**PUPIL MOVING AND HANDLING PLAN**

A Risk Assessment must be carried out prior to completion of this Pupil Moving and Handling Plan.

Completion of this form ensures a consistent approach and gives staff instructions on moving and handling of the pupil.

All staff have a responsibility to follow the instructions within this Moving and Handling Plan and to report any changes that may affect safer handling

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| **Pupil Name: A N Other** |
| **Summarise risks and information staff need to be aware of and action staff need to take in relation to all handling tasks** |
| Date 01/01/01  | Pupil physical injury – Moving and Handling of PupilSkeletal injuries, falls - Potential for unpredictable behaviour |
| **Instructions for Handling Tasks** |
| **Date** | **Task** | **Instruction/Handling Method** | **No. of staff** | **Equipment to be used (where applicable)** | **Hoisting Instructions****(where applicable)** |
| Jan 01 | **Moving and handling pupil:**Chair to WheelchairWheelchair to standingChair to changing table or toiletLifting pupil from floor in or after an emergency | Use slide sheets, banana boards, hoists, turntables, and chairs with removable side arms and/or toilet risers.Use inflatable cushion for bearing pupil to more suitable height of move. In a confined space, e.g. a toilet cubicle, consider us of slide sheet to move pupil to position where cushion can be used. | 1-2 | Slide SheetsBanana BoardsTurntablesChairs with removable side armsInflatable cushions | Hoist Make: Hoist Model: |
| Sling Make: Sling Model:Sling Size: |
| \*Sling FittingUL [ ]  Th.L [ ]  Th.X [ ]  |
| \*Loop Attachment number:Shoulder: Middle: Legs: |

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| **Pupil Name : A N Other Pupil Moving Plan Continuation Sheet Number: 1**  |
| **Instructions for Handling Tasks** |
| **Date** | **Task** | **Instruction/Handling Method** | **No. of staff** | **Equipment to be used (where applicable)** | **Hoisting Instructions****(where applicable)** |
| Jan 01 | Moving and handling pupils who may move suddenly or struggle | Adopt a total communication approach; unpredictable behaviour is more likely when pupils do not understand what is happening to them. Plan the move in advance, refer to the individual’s Managing Accessibility Plan, anticipate movement where possible and make sure all equipment is available and ready to use. | 1-2 |  | Hoist Make: Hoist Model: |
| Sling Make: Sling Model:Sling Size: |
| \*Sling FittingUL [ ]  Th.L [ ]  Th.X [ ]  |
| \*Loop Attachment number:Shoulder: Middle: Legs: |
| **Instructions for Handling Tasks** |
| **Date** | **Task** | **Instruction/Handling Method** | **No. of staff** | **Equipment to be used (where applicable)** | **Hoisting Instructions****(where applicable)** |
|  |  |  |  |  | Hoist Make: Hoist Model: |
| Sling Make: Sling Model:Sling Size: |
| \*Sling FittingUL [ ]  Th.L [ ]  Th.X [ ]  |
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