MOVING AND HANDLING POLICY

PHSSL Care Limited

Policy reference	D04
Section	Care delivery
Policy owner	Registered Manager / Responsible Individual
Version	1.0 - Initial rebranded issue
Status	Draft for formal approval
Effective date	[Click or type date]
Review frequency	At least annually, and sooner after material legal, regulatory or operational change
Applies to	All PHSSL Care Limited staff, care workers, agency workers, contractors and relevant volunteers

1. Purpose

PHSSL Care Limited is committed to protecting people receiving care and staff from avoidable injury during moving and handling. This policy sets out safe arrangements for assisting people to move, reposition or transfer while promoting dignity, independence, choice and comfort.

2. Scope

This policy applies to all staff and others working on behalf of PHSSL Care Limited who may undertake, support or supervise moving and handling activities. It covers people-handling tasks and the handling of equipment or loads arising during care delivery.

3. Policy statement

Moving and handling must be person-centred, risk assessed and carried out only by staff who have received appropriate training and are competent for the task. Staff must not use unsafe techniques, improvise equipment, or undertake a manoeuvre outside their training, assessed competence or the person's agreed care plan.

4. Assessment and care planning

Moving and handling needs must be assessed before staff provide assistance and reviewed when the person's condition, mobility, environment, equipment or support needs change. Assessment should consider abilities, preferences, pain, cognition, communication, weight-bearing ability, falls risk, skin integrity, environment, equipment and staffing needs.

5. Independence, consent and safe systems

Staff should encourage the person to do as much as they can safely do for themselves. Consent, preferences, dignity and privacy must be respected. Staff must follow the individual's documented moving and handling plan, prepare the environment and stop if the person experiences pain, distress or unexpected difficulty.

6. Unsafe practices

Staff must not manually lift a person's full body weight except in a genuine emergency where immediate action is necessary to prevent greater harm and no safer option is available. Drag lifting, unsafe under-arm lifting, unauthorised techniques and damaged or unsuitable equipment are prohibited.

7. Hoists, slings and equipment

Hoists, slings, transfer aids, slide sheets, wheelchairs and other equipment must be used only where specified in the person's assessment or care plan and by trained, competent staff. Correct equipment and sling type or size must be used, pre-use checks completed and defects reported immediately.

8. Falls and changes in condition

If a person falls, staff must not automatically lift them from the floor. Staff should assess immediate safety, reassure the person, follow the falls or emergency plan and seek appropriate assistance. Changes affecting safe movement must be reported and arrangements reassessed where necessary.

9. Staff and environmental safety

Staff must protect their own health and safety, use good working posture, avoid unnecessary twisting or overreaching and request additional assistance where required. In home and community settings, staff must consider space, flooring, furniture, lighting, access routes, pets and other environmental factors.

10. Equipment maintenance

Where PHSSL Care Limited is responsible for equipment, it must be appropriately maintained, inspected and serviced. Where equipment belongs to the person or another provider, staff must report visible defects or safety concerns and must not use equipment they reasonably believe to be unsafe.

11. Training and competency

Staff whose duties include moving and handling will receive appropriate training during induction and refresher training thereafter. Practical competency must be assessed where required, with additional instruction for unfamiliar or specialist equipment or techniques.

12. Incidents and review

Moving and handling accidents, injuries, equipment failures and near misses must be reported promptly. Management will identify learning and update assessments, care plans, training or equipment arrangements as necessary.

This controlled policy will be reviewed at least annually, or sooner where legislation, regulatory guidance, organisational practice, incidents, audit findings or learning indicate that an earlier review is required. Printed or locally saved copies are uncontrolled unless specifically issued and recorded as controlled copies.

Approved by	Lade Awosika
Position	Director
Approval method	Approved electronically
Approval date / next review	September 2026 / September 2027