Special Partnership Trust

MOVING AND HANDLING OF PUPILS POLICY

Date Last Reviewed: July 2026

Review Date: July 2028

Moving & Handling of Pupils Policy

This policy has been written to govern our Trusts Moving and Handling working practices and written in partnership with the working practice of the Royal Cornwall Hospitals trust RCHT

Rationale

To ensure our Special Partnership Trust has the necessary protocols, procedures and training which ensure the safety of pupils and staff by providing a consistent approach to Moving & Handling which is effective and meets the Moving & Handling Operations Regulations 1992 (MHO Regs). To ensure the Trust works within the 'Moving and Handling guidance' published by Cornwall Partnership NHS Foundation Trust/Cornwall Council and any associated updates.

Aims

1. To enable staff to meet individual child's physical needs in a way that is safe, not only for children but also for staff.
2. To provide the school with a framework which outlines training requirements and monitoring procedures (competencies and compliance) which are designed to ensure the health and safety of all people/pupils involved in Moving & Handling are considered at all times.
3. To enable children to participate safely in:
    - Postural management programmes as provided by therapy teams in order to maximize access to the curriculum and meet the health needs.
    - Activities to encourage purposeful movement and development of physical skills.
    - Personal care programmes which are safe and respect the dignity of the individual.

Monitoring and Evaluation

This policy will be monitored by the Trustees; it will be the responsibility of the Moving and Handling co-ordinators in each of our schools/ARB's to bring to the attention any aspect of moving and handling relating to competencies, compliances/procedures which will need to be detailed within this policy (this will include any changes needed to it).

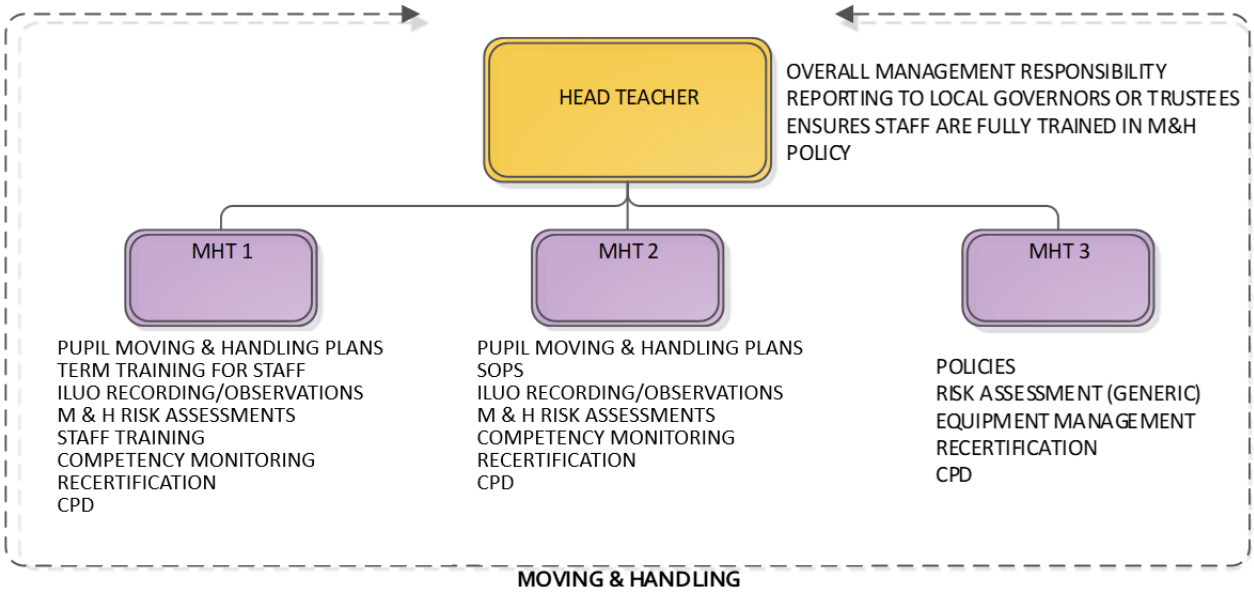
It will be formally evaluated on a biennial basis by the Trustees.

Guidelines

Moving & Handling Organisation Chart

Each school (including those with ARB provision) will have at least two moving and handling trainers; each school will produce an organisational map which outlines the roles and responsibilities of each trainer and identifies the lead trainer within the school/ARB. An example map is detailed below which informs overall post/areas of responsibility. It is the responsibility of the Head Teacher to ensure this organisational map remains relevant in content and identifies named leads.

Example organisational map:



Responsibilities

Head Teacher Responsibility

- The overall management responsibility for pupils in schools with moving and handling needs lies with the **Head Teacher**. It is the Head's responsibility that any staff involved in moving and handling or leads moving and handling training is suitably trained (See appendix 1).
- The Head Teacher will have the responsibility to make reports to the Local Governing Body or when requested Trustees in relation to any aspect of this policy as required.
- Operational procedures can be delegated to another member of staff.

Moving and Handling Lead responsibility

- The moving and handling leads are staff members who have received local training to enable them to provide practical training and advice including risk assessments for moving and handling activities required for identified pupils within our Trust
- The lead has the responsibility for the organisation of moving and handling across the school including the identification/ distribution of roles and responsibilities outlined within the organisational map
- To liaise with the Trust Moving and Handling Lead
- To be responsible for providing training as per the Trust's Moving and Handling Policy
- Monitor the moving and handling performance of colleagues in accordance with the time frames specified by this policy document and compliance with policy and procedures
- To always carry out moving and handling in the correct and prescribed manner, as per policy to provide a good example and role model for their colleagues
- To act as a source of handling expertise and information to their managers and colleagues in line with their training and/or obtaining help and advice from the Moving and Handling Lead of the Trust
- To assist managers in their duties by carrying out individual and generic moving and handling assessments and re-assessments annually or as circumstances change

- To inform managers if they have any injuries or have supported staff that have injuries and to ensure that staff work within their own capabilities
- Moving and Handling trainers must complete the Moving and Handling training record form (register) and obtain the signatures of all participants in receipt of moving and handling training following each training session to verify their attendance, providing such documentation to the person responsible within each of the Trust schools send scanned copies the person responsible for CPD records within the school
- Respond to any queries raised either through training delivered or practice queries across the school

Training:

- The moving and handling lead will liaise with the CPD lead in the school to identify the training needs of staff ensuring the school/ARB remains compliant within training requirements and within specified time frames
- Leads training sessions ensuring the content demonstrates compliance including whole school training at the beginning of each academic year (theory training) using the information provided by Simply Clinical
- Ensures all staff have access to the appropriate risk assessments and supporting documentation to secure consistency in documents used and records kept
- Liaise with admin managers to ensure all non-teaching staff have completed online Manual Handling Training (on The Key), at least every two years

The Lead must:

- Keep /maintain a portfolio of evidence which will include:
- Record of all training practical / theory assessment forms and registers of staff attendance
- An up to date moving and handling policy
- Store all copies of staff competence forms within the workplace, keeping these in accordance to time frames specified within this policy

Moving and Handling Team (MHT) Responsibility

1. The MHT have operational responsibility for all procedures relating to Moving & Handling.

2. The MHT are responsible for ensuring that they remain in date for trainer competency and carry out training and verification as directed by our SPT training provider or current training provider.

The training provider in our Special Partnership Trust is currently:

SIMPLY CLINICAL

3. The MHT are responsible for ensuring that all equipment used in the moving and handling of pupils is fit for use. The Site/Premises manager or ARB equipment manager will ensure that the fixed and mobile hoists are regularly inspected and serviced in line with the statutory compliance framework as per Appendix 4).

4. The MHT are to ensure the following:

   a. That Staff members are retrained and updated at a frequency determined by their specific role.

b. That Staff members are continually informed of changes in procedures & the use of equipment.

c. That Individual Pupil Moving and Handling plans and risk assessments are completed and reviewed
at least yearly or when any changes are identified which impact upon pupil's postural/moving and
handling needs.

d. That Staff competency is being monitored in line with this policy (See appendix 3).

SUPPLY STAFF/ VOLUNTEERS:

5. It will be the responsibility of the Moving and Handling Lead to take responsibility to train any supply staff/ volunteers; following such training the M & H Lead will have the additional responsibility for undertaking competency/ compliance checks to ensure the health, safety and well-being of the pupil/ staff member when undertaking SOPs. Volunteers/ supply staff will be identified in the competency framework as RED(see below):

RED Beginner – A staff member/supply staff, who have received practical training, started to build their experience and can begin to use it in new situations. They still require support and supervision. Beginners can only work as a critical friend with a colleague who is graded as **Green**.

6. To this end our Special Partnership Trust aims to:

- **AVOID** Moving & Handling and lifting of hazardous loads as far as is reasonably practicable.
- **ASSESS** fully all potentially hazardous Moving & Handling risks where it has been impossible to eliminate them. The Moving & Handling Team in each of our schools (with advice from school-based therapists) should carry out all pupil Moving & Handling risk assessments and cascade these to the appropriate staff.
- **REVIEW** any Moving and Handling plans and associated risk assessments annually or sooner if a significant change occurs.
- **REDUCE** any risks identified to the lowest level - general risk assessment forms
- **PROVIDE** such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare at work of all employees.
- **PROVIDE** (following an initial Moving and Handling assessment) each pupil/student with an individual Moving and Handling passport which outlines the Standard Operating Procedures (SOPs) deemed necessary for the safe moving/handling of the individual
- **PROTECT** the health and safety of visitors to the school whilst they are on the premises as far as reasonably practicable.
- **ENSURE** any staff involved in Moving & Handling procedures are aware of the policy and have read and understood relevant risk assessments.
- **ENSURE** that every room where persons work shall have sufficient floor area, height, and unoccupied space for the purposes of health safety and welfare. (As documented in the school accessibility plan).

- **ENSURE** equipment provided is safe & available for use e.g. In date for mandatory inspections & servicing, faults reported, charged up ready for use, daily before and after use inspections are carried out.
- **MONITOR** all accidents and incidents and ensure they are entered in the accident book or class events book.
- **IMPLEMENT** and maintain work systems (Moving and Handling plans/risk assessments) that are safe and without health risks.
- **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 tasks (identified through individual risk assessments). It is acknowledged that all staff within our SPT have a duty of care to *'report ill health, medical conditions or injury'* as outlined within the Moving and Handling guidance Cornwall Partnership NHS Foundation, Cornwall Council to ensure reasonable allowances can be discussed/agreed
- **SPECIAL CIRCUMSTANCES** may prevail when dealing with movement needs of individuals who have physical and/or learning difficulties. On some occasions it may be necessary to move or position them by manual lifting, where a hoist would usually be used. A thorough risk assessment should be completed in these instances with any risks reduced as far as reasonably practicable. A slightly higher level of risk may be acceptable on a time-limited activity e.g., School trip where some manual lifts may be involved, or if there is a Fire Alarm *** (See Section 18 on PEEPS).**

Staff Responsibility

7. Staff employed within our Trust will:
   - **TAKE** reasonable care of the health and safety of themselves and others who may be affected by their acts and omissions.
   - **USE** the agreed SPT documents for completion of risk assessments, moving and handling plans and SOPs across the school. Use/monitor the use of agreed recording sheets which demonstrate how competencies/compliances are being adhered to
   - **REPORT** to the appropriate line manager any medical condition (temporary or permanent) that may develop (including pregnancy) which may affect their ability to carry out moving and handling tasks.
   - **REPORT** to the appropriate line manager any problems or unsafe practice that (within their level of competence) they consider to be a risk to health and safety including any equipment faults or the working practice of colleagues if/as necessary
   - **FULLY CONSIDER** the school's Whistleblowing policy if they witness any aspect of Moving & Handling that they know to be outside of the training received. If any member of staff fails to disclose the observation of poor practice by colleagues, the SPT will refer to the disciplinary policy to determine how such behaviour will be addressed
   - **WEAR** appropriate clothing and shoes.
   - **CO-OPERATE** with the employer to allow the employer to comply with health and safety duties.
   - **USE** equipment appropriately in accordance with training and instructions provided.
   - **FOLLOW** the handling plans/moving and handling passport drawn up for each child which outlines the Standard Operating Procedures (SOPs) which must be followed
   - **COMPLY** with the moving and handling policy.

- **PARTICIPATE/UNDERTAKE** any specified training to fulfil their duties.
- **NOT** carry out moving and handling procedures without appropriate advice/training.
- **REPORT** any accident or incident to the appropriate line manager and complete the accident book within 24 hours.
- **REPORT** any faulty lifting equipment immediately to the appropriate line manager.
- **ASSESS** an emergency situation first without rushing in to lift a pupil. If the pupil has fallen, wherever possible the member of staff should reassure the pupil, get help if necessary (First Aid assistance).

Guidelines for appropriate dress for Moving and Handling

To be read in conjunction with section 5 in the SPT Staff Code of Conduct Policy.

For your personal safety and to comply with health and safety requirements it is necessary to think about appropriate clothing and jewellery to wear.

- No long earrings should be worn.
- No dangling chains or bracelets, protruding belt buckles or rings with stones in should be worn.
- Fingernails should be cut short to prevent injury to our young people.
- Hair should be tied back to avoid personal injury.
- Do not wear scarves if you are undertaking moving and handling tasks.
- Strong perfumes, deodorants etc. may trigger incidents with young people who have sensory difficulties.
- Lanyards need to have a quick release buckle or should not be worn.
- No opened toed shoes.

If there are any medical reasons or religious/cultural reasons that these guidelines cannot be adhered to, please speak to a line manager.

Guidelines for lifting and lowering if a child is unable to take their own weight.

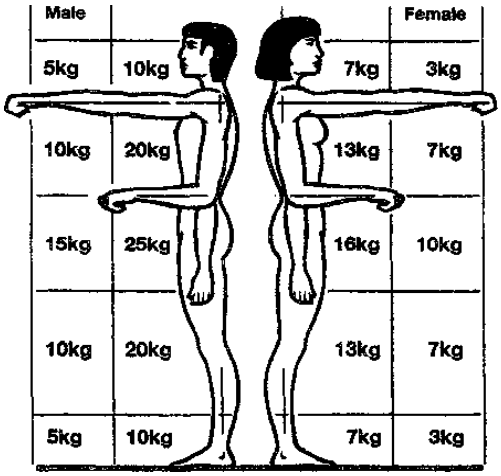
8. The guidelines are based on the Moving & Handling Operation Regulations 1992.

- One person can lift a child under 13kg.
- Children over 13kg should **always** be lifted by a hoist.
- Children between 13kg – 16kg who are awaiting a sling – this would be a 2 person manoeuvre.

Consideration of the young person being lifted is important as is the activity which is being completed. It maybe the young person is under the weight of 13kg but due to the task being carried out lifting could be difficult and therefore some equipment may be needed, some staff members may struggle with some young persons but not others of the same weight.

It might also be for some young persons over 13kg for some activities hoisting maybe not the most suitable and a dynamic risk assessment would need to be carried out.

9. Weight limits.



These figures show the weight guidelines (male and female) agreed by The Health and Safety Executive. If people or objects fall within these weight guidelines, the person is relatively fit, and there are no additional risks than 95% of the population would be safe to lift or lower them. It must be stressed however, that these are only guidelines and that if the person carrying out the task feels that the person or object is not within their capabilities to lift then they should not do so.

10. The weight of a load is only one of a number of factors to be considered in carrying out a Risk Assessment. There is no threshold below which Moving & Handling operations may be regarded as safe.
So, dynamic risk assessments should always be carried out.

Moving & Handling Risk Assessments

11. A generic Moving & Handling risk assessment has been created for the moving and handling of pupils' protocols across our provision within the Trust. This risk assessment is in addition to the individual pupil risk assessments.

12. An Individual Pupils Moving & Handling Risk Assessment should be undertaken when a pupil requires physical assistance with their movement. This assessment will be carried out by the MHT.

13. Every Moving & Handling Risk Assessment should take into consideration these six areas (LITEEO)

- **LOAD** – the person to be handled & information in relation to the child. This information will provide the reader with further context; e.g. – XXX may wriggle once on the changing bed; staff will need to use the key vocabulary 'stop, calm, still' at all times etc
- **INDIVIDUAL CAPABILITY** – of the member of staff (Guidance will be obtained from Occupational Health to determine if any colleague is not considered by the school to be fit/capable enough to undertake the roles and responsibilities associated with their contract of employment which includes Moving & Handling. This aspect will be discussed in depth with the member of staff concerned. A risk assessment will be carried out to determine potential hazards/control measures associated with any capability issue. The school will use the recommendations made by Occupational Health to inform all future working practice.)
- **TASK** – the transfer or movement involved
- **ENVIRONMENT** – including space, lighting, distance from other people, flooring, noise levels etc.
- **EQUIPMENT** – Consider any equipment that is appropriate/available – **only if you are trained to use it**.
- **OTHER** – Additional factors to consider including repetition, time, staffing levels etc.

14. Moving & Handling Risk Assessments must be kept for a minimum of six years commensurate with requirements relating to injury claims.

15. Moving & Handling Risk Assessments must be reviewed annually or when circumstances change; all outcomes will be shared with parents/carers.
16. Indicative weights – There are Health and Safety Weight guidelines, but these are not lifting limits. (See above diagram). They represent the weights above which one must legally complete a Moving & Handling Risk Assessment if the load is straightforward – e.g. A box. Since people are never a straightforward load (asymmetrical, likely to move etc.) a Moving & Handling Risk Assessment should be completed if any pupil needs an adult to assist them with moving. What is clear in the legislation is that if the weight is more than double the amount given on the diagram, no one should be expected to lift it. Generally, people should not be expected to lift the weights shown as a matter of course, or on a regular basis.

PEEPS – PEEPS inform staff of the moving and handling requirements in the case of any emergency, e.g. – in the event of a fire/evacuation of the school building. All schools within our Trust will retain their current risk assessments which inform PEEPS; summative outcomes will be written into the back of moving and handling plan allocated for each pupil by the moving and handling trainers. This information summary enables staff to act in an informed way in case of any emergency which considers the moving and handling of the pupils and their personal safety if/as any emergency arises.

PEEP

Method Of Assistance	**I must always be lifted using a sling and hoist except for in an extreme emergency where I may be lifted by two people.** SOP 2.3 – Two Person Part Way transfer
Special Equipment	
Other Actions Required	I need to be in my school chair or home buggy. I can be in my stander or walker
Safe Routes	As per Fire evacuation route posted in each area of the school.
Designated Assistance 1	Class Team
Designated Assistance 2	Other staff members

Appendix 1

Training

All staff within our Partnership will either receive or update their Moving & Handling training in accordance to their training providers' specifications; this training is provided by the school MHT's who have received the appropriate qualifications to deliver this.

The Moving & Handling trainers will be required to renew their training in accordance to the specifications outlined by our SPT training providers which may include highlighting evidence of their skills, knowledge and understanding of Moving & Handling.

The Moving & Handling trainers complete a Register to detail staff members who have received formal training or updated training; this on-going record provides the Head Teacher and Local Governing Body with an overview of CPD needs across the school.

Moving & Handling training will inform all staff of the Moving & Handling policy and associated protocols; this policy will be published upon the school web site for ease of access by all staff. Additionally, the training will make reference to the Moving & Handling log book and where this is stored outlining the purpose of this book which is closely monitored by the MHT.

Employed staff will be trained at the following frequencies depending on their specific role within the school:

<table>
<tr><td></td><td colspan="3">FREQUENCY OF TRAINING</td></tr>
<tr><td></td><td>THEORY</td><td>PRACTICAL</td><td>COMPETENCY</td></tr>
<tr><td>TRAINER</td><td>Annually</td><td>Annually</td><td></td></tr>
<tr><td>M&H STAFF</td><td rowspan="2">Annually
1hr</td><td>N/A
(assuming competencies remain up to date)</td><td>6 Monthly
(minimum)</td></tr>
<tr><td>NON M&H
CLASS BASED STAFF</td><td>N/A</td><td>NA</td></tr>
<tr><td>ADMIN STAFF</td><td>Every 2
years</td><td>NA</td><td>NA</td></tr>
</table>

Staff newly appointed to our Trust will be provided with training as soon as possible; regular supply staff will additionally receive theory and practical training and ongoing competency assessment. The supply agency will also be contacted and informed of the school's intent to engage the member of supply staff in M&H with pupils (please read in conjunction with the SPT Volunteer Policy). It has been agreed with the Moving & Handling trainers that regular supply staff will have the responsibility of reading/signing one risk assessment in the classes where Moving & Handling is required. This pupil will be agreed with the teaching team. The regular supply staff **WILL NOT** undertake Moving & Handling with any other child of the class. It will be the responsibility of the class team and regular supply staff to ensure this aspect is adhered to at all times.

The longer supply staff remain working in a specific class the more risk assessments they may read.

The Trainer to Staff ratios, during training will be as follows:

1 Trainer – 6 members of untrained staff – during practical training
No limit to the number for theory training.

Appendix 2

Staff Monitoring & Competency

There is an expectation that the Head Teacher of each of our schools undertakes one Learning walk each term with either the Site/Premises manager or ARB equipment manager (joined by the Safeguarding Governor in the Spring Term). The focus of this work is to ensure the health, safety and welfare of all pupils/staff within our Trust remains paramount. Within this a further focus will be on:

- CPD needs of staff; staff will be asked if they remain competent within the training received with particular reference to Team Teach and Moving & Handling
- Ask each team to identify the Safeguarding officers of the school
- Ask each team to identify the First Aiders of the school
- Ensure the competencies/compliance checklists within Moving and Handling within each class (where appropriate) are being used/recorded accurately
- Ensure the information obtained informs future training needs for either an individual/class or all school staff

The Head Teacher will ask the CPD coordinator to use the CPD register to measure the impact of any re-organisation (school/classes) and evaluate the CPD needs which may be required when new class teams are organised.

The class teacher /ARB coordinator will provide the appropriate **induction** for any member of staff new to the team as soon after they start as possible. If the class teacher has any concerns in regards to the CPD needs of the team he/she will bring this to the immediate attention of the Head Teacher, MHT and CPD coordinator.

Induction to a new class will include the sharing of Moving & Handling risk assessments and associated plans which require staff to read/sign. The class teacher will have the direct responsibility to share such assessments/plans; the class teacher will also be responsible for ensuring all staff work within the realms of such assessments/ plans. If the class teacher / co-ordinator wants to seek any additional guidance, he/she will need to speak to the Moving & Handling team.

The class teacher has the responsibility for ensuring all staff read the Moving & Handling risk assessment and associated protocols/plans and sign to say these have been read and understood. The class teacher will outline to all staff within their class that it is each member of staffs' responsibility to raise any concern in regards to a colleague working practice. As a direct result; the class teacher will immediately monitor the working practice of the colleague and outline concerns raised with the Moving & Handling team and Head Teacher of the school. **ANY staff member failing to disclose this information to their line manager will be subject to an immediate investigation outlined within the schools' capabilities/disciplinary policy.**

The class teacher/staff teams are able to update the Moving and Handling plans/photographs and risk assessments, however, this **MUST** be quality assured by **one Moving and Handling trainer** within the school before any such changes are agreed and implemented to secure safe moving and handling

procedures; if any member of staff requires additional advice and guidance or is less certain of how to proceed they **must** seek further clarification from the Moving and Handling leads within the school.

One Moving & Handling trainer will formally monitor the work of colleagues across the school/ARB **Bi-annually**; this will include the following:

- Class visits where Moving & Handling tasks are carried out
- Visits to other areas of the school to monitor and ensure Moving & Handling protocols are adhered to – e.g. – school hall at lunch time/whole school assembly etc
- Discussion with class team to determine any further CPD needs/queries relating to Moving & Handling and reference/discuss the class competency check sheets
- Opportunity to formally address any Moving & Handling issue which have not already been bought to the attention of the Moving & Handling team (via the whole school Moving & Handling report log)
- Discussion with class team regarding the design/content of individual risk assessments/moving and handling plans associated with Moving & Handling
- Check the content of each Moving and Handling passport to ensure each remain current and in-line with Moving and Handling risk assessments undertaken
- Observe Moving & Handling procedures by the class team
- Check all class displays including rotas which support the Moving & Handling process (including the identification of the Lead Person and Critical Friend and key vocabulary associated within any SOP)
- Report any key issues to the Head Teacher of the school with immediate effect

Competency

Staff Competency for Moving & Handling tasks is measured within our Trust using the following criteria:

1. Staff members must have received formal Moving & Handling Training
2. Staff members must be in date for the training given
3. Staff members must be conversant with the Standard Operating Procedures (SOPs)[1] for Moving & Handling
4. Staff members must be fully conversant with all pupils individual M&H passport
5. Staff members must have been visually assessed carrying out SOPs and recorded on the competency paperwork

Refresher training must be completed.

In addition to the above, Trust employs a variation of the Dreyfus (1986) model (as detailed in the Manual Handling of Children – Professional Series Vol 2, National Back exchange 2011).

It is assumed that on completion of formal training and subsequent skill development, a staff member passes through a number of levels of proficiency: beginner, intermediate and experienced.

White – A staff member/supply staff who have completed theory training.

RED Beginner – A staff member/supply staff, who have received practical training, started to build their experience and can begin to use it in new situations. They still require support and supervision. Beginners can only work as a critical friend with a colleague who is graded as **Green**.

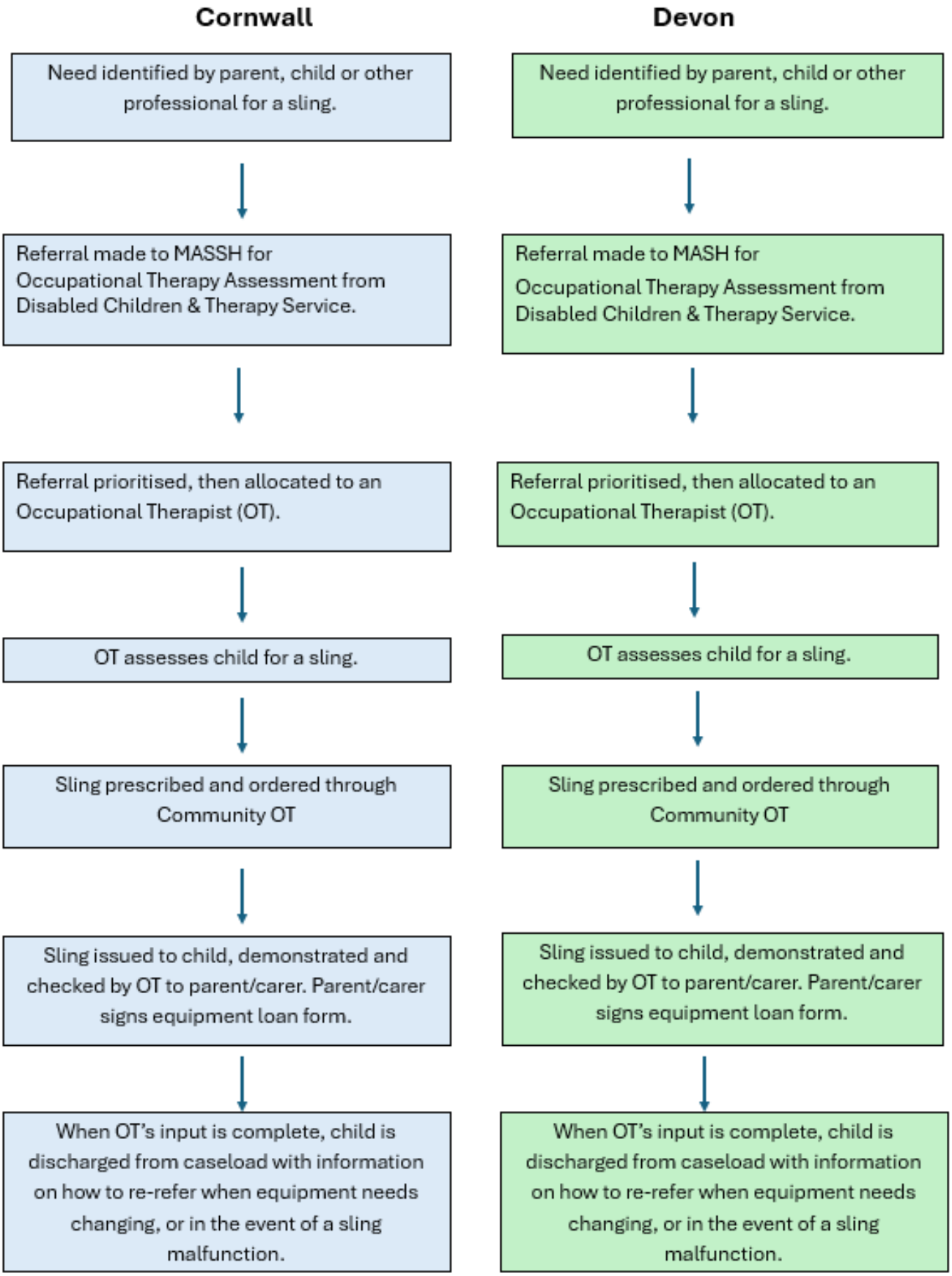
[1] Standard Operating Procedures (SOPs) are a complete guide on how to carry out any Moving & Handling tasks safely and correctly. The SOPs must be adhered to in order to ensure HOP 7 safety compliances are being met.

AMBER **Intermediate** – A staff member has been carrying out the tasks for a little while and can demonstrate the ability to plan ahead, but does not have the speed or flexibility to be a proficient handler. Intermediates can work as a critical friend or lead with a colleague who is graded as **Green**.

GREEN **Experienced** – A staff member that shows the ability to see the situation as a whole, and uses rules which are flexible in their decision-making processes. They have a good grasp of the circumstances and are efficient in dealing with the tasks required. Experienced can work as lead with colleagues who are **Red**, as lead or critical friend with colleagues who are **Amber** or **Green.**

Appendix 3

Sling Pathways



Appendix 4

Moving & Handling Scopes of Compliance - There is a robust school inspection and servicing regime in place to ensure that all M&H procedures are well managed and lifting equipment is safe to use at all times. The following table indicates the type, frequency and inspection provider.

Task	Type	Responsibility	Frequency	Date of check
Policy	Yearly Review	Trustees	Annually	
SOPs	Yearly Review	School M & H Team	Annually/or when required	
RA – EEC LIVE	Yearly Review	School M & H Team	Annually/or when required	
Pupil Risk Assessment	Update in accordance to pupil EHCP Review or when any major changes occur	School M & H Team	Annually	
Pupil Moving and Handling Plans	EHCP Review or when any major changes occur	School M & H Team	Annually/or when required	
Competency Checking	Monitoring of staff competency	School M & H Team	Bi Annually	
Bathroom & Class room M&H displays	Correctly displayed staff information sheets	School M & H Team	Termly	
Learning Walks	HT Classroom Health & Safety checklist including ILUO Charts and pupil moving and handling plans	HT H&S,W Governor	Termly	
Fixed & Mobile Hoists	6 Monthly Safety inspection* 6 Monthly Inspection & Service* Before and After Use Check	Zurich Municipal Compliance Provider ALL Staff Users	Bi Annually Bi Annually Daily	
Slings & Sliding Sheets	6 Monthly Safety inspection* Before and After Use Check	Zurich Municipal ALL Staff Users	Bi Annually Daily	
Therapeutic Beds	Annual Safety inspection* Annual Inspection & Service* Before and After Use Check	Zurich Municipal Compliance Provider ALL Staff Users	Annually Annually Daily	
Minibus passenger Lift	Annual Safety inspection* Annual Inspection & Service* Before and After Use Check	Compliance Provider Compliance Provider ALL Staff Users	Annually Bi Annually At time of Use	
Passenger Securing Equipment	Serviceability Inspection Before and After Use Check*	Site H&S person ALL Staff Users	Quarterly At time of Use	

The Site Manager/Supervisor/Premises Manager has the responsibility for maintaining all records of external checks made, storing such records in the moving and handling compliance file; any concerned raised during the inspection by external compliance providers will be bought to the attention of the Head Teacher by the site manager. The moving and handling leads in each school are responsible for the scrutiny of checks/documentation to support across the school.