



Moving and Handling Policy

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School Business Manager:		Date:	01/05/2026
Headteacher:		Date:	02/05/2026

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1. Background

Amwell View School recognise that the risks of injury from moving and handling pupils are greatest with regard to pupils with special educational needs. Moving and handling pupils is an unavoidable part of working in special education and our staff and pupils are at particular risk since the child is the “load” involved and can be deemed unpredictable. Situations involving pupils which are potentially hazardous include moving into and out of vehicles, personal hygiene routines, transferring between specialist seating/equipment and emergency evacuation. This policy supports other key documents such as the Health and Safety and Child Protection policy to keep children and young people safe.

2. Manual Handling

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to or identified by trained trainers **Lucy McFayden, and Ellen-May Shipp** who will arrange for a risk assessment to be carried out. Manual Handling Trainings will attend Children and Handling Risk Assessment Refresher Training every two years.

Training will be provided annually by the Manual Handling Trainers and as is required for new staff or retraining.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.



2. Moving and Handling of Loads including pupils

We recognise our responsibility to ensure the health, safety and welfare of our pupils and employees, as far as is reasonably practicable. It is our policy to conform to the requirements of the Manual Handling Operations Regulation and Lifting Operations and Lifting Equipment Regulations.

This policy applies only to the handling, moving and carrying of children and young people in school and participating in school activities as access to the curriculum, therapies and other school activities that may take place off site.

To this end, we aim to

1. Avoid manual handling operations that are a risk to our employees and pupils as far as is reasonably practicable.
2. Assess all operations involving manual handling procedures that cannot be avoided, and reduce the risk to the lowest level that is reasonably practicable and make a record of risk assessment.
3. Ensure that all potentially hazardous operations involving manual handling are assessed if and when required and reviewed at least annually.
4. Provide all employees directly involved in manual handling of children and young people with thorough training covering all the key elements for safe handling processes.
5. Ensure that safe handling of children and young people shall be carried out in line with safe systems of work.
6. Ensure that the views of pupils (as far as reasonably practicable), parents/carers and other relevant staff will be sought and taken into account. The health, safety and dignity of all those concerned is paramount.



7. The equipment used in lifting and moving children should be checked every six months in line with legislative requirements. (LOLER)

3. Training

Training for employees involved in moving and handling is provided for all equipment used in the school. This training is reviewed and refresher training undertaken when necessary. A risk assessment is carried out for all lifting equipment. New members of staff receive a thorough induction that supports the application of training and the transfer of knowledge into practice with regards to policy and protocol.

Moving and Handling training will be provided annually by the identified trainers and additional training will be provided if there is a need. Specific guidance is given for each child or young person with moving and handling needs. Specific and identified needs will be clearly stated in individual pupil care plans, which are reviewed and updated regularly.

Therapy plans and Postural Management plans written by the Physiotherapy and OT team must be followed at all times.

Information on specific pupils manual handling equipment and activities are stated on their individual care plans in the following grid format:

Equipment/ Activity	Sling size/type and loop colour	Description of transfer	Agreed by class teacher (Initials)	Agreed by class OT and PT and manual handling trainer (Initials)

4. Equipment

The law sets out a detailed framework of provisions to protect employees against the risk of injury from moving and handling. There are legal obligations on us to take care of our



employees' health and safety; and trade union safety representatives have legal rights to information and consultation.

The Health and Safety at Work Act places general duties on us as employers to ensure the health and safety of our employees and anyone else on the premises. The Management of Health and Safety at Work Regulations set out the legal requirements for "risk assessment" under which we must make an assessment of the risks to the health and safety of staff while at work as well as to the health and safety of persons or other professionals who we do not employ.

The Manual Handling Operations Regulations set no specific requirements such as weight limits – they only provide guideline weights for lifting and lowering, carrying a short distance, pushing and pulling and handling while sitting down.

Staff must fully use any measures taken to reduce risks and should follow safe systems of work provided by the employer.

In line with the Lifting Operations and Lifting Equipment Regulations to ensure the safe use of lifting equipment, lowering equipment and accessories for lifting/lowering equipment provided or used at work. Amwell View School aims to use lifting equipment to reduce health and safety risks and require that the lifting equipment is

- Strong and stable enough for the particular use and marked to indicate its safe working load
- Positioned and installed to minimise any risks
- Used safely i.e. The lift is planned, organised and performed by competent people and
- Subject to ongoing, thorough examination where appropriate and inspection is carried out by competent people. Lifting Equipment for lifting people should be checked formally every six months.
- Subject to pre-use checks before it is used
- Covered by defect reporting systems
- Identified and has a suitable and adequate risk assessment and control plan and people with responsibilities have the appropriate skills as set to ensure work equipment is safe to use.



Written records of these inspections are kept in a safe place.

5. Summary of the Moving of Children and Young People Policy

- Employers must carry out risk assessments for all staff and children and young people, including teachers and support staff, involved in moving and handling children and young people.
- The assessments take into account the nature of the situation, the environment in which the lifting is to be used, the size and weights of children and young people involved, the degree to which they may either assist in a lift or actively resist lifting and the individual capabilities of the members of staff and frequency of lifting operation.
- Appropriate mechanical equipment such as hoists should be considered in the initial lift and not as a secondary precaution.
- Training in moving and handling techniques and in using mechanical aids is provided to all teachers and support staff involved in moving and handling; and competence in these tasks is proven prior to being used.
- If the risks can be reduced or eliminated by the means of mechanical aids, then Amwell View School will provide them.
- All incidents, accidents and near misses lead to a review of the risk assessment.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.