



Hospice Hope Moving and Handling Policy

The Health and Safety at Work Act 1974 states that moving and handling must be avoided if practicable and that if moving and handling is to be carried out a risk assessment should be conducted beforehand.

Part One – Moving and Handling of people

All staff and volunteers involved in the moving and handling of guests receive training as soon as possible following their induction and have annual updates in safe techniques and use of equipment.

Volunteers and staff are told the principles of safe moving and handling on induction, but are instructed that they should not attempt to assist guests with their moving and handling needs until they have attended the training provided by the charity and are competent in that role.

It is important to allow all guests to remain as independent as possible regarding their moving and handling needs, and to offer support and assistance only as appropriate and when required.

Moving and handling of guests includes procedures such as:

- transferring a guest from wheelchair to chair
- assisting a guest to stand and walk, with mobility aids if required
- assisting a guest to get in and out of a car if required

Staff and volunteers are made aware that they should dial 999 if a guest falls and is unable to get back up. The guest should be made as comfortable as possible and have someone with them at all times until the medical services arrive on site. Their next of kin should be called by another member of the team as soon as possible.

Part two – Moving and Handling of objects

Volunteers and staff will be expected to exercise a considerable element of common sense in respect of objects they try to move. No item of excessive weight or size should be moved by one person alone.

When moving any object, assess the size and weight and where the object is to be moved from and to. If in doubt, don't do it. Refer matter to Line Manager.

This policy was approved by the Trustees at a meeting held on 8 January 2019

Signed by Chairman.....

For review January 2022 or if new legislation received before that date