



Moving and Handling Policy

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Purpose

This policy has been written to ensure staff have a clear understanding of the principles to be observed for proper lifting and assisting people to move. This document covers not only service users but all other items that staff could encounter while performing their duties.

Policy

1. All staff will undergo moving and handling training at induction. Training records will be maintained on an individual basis and this training will be reviewed annually to determine the need, if any, for any up-date or refresher. All staff must follow the techniques they are taught on training. Staff must have specific training if they are using aids such as hoists or slide sheets.
2. As far as is possible, the management of JRH Support will seek to reduce or even eliminate manual handling operations through the use of mechanical aids (hoists etc).
3. Prior to any support being offered, an essential part of the Support Plan is to assess those activities involved in day-to-day support which will entail a certain degree of lifting and assisting people to move.
4. Service Users will be informed of the risks involved in assisting them to move and of the need for the support worker to undertake certain duties in specific ways in order to reduce risks. The organisation reserves the right to refuse service to any service user who does not agree to appropriate safe handling methods being used.
5. The support worker has a responsibility to inform their supervisor or the manager if for any reason he/she is unfit to carry out duties that involve a degree of lifting or handling.
6. Any accidents to staff or service users involving safe handling techniques will be investigated in accordance with the organisations Health and Safety procedures and the R.I.D.D.O.R Regulations 1995.

Principles of Safe Manual Handling

- Avoid manual handling if at all possible
- Keep any load as close to the body as possible
- Keep your spine in line maintaining a natural upright posture
- Ensure a stable base
- Assess the person/object to be moved, before commencing
- Always select the appropriate manoeuvre/equipment for the task
- Prepare the environment
- Avoid static stooping
- Never twist during a manoeuvre

- Bend your knees when transferring
- Make sure you have a good grip/hold
- Know your own handling abilities and do not exceed them
- Explain what you are doing to the person being moved
- Wear appropriate clothing and footwear

The Manual Handling Operations Regulations 1992 (amended in 2002)

These regulations require employers to:

- **Avoid** the need for hazardous manual handling, so far as is reasonably practicable;
- **Assess** the risk of injury from any hazardous manual handling that cannot be avoided; and
- **Reduce** the risk of injury from any hazardous manual handling, so far as is reasonably practicable.

These regulations also require employees to

- Follow appropriate systems of work laid down for their safety;
- Make proper use of equipment provided for their safety;
- Co-operate with their employer on health and safety matters;
- Inform their employer if they identify hazardous handling activities;
- Take care to ensure that their activities do not put others at risk.

The Lifting Operations and lifting Equipment Regulations 1998

The regulations aim to reduce risks to people's health and safety from lifting equipment provided for use at work.

Generally, the Regulations require that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads;
- Positioned and installed to minimise any risks;
- Used safely i.e. the work is planned, organised and performed by competent people; and
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

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