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## **Moving and Handling Policy**

### **The Scope of the Policy**

This policy covers all moving and handling activities undertaken by staff and volunteers during the course of their work. It applies to all members of staff and volunteers as well as the person being moved.

The policy recognises that Foresight and its staff have a duty of care under common law to the person being moved and relatives who may be involved in the moving and handling tasks. The Organisation will take reasonable steps to ensure that staff from outside organisations have received the appropriate training and information on how to perform safer moving and handling prior to commencement of duties on behalf of the organisation.

### **Policy Values**

Foresight is committed to the implementation of the Moving and Handling Policy based on the following values.

### **Handling of People**

It is recognised that a duty of care exists to service users, members of staff and volunteers. Each person who needs assistance with moving and handling will be individually assessed by a competent member of staff taking into account their individual needs, capabilities and circumstances. A balanced approach will be followed which considers the person's human rights as well as the need to protect staff from injury.

- As part of the risk assessment the risks and benefits to the person will be balanced against the need for staff safety. The rehabilitation and developmental needs of the person will also be considered as part of this process.
- The person and, where appropriate, those acting on their behalf, will be actively involved in the moving and handling assessment and decision making process.
- A problem solving approach will be adopted which considers the use of a variety of handling methods and equipment to reduce the risk of injury. The independence of the person will be encouraged at all times. Where a decision is made in respect of someone who lacks capacity, it will be taken in their best interests. (Mental Capacity Act 2007)
- The assessment will identify the number of staff that will be required to safely move the person. There will be many situations where more than one member of staff will be required

- Following assessment, a written individual handling plan will be produced which will be reviewed at appropriate intervals or when circumstances change. A copy of the person's moving and handling assessment and handling plan should be available for staff to refer to. This applies to hospital, residential and community situations
- Manual lifting of adult people will be avoided unless no other option is available or possible. Hoists, sliding aids and other specialised equipment should be used whenever possible but in some situations manual lifting may be required
- Moving and handling equipment may not always be required and manual handling techniques may be used based on an individual risk assessment provided that they follow safe handling principles
- A fire evacuation procedure is available in the workplace

## **Load Handling**

A minimal lifting approach will be applied to load handling situations based on a full risk assessment, which takes account of factors such as size, shape, weight and design of the load. Mechanical aids should be utilised whenever possible.

Whenever possible the risk of injury from load handling problems should be reduced by implementing measures at strategic level. Good planning and design of the workplace will often eliminate hazards at an early stage.

Safe systems of transportation will be readily available for the movement of goods, supplies and equipment.

## **Organisational Responsibilities**

The Health and Safety executive retains the overall responsibility within the organisation for the implementation of the policy. This includes for example, ensuring that sufficient resources are made available for the purchase of moving and handling equipment, the provision of training for all staff and the availability of specialist staff to support the risk assessment process.

The organisation has a legal duty as far as is reasonably practicable to ensure that:

*This information is also available in other formats, languages and picture format upon request.*