



**Allsorts Gloucestershire**

## **Moving and Handling Policy**

### **1. Introduction**

#### **1.1 Access to information**

If you require this information in any other accessible format please contact:

Allsorts  
The Exchange  
Brickrow  
Stroud  
GL5 1DF

[info@allsortsglos.org.uk](mailto:info@allsortsglos.org.uk)  
01453 750474

#### **1.2 The purpose of this policy**

This policy sets out Allsorts' approach to moving and handling. It should be used in relation to the moving, handling or lifting of any child or vulnerable adult in Allsorts' care.

### **2. Responsibilities**

- 2.1 Allsorts must ensure the health, safety and welfare of all members, volunteers and employees as far as is reasonably practical.
- 2.2 For children and vulnerable adults, Allsorts must safeguard safety and dignity.
- 2.3 Allsorts has a responsibility to minimise risks to staff, and, where possible, to eliminate them.
- 2.4 Managers are responsible for ensuring that all staff are aware of this policy and are appropriately trained in moving and handling as relevant to their role and duties.

### **3. Risk Assessments**

- 3.1 Every young person attending Allsorts' activities who cannot move independently will have a risk assessment relating to moving and handling, which can be obtained from their schools. All staff should have access to the risk assessment for the individuals concerned.
- 3.2 Where children are home-schooled, a risk assessment should be completed with the child's parent or carer.

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3.3 An individual risk assessment must be carried out for any staff members who report a medical condition that may impact their ability to lift safely.

#### **4. Staff Training**

4.1 Allsorts provides staff with appropriate training to equip them to work with young people who are unable to move independently. This training is refreshed every three years. A record is maintained of all members of staff who have undertaken this training.

4.2 Untrained staff members may assist fully trained staff members, but untrained staff members should never engage in moving or handling of children or vulnerable adults on their own.

#### **5. About Moving and Handling**

No child, however small, should be lifted without good reason. If lifting is required then this should be done by a trained member of staff.

#### **6. Specialist Equipment**

6.1 Specialist equipment is provided to support safe practice in the moving and handling of children and young people. Where possible equipment such as hoists and turntables should be provided to remove the need for physical lifting.

6.2 All equipment should be purchased following recommendations from an occupational therapist.

6.3 Equipment such as slings for a named individual should only to be used for that young person and must not in any circumstances be used for any other person.

6.4 If a member of staff notices a defect in a piece of equipment they should take it out of use and report this immediately to the activity coordinator.

#### **7. Reporting**

7.1 This policy links to Allsorts' Health and Safety Policy and all staff are required to ensure that all health and safety issues are reported immediately. Any accidents or incidents resulting from manual handling practices must be reported on an accident form at the earliest opportunity.

#### **8. Emergency Procedures and Unforeseen Circumstances**

8.1 Providing staff and volunteers are trained, a two person lift can be undertaken when a hoist is not available and the move is classed as essential, but at least one staff member, and ideally both should be trained in moving and handling.

8.2 In the event of a serious fire or other highly hazardous situation, when there is risk of serious injury or loss of life, if a wheelchair user is not in their chair and a two person lift is not possible, a risk assessment can be made to move the person using a blanket, bean bag, or other specialist equipment. In the event of an emergency evacuation of the building the manual handling guidance within the Health and Safety Policy must be adhered to.