

Moving and Handling Safely

City Care Southwest Ltd offers care and support services to adults over the age of 65 in their own homes. Our service is regulated by the Care Quality Commission (CQC) in relation to the regulated activity “Personal Care” and in accordance with the Health and Social Care Act 2008 and its associated regulations 2014.

Version Control

Date	New Version #	Made by	Changes/updates	Review Date
07/08/2024	V1.2024	Rhiannon	New policy	07/08/2025

Statement and purpose of policy

At City Care Southwest Ltd, we are committed to ensuring the health, safety, and well-being of both our clients and staff. We recognise the risks associated with the moving and handling of people and are dedicated to minimising these risks through adherence to relevant laws, guidelines, and best practices. This policy is designed to ensure compliance with the Health and Safety Executive (HSE) Manual Handling Operations Regulations, the Care Quality Commission (CQC) Fundamental Standards, and the NICE Guidelines for moving and handling in care settings.

Scope

This policy applies to all employees, volunteers, contractors, and anyone else involved in delivering care or services to individuals in their homes. The policy also applies to agency workers and other temporary staff working within the service and includes information and guidance from:

- The Health and Safety at Work Act 1974
- Manual Handling Operations Regulations 1992 (as amended)
- The Care Act 2014
- CQC Fundamental Standards
- NICE Guidelines on moving and handling
- Equality Act 2010

Objectives

Moving and Handling Safely concerns the movement of something by hand or bodily force and includes lifting, lowering, pushing, pulling, moving or carrying. Staff may move items and may also support people to move in a range of ways, some using equipment.

This policy aims to:

- Ensure all staff are trained in safe moving and handling techniques and understand their responsibilities under the law.
- Prevent injuries related to moving and handling tasks by implementing risk assessments and using appropriate equipment.
- Promote the dignity and independence of clients by adopting person-centred approaches in moving and handling

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Objectives

The Nominated Individual/Directors will:

- Review this policy annually, or sooner as required.
- Conduct quarterly service audits which include a review of the efficacy of this policy in practice.
- Stay up to date with legislation, guidance, and best practice in relation to Moving and Handling.
- Undertake regular training as part of their continuing professional development.

The Registered Manager will:

- Implement this policy, ensuring that all staff read and understand it.
- Conduct bi-monthly service audits which include a review of the efficacy of this policy in practice.
- Undertake regular training as part of their continuing professional development.
- Stay up to date with legislation, guidance, and best practice in relation to Moving and Handling.
- Ensure the completion of appropriate assessments for all clients in line with policies and procedures which relate, such as:
 - Moving and Handling
 - Risk Management
- Ensure the regular and responsive review of all care plans in accordance with the quality and governance policy.
- Ensure prompt referrals to the Occupational Therapy Team where there are concerns.

All staff will:

- Read and understand this policy.
- Attend regular, relevant training in Moving and Handling.
- Comply with the Moving and Handling Safely Policy at all times.
- Follow guidance and advice detailed in the client's care plan.
- Report changes or concerns in relation to the client's care or care plan immediately to the Registered Manager

Moving and Handling People Safely

A comprehensive Moving and Handling assessment will be carried out for each client requiring assistance with their mobility or movement. This will be added to the clients' care plan and will include:

- An assessment of the client's individual needs, abilities, and preferences.
- The identification of potential hazards associated with moving the client.
- The appropriate use equipment and techniques to ensure safety for both the client and staff in accordance with professional moving and handling plans.

This risk assessment will be regularly reviewed and updated, particularly if there is any change in the client's condition.

All staff will be expected to undertake a number of checks prior to moving a client, and in accordance with their training which is refreshed annually, and competency checked every six months. These checks are:

- Check the service dates on any equipment

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- Check that the equipment is clean and in good condition
- Check that the environment has enough room to move
- Check that the working height is correct
- Check that the client is feeling well enough to move
- Enlist the client's participation and explain the move to the client

Principles for Manual Handling Objects

When moving objects like boxes or other loads, the following steps will be followed to minimise the risk of injury:

Assess the Load

Ensure you are capable of lifting the object safely, considering its weight and size. If in doubt, ask for help or use lifting equipment. Examine the load for stability, sharp edges, or other potential hazards. Clear the path where the load will be moved to avoid obstacles.

Plan the Lift

Ensure you know where the object needs to go and whether there are rest points if the distance is long. Prepare the area to prevent slips, trips, or falls. If the object is too heavy or awkward, use mechanical aids like a trolley, or ask a colleague to assist.

Get a Firm Grip

Stand with your feet apart, one foot slightly in front of the other to maintain balance. Bend at the knees, not the waist, and keep your back straight throughout the movement. Grip the object securely with both hands, ensuring your fingers are underneath the load for support.

Lift Smoothly

Lift the load by straightening your legs while keeping your back as straight as possible. Do not jerk or twist your body during the lift—move smoothly and keep the load close to your body.

Carrying the Load

Keep the load as close to your waist as possible while moving. Avoid twisting or turning your body while carrying the object; instead, turn by moving your feet. Take small steps and be aware of your surroundings.

Setting Down the Load

To lower the object, bend at the knees while keeping your back straight. Place the load down gently and avoid dropping or throwing it.

Training

All staff providing care and support within our service will be required to attend Moving and Handling Safely Training bi-annually and receive at least two competencies every year.

Training is delivered by a qualified instructor who will issue a Level 2 Certificate in Moving and Handling Safely. Prior to receiving this certificate, staff will not be permitted to undertake any moving and handling activities.

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Further training is provided during introductions of staff to new clients, and staff are encouraged to request additional support to understand and implement the moving and handling plan where required.

Monitoring and Review

This policy will be reviewed annually or when there are changes in relevant legislation or best practices. Regular audits and observations will be carried out to ensure compliance with this policy.
