

Policy No: 03-4005	Authorised: Pellagia Margolis	Date: 15/01/2020
MANUAL HANDLING ACTIVITIES		

Under the fundamental provisions of current Health & Safety at Work legislation Integrative Supported Living Care has a duty to ensure that all staff involved with lifting and handling activities should not be exposed to any work practice or risk likely to cause them injury. This Policy will detail the relevant compliance issues with the Lifting Operations & Lifting Equipment Regulations 1998 (LOLER).

1. POLICY STATEMENT & PRINCIPLES:

1.1 Each staff member must:

- exercise reasonable care for the health and safety of himself / herself and all other persons who may be affected, either directly or indirectly, while carrying out his / her duties;
- co-operate with management with regard to any duty or requirement imposed in law.

1.2 It is the responsibility of the management of the Organisation and all staff to ensure a safe standard of practice in order to safeguard the interests of staff and service users.

1.3 No member of the Care Staff will be asked to lift service users until he / she has received supervised instruction and practice.

1.4 Training in manual handling techniques (lifting / handling / moving / assisting) will be included in all staff induction programmes. This will extend to staff re-entering work after a break in service.

1.5 In-service training seminars will be provided to train and up-date Care Staff where necessary in manual handling techniques in order to maintain safe working practices.

1.6 Prior to any care being offered, as an essential part of the Care Plan the Domiciliary Care Services Supervisor or Manager will need to assess those activities involved in day-to-day care which will entail a certain degree of lifting and handling. Where this involves lifting, moving or positioning of a service user an appropriate preliminary Risk Assessment MUST be carried out, ref *Form No 3-008*. For moving and assisting the larger person, *Form No 3-009* will apply.

1.7 Service users will be informed of the risks involved in manual handling and of the need for the Care Worker to undertake certain duties in specific ways in order to reduce risks. The Organisation reserves the right to refuse service to any service user that does not agree to appropriate safe handling methods being used.

1.8 Staff members will not attempt to lift, assist or handle service users on their own; where two people or more are assessed to be needed to lift a particular person then this will be included in the appropriate Care Plan. The Domiciliary Care Services Supervisor or Manager is responsible for ensuring that extra staff are made available when required.

1.9 As far as is possible, the management of the Organisation will seek to reduce or even eliminate manual handling operations through the use of mechanical aids (hoists etc).

1.10 The Domiciliary Care Services Supervisor or Manager is responsible for ensuring that staff use the lifting aids and / or hoists provided when required, and in a safe manner in accordance with manufacturers' instructions, reference *Policy No 4012*.

1.11 All staff involved in lifting and handling must follow all instructions given about recommended techniques.

1.12 All accidents or incidents arising from the lifting and handling of persons will be recorded in the appropriate Incident Log (see references below).

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1.13 The Care Worker has a responsibility to inform the Domiciliary Care Services Supervisor or Manager if for any reason he / she is unfit to carry out duties that involve a degree of lifting or handling.

2. SERVICE USER RISK ASSESSMENT:

2.1 At the Baseline Assessment of Needs stage, the service user will undergo an appropriate Risk Assessment with respect to their specific needs for lifting, handling, moving and assisting.

2.2 This Risk Assessment will form an integral part of the Care Plan development for that service user, and will focus upon manual handling needs with respect to the following Activities of Daily Living:

- Inherent disabilities and weaknesses.
- Particular movement characteristics and other behaviour that may affect mobility.
- Standing.
- Walking.
- Use of steps and stairs.
- Getting into, and out of, chairs.
- Getting into, and out of, bed.
- Use of the toilet.
- Washing / bathing / showering.
- General personal care (cleaning teeth, combing hair etc).

2.3 A summary of this Risk Assessment will be recorded in the Baseline Assessment of Needs. This will contribute to the development of the service user's Care Plan, and will form an integral part of the Care Records which are subject to regular review in the normal way.

FORMS REFERENCES:

Form No: 2-107 *Incident & Action Log*
 Form No: 3-008 *Risk Assessment - Service User - Lifting & Handling*
 Form No: 3-009 *Risk Assessment - Service User - Moving & Handling the Larger Person*
 Form No: 4-004 *Risk Assessment - Hoists*