

MOVING AND HANDLING POLICY

POLICY STATEMENT

This Policy should be read in conjunction with the Kemfa care Limited Health and Safety Policy. Kemfa care Limited acknowledges that moving and handling operations have a potential to cause injury, and require a risk assessment approach to the moving and handling of loads to reduce the risks that were within its area of responsibility so far as is reasonably practicable, as set out in this document.

Manual handling legislation focuses attention of the reduction of and prevention of back pain and lifting related injuries, which are important causes of suffering, absence from work permanent disability.

This Policy is in response to the Manual Handling Operations Regulations 1992 (MHOR Regs, 1992 – amended 2002) and acknowledges the influence of the Management of Health and Safety at Work Regulations (1998) and the Lifting Operations and Lifting Equipment Regulations (1998). The above is not an exhaustive list.

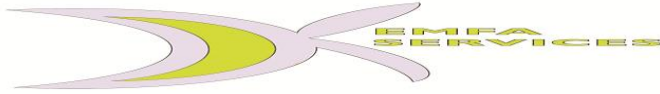
The Manual Handling Operations Regulations (1992) does not prohibit all manual handling. There needs to be balance in approach to ensure that:

- Care assistances are not required to perform tasks that put them and Service Users at risk unreasonably;
- Care assistants should avoid hazardous moving and handling operations as far as reasonably practicable;
- Care assistants should reduce the risk of injury to the lowest practical level using the assessments as a basis for action;
- Service Users' personal wishes on mobility assistance are respected wherever possible;
- Service User independence and autonomy is supported as fully as possible

EMPLOYER RESPONSIBILITIES

Kemfa care Services Limited will ensure that:

- Suitable staffing levels are maintained to ensure safe handling practices
- All employees are properly informed and trained on the correct manual handling procedures
- Adequate manual handling resources are provided by the local authority and any other agencies involved
- Advice is sought from Occupational Therapy Services where specialised equipment is required
- All staff are trained and updated in appropriate moving and handling techniques, for their role and area of work
- Training department will keep a signed record of all attendances at Moving and Handling Courses and updates, making them available for inspection by the local authority and CQC



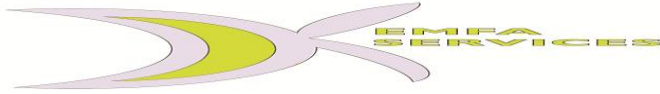
- Assessments of Service User's Manual Handling needs (Safe Systems of Work and Care Plan) will be done prior to commencement of care
- Safe Systems of Work and Care Plans are updated, reviewed and documented as required
- Vulnerable carers, such as new and expectant mothers, those returning to work following surgery etc, will have a separate risk assessment of their moving and handling abilities
- Pregnant carers will be monitored and risk assess during their pregnancy
- All accidents, incidents and 'near miss' events are accurately recorded and promptly investigated, so that any remedial action can be taken to prevent re-occurrences

EMPLOYEE RESPONSIBILITIES

- Care assistances shall take reasonable care of themselves and others/; If they have any illness or injury that will have an effect of their ability to manually handle or use equipment, they should report this to the Care Manager immediately
- Care Assistants should avoid all unnecessary manual handling tasks where reasonable practicable
- If Care Assistants are unsure of correct procedures, they must seek advice from the Care Manager and training department
- Care Assistants must participate in Moving and Handling training and annual mandatory updates, as directed Kemfa care Service Limited
- Care Assistants must attend additional training updates where it has been identified that they must do so
- Care Assistance must use equipment safely as shown in their manual handling training
- Care Assistants must acquaint themselves with the individual Service User's handling assessment (Care Plan and Safe Systems of Work) before proceeding to move the Service User
- Where it has been identified that two carers are needed for a procedure, Care Assistants **must not** attempt such procedures alone
- Care Assistants have a 'duty of care' and therefore must make the Care Manager and training department aware of any concerns that they may have regarding equipment
- Care Assistants must report any accidents or injuries obtained during moving and handling procedures
- Care Assistants must also report any 'near miss' events to the Care Manager and training department
- Care Assistants must ensure that they read this policy document and will adhere to the guidance contained therein
- Care Assistants must ensure that they have read the Moving and Handling Procedures document that accompanies this Moving and Handling Policy document

MOVING AND HANDLING PROCEDURES

These procedures should be read and followed in conjunction with the Moving and Handling Policy, Client Initial Assessment, Care Plan and Safe Systems of Work, which detail any specific instructions regarding individual Service Users.



General Principles:

- **No Moving or Handling tasks should be undertaken without prior training**
- Always work in accordance with your Moving and Handling and Health and Safety at Work training
- Use equipment provided in accordance with your Moving and Handling training
- Always work in accordance with the agreed Care Plan and Safe Systems of work
- Do not attempt any tasks you are unsure of and seek advice from the Manager and the Training Department if in doubt

BEFORE ANY MOVE IS ATTEMPTED:

- Plan your tasks
- Are there any hazards or obstructions?
- Is the equipment to be used in good working order?
- If not, do not use the equipment and report to the Care Manager immediately
- Adopt a good posture and good position with your feet
- Before beginning your move, ensure that you have a firm palmer hold
- Keep the load close to your body
- Ensure your movements are smooth
- Always readjust your positions throughout the moves
- Abort your move if you feel unsafe
- Where it has been identified that two carers are needed for a procedure, Care Assistants **must not** attempt such procedures alone
- Report and record any concerns without delay
- Stop and think. Use the ELITE risk assessment as shown in training and assess the risks – Environment, Load, Individuals, Task and Equipment
- Use the seven efficient rules of Safe Moving and Handling as taught in training:
 - Dynamic fluid base
 - Soft knees and hips
 - Elbows close to your body
 - Flat palms (thumbs tucked in)
 - Chin up
 - Communicate
 - Weight transfer
- As discussed in training, Care Assistants **must not** support a Service User who is falling

The above principles must be applied to all situations which involve Moving and Handling objects and Service Users