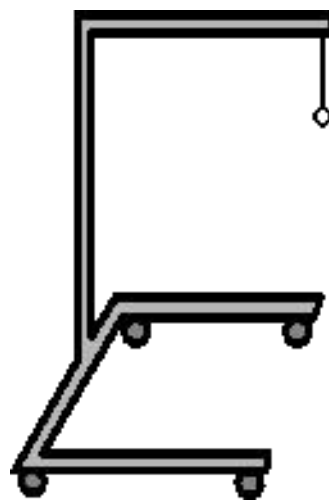


# Accessible Moving and Handling Policy



**June 2009**

*This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.*

*The complete policy statement can be found within the Moving and Handling Policy document available from the Admin Team at the Consortium Office.*

## Aims

To make sure that Service Users do not get hurt and so that they will get what they need.

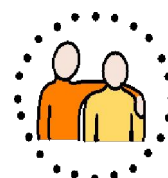


## Definition

Manual Handling means a member of staff pushing, pulling or carrying anything or anyone

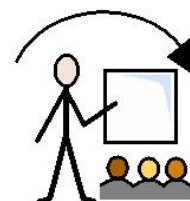
## Principles of Moving and Handling

So that people are safe at work and do not get injured



How is this done?

- Only move things when you really need to
- Look at the risk before you do anything
- Do things to lower the risk to yourself
- Train staff in moving and handling



# Risk Assessment

The level of risk is how likely it is for something bad to happen e.g. for someone to get injured



At work we need to look at the level of risk but also how much we can lower it to see if we should move or handle something

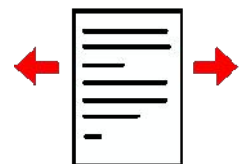
## Guidelines

When something has a high level of risk we need to have written down exactly how to do it



Staff should always follow what is written down

If what is written down is about the Service User then this needs to be put into the black file



This information should be looked at again each year

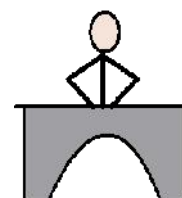


## Equipment

All things that are used to move people or objects should be checked to make sure they are working



This should be done by the manager



## Guidance for all staff

Use all of the equipment that is meant to be used



Look at it first to make sure it is ok. If it isn't then tell the manager and do not use it



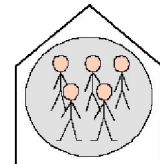
If you aren't well and you cannot do any moving or handling then tell the manager

Tell people of any accidents



## Guidance for managers

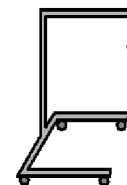
Tell all staff about this policy



Do the risk assessments and try to lower the risks



Check all the equipment to make sure it is safe



Make sure staff have done all the training



Talk to the Care Managers when there is a lot of risk to moving a Service User



Be a role model

## Guidance for Contract Managers

Make sure staff have everything they need to do their job

Make sure staff do what the policy says



Give advice



## Guidance for Trainers

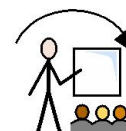
Give advice



Help staff to make sure the guidelines are up to date



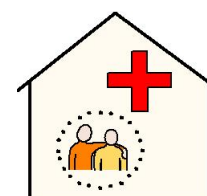
Give training to staff



Tell people of anything new in moving and handling

## Guidance for the Health and Safety Officer

Make sure the Health and Safety laws are kept to



Investigate injuries and accidents



## Training

Staff are trained when they start the job and then each year afterwards

Records of training will be kept

