# Handling and Moving

Policy

My Support and Care Services Ltd operates a NO LIFTING policy when concerning a Customer and / or staff member.

It is our intention to create and maintain a safe working environment; the manual handling of any objects must be undertaken with the utmost care and so as not to cause injury to yourself or others.

The following checklist should be followed before you attempt to manoeuvre any object:

* Assess the load to be moved before you attempt to move it.
* Do not attempt to move a load if you have any doubt about your ability to do so safely.
* Seek assistance to move any object, which you have assessed as beyond your ability to move safely without assistance.
* Do not put yourself or any others in danger of injury or accident by attempting to move any object.
* Assess ways that could reduce the load.
* Adopt the correct posture. If you are unsure do not lift.
* Transfer weight rather than lifting.
* Ensure you are wearing appropriate clothing and footwear.
* Remove any dangerous item before manoeuvring the object. (e.g. scissors etc.)
* Use appropriate equipment to manoeuvre an object where ever possible.

The manual handling of any Customer must not take place unless there is a specific risk assessment for that person and the appropriate training has been undertaken. Training must have been completed for staff to use specific equipment and any such equipment must then be available and in good working order. If this is not the case then staff must seek assistance from suitably trained persons before attempting to lift a Customer. If this cannot be done safely, for example if a Customer has fallen, then assistance must be sought immediately from the appropriate services i.e. paramedics.