**Moving and Handling Training Flowchart**

**M&H TRAINING REQUESTS:**

Moving & Handling (M&H) Training Requests are submitted to the ASL Service Healthcare mailbox [ASLS.Healthcare@ea.edin.sch.uk](mailto:ASLS.Healthcare@ea.edin.sch.uk)

**Training Arrangements**:

* Establishment to suggest x3 dates for the training
* ASL Service to link Establishment with training provider over email, including copy of the *M&H Risk Assessment and Plan* and proposed dates
* Establishment and training provider to agree arrangements for the training session

[NB Establishments must ensure adequate space is available for the training to take place]

**NO** – **there is no *M&H Risk Assessment and Plan* in place**

* School to submit Form 10a (found here [ASL health care planning – The City of Edinburgh Council](https://www.edinburgh.gov.uk/downloads/download/12836/asl-health-care-planning)) to the ASL Service Healthcare mailbox
* School to ask therapists involved with the child/ young person to complete M&H Risk Assessment and Plan
* School to submit the *M&H Risk Assessment and Plan* to the ASL Healthcare Mailbox and note number of staff who require training

**YES** – **there is a M&H Risk Assessment and Plan in place**

* School to ask therapists to check over and make any required amendments to the *M&H Risk Assessment and Plan*
* School to submit the *M&H Risk Assessment and Plan* to the ASL Healthcare Mailbox and note number of staff requiring training

**Is this request for a pupil who has a *Moving and Handling (M&H) Risk Assessment and Plan* in place already?**

If the setting is unsure, please advise them to check with the child/ young person’s therapists – occupational therapist and/ or physiotherapist