

# Moving and Handling Policy and Procedure

## Policy

This policy applies to all Ormerod employees who work under the Operational Support Team. Ormerod operates a 'no lifting' of service users policy in line with current legislation.

## Procedure

### Assessment

Where a service user requires assistance with moving and handling a Risk Assessment that identifies any equipment, aids and techniques should be completed by the Service Manager or a trained and competent staff member. Please refer to the risk assessment policy and procedure and the Mental Capacity Act policy and procedure for further guidance on this.

### Sourcing Equipment

If a service user is identified as requiring support with manual handling the team manager should make a referral to the Occupational Therapy Team. Moving and Handling equipment should only be sourced from the Occupational Therapy Team or purchased on a medical professional's advice. Some equipment may need specific adaptations or have specific fitting requirements.

### Training

The training department will ensure that all staff receive moving and handling training every 3 years. Where staff are responsible for moving and handling people training will be provided every 12 months and practical competency will be assessed to ensure safe practice. Staff are expected to follow the training instruction they are given and to follow all relevant legislation. It is also expected that staff will maintain and use equipment only as set out in manufacturer's instructions or as advised under direction of professionals. No staff member should attempt a manual handling manoeuvre without training and assurance that they are competent.

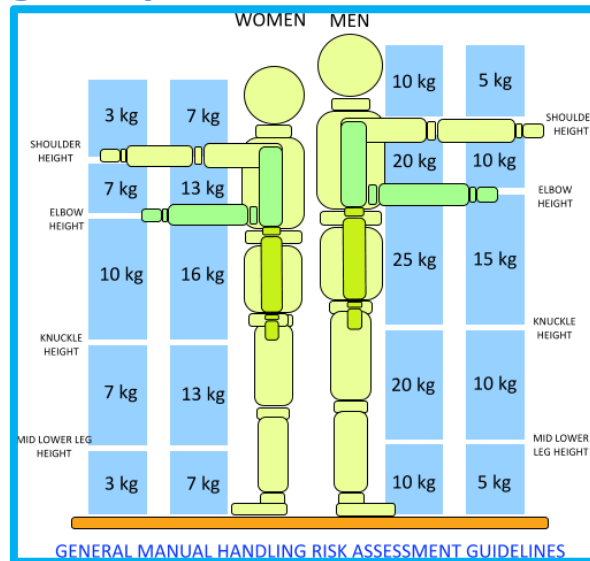
### Care Planning and Maintaining a Register of Equipment

The service manager is responsible for completing the mobility care plan which includes a register of all equipment that is used. The register should include a date stating when equipment is due for servicing. The team manager should arrange for equipment to be serviced prior to this date.

### Safe Working

All equipment should be checked for damage, wear and tear prior to each use. Damaged / faulty equipment should not be used and should be reported to the line manager / on-call manager. General moving and handling tasks not relating to service user's mobility needs should recognise legislation and safe working practices including the limitations of lifting loads.

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### Relevant Legislation

- **Manual Handling Operation Regulations 1992.**
- **Health and Safety at Work Act 1974.**
- **Management of Health and Safety at Work Regulations 1999**
- **Provision and Use of Work Equipment Regulations 1998**
- **Lifting Operations and Lifting Equipment Regulations 1998**
- **Health and Social Care Act 2008**
- **The Care Act 2014**
- **The Mental Capacity Act 2005**
- **The Human Rights Act 1998**
- <http://www.hse.gov.uk/healthservices/moving-handling.htm>