

<b>WELLCOME CARE HOMES Ltd</b>	<b>Reviewed May 2020</b>
<b>MOVING AND HANDLING POLICY</b>	<b>Page 1 of 3</b>

Whenever possible moving and handling of residents should involve no lifting techniques, making use of specialist equipment available., with the aim of avoiding any potential injury to both staff and residents.

All members of staff will receive training in the use of specialist equipment, non-lifting techniques, safe systems of work and legal responsibilities and requirements. (All Wales Manual Handling Passport)

An assessment on each moving and handling procedure will be made if there is any risk of injury in the load handling task, in accordance with Manual Handling Operations Regulations 1992.

In accordance with the Health & Safety at Work Act 1974, as an employer, Wellcome Care Homes Ltd Care Will:

- Provide and maintain equipment and safe systems of work.
- Provide Information, Instruction and supervision
- Provide safe and easy access to equipment.

Employees are obliged to cooperate in the safe use of equipment and to take up opportunities in relation to training. Employees are obliged to familiarise themselves with policies and guidelines concerning safe handling.

In accordance with Reporting Injuries, Diseases and Dangerous Occurrences Regulation 2013, any incident/accident, related to moving and handling procedures, resulting in more than three days' absence from work, will be reported to the Health and Safety Executive.

A risk assessment form will be completed and updated as appropriate, for each resident, relating to moving and handling procedures. This will give information on which equipment is considered appropriate in order to carry out each procedure. Risk assessments will recognise the resident's right to independence in activities that can manage themselves and residents will not be conditioned into dependency.

### **THE EMPLOYERS DUTY**

“Each employer shall, so far as reasonably practicable, avoid the need for his employees to undertake manual handling operations at work which involves a risk of their being injured. Where that is not reasonably practicable they must make suitable and sufficient assessment and take appropriate steps to reduce the risk of injury to those employees arising out of their undertaking any such manual handling operations to the lowest level.”

**The Manual Handling Regulations 1992**

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**It is the employers' responsibility**

- Ensure that their employees are not exposed to a foreseeable risk of injury from manual handling as set out in the Health and Safety at Work Act 1974 and Manual Handling Operations 1992.
- Develop, implement and communicate a policy and local codes of practice covering moving and handling in the workplace.
- Consult people with expert knowledge when developing codes of practice.
- Carry out formal moving and handling assessment looking at load, the task, the environment and the handler.
- Minimise the risk by implementing measures relating to the working environment, equipment, uniform, organisation, staffing levels, training, written instructions, definition of roles, communication.
- Draw up an action plan and budget for new measures required.
- Ensure all new staff who will be required to handle residents first undergo All Wales Manual Handling Passport training. Existing staff should undergo periodic refresher training.
- Ensure staff are fit to undertake the work they do
- Ensure staff have uniforms that allow for an unrestricted range of movements when handling residents.
- Monitoring the policy and codes of practice and take action if they are not being properly applied.

**EMPLOYEES RESPONSIBILITES**

- Take reasonable care for their own health and safety and that of their colleagues and residents while handling people or loads (Health & Safety at Work Act 1974)
- Use equipment in accordance with training and instructions received. (Management of Health Safety Regulations 1999)
- Comply with existing policies on moving and handling and co-operate with the implementation of any new policies.
- Follow the written individual resident moving and handling assessment which should be incorporated in the care plan (The manager should also make periodic on the spot assessments of residents handling needs.)
- Alert senior staff to any situation at work which might present a serious and imminent danger.

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An employee has a duty to inform management of any shortcomings in existing arrangements for manual handling and in particular:

- Lack of staff or equipment
- Environmental hazards
- Defects in machinery or equipment
- Injuries or accidents
- Illness or disability affecting handling capacity.

### **Assessments**

Staff should continue to assess the needs and capabilities of the residents and request a moving and handling assessment to be carried out to ensure the right equipment is being used to meet the resident's needs.

### **Monitoring**

Monitoring compliance can be achieved by checking the residents care plans. These should clearly indicate the capabilities of the resident, along with the equipment and handling methods and that they are meeting the current needs of the residents.

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