



Very Important People Services

MOVING AND HANDLING POLICY AND PROCEDURES

Title of the policy: Moving and Handling Policy and Procedures

Purpose: To outline the systems that staff must follow to ensure the health and safety of staff, service users and others when moving and handling people, equipment or objects.

Policy: VIPSS has a duty to ensure the safety of service users, staff and others when lifting, putting down, pushing, pulling, carrying or moving people, equipment or objects by hand or by bodily force. VIPSS will train staff in how to move or handle people, equipment or objects correctly and safely. In return, VIPSS expects staff to be aware of their own strengths, weaknesses and safety, and to avoid moving and handling if they feel this is hazardous.

Scope: The legislation and guidance staff must adhere to includes:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992.

Loraine Stock is responsible for implementing and reviewing this policy and will check guidance from relevant bodies on a regular basis to ensure VIPSS is up to date with the latest moving and handling legislation. Loraine Stock will amend this policy and its procedures accordingly.

Staff are expected to adhere to this legislation through implementation of the policy and procedures developed to remove or reduce the risk of injury to staff.

Staff are expected to report any moving and handling incident, however minor, to Loraine Stock who will ensure that all reported incidents are recorded in the appropriate accident and incident records.

Procedures

Risk Assessment

Lorraine Stock will carry out a risk assessment, prior to moving or handling people, equipment or objects, of the likelihood of harm occurring and the severity of harm that might be inflicted should it occur.

Lorraine Stock will use the hierarchy of risk to determine control measure to prevent back or other injury from occurring. These include:

1. Removing the hazard altogether.
2. Try a less risky option.
3. Prevent access to the hazard.
4. Organise work to reduce exposure to the hazard.
5. Provide PPE.
6. Provide safe systems of work.

Use of Moving and Handling Equipment

One of the control measures may be to use moving and handling equipment. If this is the case, Lorraine Stock should:

- Carry out an assessment to identify and use the most appropriate equipment for the moving and handling required.
- Make sure staff are trained to use the equipment.
- Make sure the equipment is maintained according to the manufacturer's suggestions and requirements.

Moving and Handling Training

VIPS will organise for staff to receive moving and handling training in the following areas:

- Identifying manual handling risk factors and how injuries can occur.
- How to carry out safe manual handling including good handling technique.
- Appropriate systems of work to suit your staff and service users.
- The use of mechanical aids.

Staff are required to attend this training and any update training identified as a result of reviews.

Accident and Incident Reporting

VIPS train staff on how to recognise and report accidents, incidents and near misses so that service provision can be improved.

Accurate Record Keeping

Staff/Managers to keep accurate records on:

- Moving and handling risk assessments.
- Care plans.
- Assessment and use of equipment.
- Equipment maintenance records.
- Moving and handling training records.