APPENDIX D

Safe Moving and Handling of People (including children and young people)

Risk Assessment Guidance for Managers and Headteachers

Moving and Handling Risk Assessment – People

INITIAL MOVING AND HANDLING ASSESSMENT (or review)

To be carried out by:

- Occupational Therapy Assistants
- Community Support Supervisors/Managers
- Community Care Officers
- Home Support Coordinators
- Residential and Day Care Managers/Seniors
- Social Workers
- Children's Services/schools moving and handling coordinators or nominated staff

All of the above to attend a Moving and Handling Risk Assessment Training Course

Outcomes

- LCC form to be completed
- Low level equipment to be issued.
- Operational staff issued with copy of assessment and Moving and Handling plan.

(If significant risks are identified then Full Assessment must be implemented)

FULL ASSESSMENT (or review)

To be carried out by Occupational Therapist, Physiotherapist, OT Practice Supervisor or Moving and Handling Coordinator

All to have specific training in moving and handling people risk assessments

Outcomes

- LCC assessment forms and moving and handling plan to be completed and be available to all operational staff.
- Identified equipment to be provided.
- Appropriate staffing levels to be available.

Assessment to be reviewed when necessary. If case presents complex hazards refer as Complex Case

Complex Cases
To be referred to Corporate Back Care Adviser

LCC forms to be completed

Operational Staff to Implement Moving and Handling Plan

- Care Workers/Residential and Day Care, Community Support Workers, Children's Services/school staff, Homecare Workers, Family Support Workers to implement the assessment controls
- To report new hazards, accidents/injuries, near misses, ill health to their supervisor/manager.
- Appropriate person to review risk assessment (see above)

Appropriate monitoring, review and supervision to be in place by manager/competent persons

- All staff to have attended Moving and Handling (people) induction training and receive appropriate refresher/update training.