

Moving and Handling Training Flowchart

M&H TRAINING REQUESTS:

Moving & Training Requests are submitted to

asls-movingandhandling@ea.edin.sch.uk

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

If you are unsure, check with the child/ young person's therapists – occupational therapist and/ or physiotherapist.

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

- Establishment to collaborate with parents, school staff and professionals involved 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 Moving and Handling Mailbox and note number of staff requiring training.

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

- School to collaborate with parents, school staff and professionals involved to complete a *M&H Risk Assessment and Plan*
- School to submit the *M&H Risk Assessment and Plan* to the ASL Moving and Handling Mailbox and note number of staff who require trained.

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]