equipment, it is their responsibility to seek instruction prior to using it.

### **Labelling**

Where hoists and slings are used to move a service user, there must be clear labels on each stating manufacturer, load capacity, date of next/last service (hoist), and washing instructions (sling).

### **Compatibility**

If different manufacturers make a hoist and sling used together, compatibility in terms of hook-up system and weight capacity is the responsibility of the person issuing them.

## 19. Training Procedures

Training should be provided for all staff involved in moving and handling pupils.

Schools need to ensure they carry out pupil handling risk assessments and provide moving and handling training courses for staff by engaging with a qualified, accredited training operator. Charges will vary, and schools should check both these and the procedures for invoicing prior to any work being agreed. The TGT link Director of Education can support with any training enquiries.

## 20. Appendices for Moving and Handling Policy

### Appendix 1 – Legislative and Statutory Framework

This policy is underpinned by the following UK legislation, regulations, and statutory guidance:

Legislation / Guidance	Purpose / Requirement	Compliance Expectation
<b>Health and Safety at Work etc. Act 1974</b>	Sets out employers' general duties to ensure, as far as reasonably practicable, the health, safety, and welfare of employees and others affected by work activities.	Policy and practice must safeguard all staff, pupils, and visitors.
<b>Management of Health and Safety at Work Regulations 1999</b>	Requires employers to assess risks, implement preventive measures, and provide adequate training and supervision.	Risk assessments and training records reviewed annually.
<b>Manual Handling Operations Regulations 1992 (as amended 2002)</b>	Requires avoidance of hazardous manual handling where possible, assessment of unavoidable tasks, and reduction of risk.	Individual and environmental risk assessments completed and reviewed regularly.
<b>Lifting Operations and Lifting Equipment Regulations (LOLER) 1998</b>	Ensures safe use, inspection, and maintenance of lifting equipment, including hoists and slings.	Six-monthly inspection and servicing records kept.
<b>Provision and Use of Work Equipment Regulations (PUWER) 1998</b>	Ensures work equipment is suitable, maintained, and used safely by trained staff.	Annual servicing, pre-use checks, and user competence logs.

<b>Equality Act 2010</b>	Protects individuals from discrimination and ensures reasonable adjustments for disabled pupils.	Risk assessments and handling plans consider dignity and accessibility.
<b>SEND Code of Practice (2015)</b>	Requires schools to promote inclusion, reasonable adjustments, and safe access to education.	Moving and handling plans align with pupils' EHCPs.
<b>DfE Health and Safety: Responsibilities and Duties for Schools (2021)</b>	Clarifies roles and statutory responsibilities for employers, governors, and school leaders.	Governors and SLT receive termly compliance updates.

## Appendix 2 – Roles and Responsibilities

<b>Role</b>	<b>Key Responsibilities</b>
<b>Trust Board / Local Governors</b>	Ensure compliance with statutory regulations and monitor the effectiveness of policy implementation. Review reports on incidents, training, and risk assessments.
<b>Headteacher</b>	Has overall responsibility for ensuring all moving and handling operations comply with health and safety legislation. Signs off training, risk assessments, and incident reviews.
<b>Moving and Handling Lead (Qualified Trainer)</b>	Coordinates staff training, supervises practical competence, maintains risk assessments, and ensures LOLER/POWER compliance.
<b>Line Managers / Phase Leaders</b>	Monitor safe practice daily, ensure new staff are inducted, and support staff wellbeing linked to physical handling demands.
<b>All Employees</b>	Follow training guidance and risk assessments, report defects, accidents, and near-misses, and attend refresher training.
<b>Health and Safety Governor</b>	Reviews compliance documentation, training logs, and equipment service records.

### Appendix 3 – Training Matrix and Review Cycle

Staff Category	Training Requirement	Frequency	Record Maintained By
<b>Moving &amp; Handling Trainers</b>	Accredited training (Herts Handling)	Every 2 years	HR / Compliance Lead
<b>Teaching &amp; Support Staff</b>	Full Moving and Handling training	Every 3 years	HR / SLT
<b>New Staff / Supply / Agency</b>	Induction-level training before undertaking any task	Upon induction	M&H Lead
<b>Office, Site &amp; Cleaning Staff</b>	Basic manual handling training	Every 3 years	Site Manager
<b>Staff supporting specific pupils</b>	Pupil-specific practical training	Reviewed termly or as needs change	Class Teacher / Therapist
<b>Competency Monitoring</b>	Practical observation and supervision	Annual	M&H Lead

### Appendix 4 – Equipment Maintenance & Inspection Schedule

Equipment Type	Inspection Frequency	Compliance Regulation	Responsible Person
<b>Hoists and Slings (for lifting people)</b>	Every 6 months	LOLER 1998	Premises & Compliance Lead
<b>Standing Frames, Acheeva Beds, Adjustable Tables</b>	Annually	PUWER 1998	Site Team
<b>Wheelchairs</b>	Termly safety check / Annual service	PUWER 1998	Class Team / Site Team

<b>Hydrotherapy Hoists</b>	Every 6 months	LOLER 1998	Site Team / M&H Lead
<b>Portable Handling Aids (e.g. transfer boards)</b>	Annual check	PUWER 1998	M&H Lead

### Appendix 5 – Risk Assessment Review Framework

<b>Trigger for Review</b>	<b>Action Required</b>	<b>Lead Responsible</b>
<b>New pupil admission with physical needs</b>	Initial assessment and plan	M&H Lead / Class Teacher
<b>Change in pupil's health or mobility</b>	Reassessment and staff briefing	Therapist / Class Teacher
<b>Equipment malfunction or incident</b>	Suspend use, review and amend risk assessment	Premises / SLT
<b>Accident, near-miss or manual handling injury</b>	Investigate and amend procedures	Headteacher / H&S Governor
<b>Annual review</b>	Audit all risk assessments	SLT / Governors

### Appendix 6 – Compliance Checklist (Audit Tool)

<b>Compliance Area</b>	<b>Evidence Required</b>	<b>Frequency</b>	<b>Status (RAG)</b>
<b>Moving &amp; Handling Policy up to date</b>	Signed and published document	Annual	
<b>Risk Assessments for all relevant pupils</b>	Individual assessments on file	Ongoing	

<b>LOLER servicing certificates current</b>	Service reports and logs	6-monthly	
<b>PUWER inspections complete</b>	Equipment checklists signed	Annually	
<b>Staff training up to date</b>	CPD log and certificates	Termly review	
<b>Incident / near-miss log reviewed</b>	Summary report to governors	Termly	
<b>Policy disseminated and staff aware</b>	Meeting minutes, induction records	Annually	
<b>Equality &amp; Dignity standards maintained</b>	Observations, pupil voice	Ongoing	

## Appendix 7 – Monitoring and Reporting

- **Monthly:** Moving & Handling Lead to report incidents, servicing, and training needs to the Headteacher as appropriate.
- **Termly:** Health and Safety Governor receives compliance update and reviews evidence.
- **Annually:** Full policy review, risk assessment audit, and training plan update.

All reports are filed within the Trust Health and Safety Compliance Folder and available for inspection by the HSE, Ofsted, or County Council if required.

## 21. Appendices for Moving and Handling Procedure

The Appendices for the Moving and Handling Procedure can be accessed by clicking on the links below:

[Appendix A- Request form for pupil moving and handling](#)

[Appendix B - Model notification letter to parent/carer](#)

[Appendix C- MOVING AND HANDLING PUPIL AND STAFF - INDIVIDUAL RISK ASSESSMENT](#)

[Appendix D - EQUIPMENT](#)

[Appendix E-Pupil moving and handling risk assessment](#)

[Appendix F - Transfers and PEEP](#)

[Appendix G- Example: Completed Risk Assessment Form](#)

