

# Moving and Handling



## AIMS

To be able to manoeuvre people and objects safely

## DURATION

Full Day Course (6 hours)

## LEARNING OUTCOMES

By the end of this course, you will:

- Know how to move objects safely
- Be aware of the definition of manual handling
- Understand the necessity for trained practice
- Recognise the key legislation that covers Manual Handling
- Understand your responsibilities and the responsibilities of your employer
- Be aware of the associated health issues that can arise from poor manual handling technique
- Recognise the importance of ergonomic design in the workplace
- Understand the correct methods for manual handling
- Show your ability to undertake manual handling activities through a practical assessment
- Be aware of health issues that may necessitate support
- Understand how to find key information surrounding handling residents
- Be aware of the need to follow good infection control procedures
- Understand how to manoeuvre residents with dignity
- Know the importance of promoting independence
- Recognise the need for clear communication with those involved in handling procedures
- Know techniques used for assisted walking, including walking aids
- Know techniques for moving a Person from sitting to standing
- Recognise the signs that a Person might be falling
- Be aware of some ways to deal with a falling Person
- Know good practice for assisting a fallen Person
- Be aware of reasons why a Person may need moving in bed
- Know how to move a Person in bed
- Know how to apply a slide sheet
- Understand the safety checks to be performed before hoisting
- Know how to use a hoist and sling
- Understand how to manoeuvre residents safely using a hoist
- Understand how to safely use other mobility assistance equipment

## LESSONS AND TOPICS

### Introduction

- What is Manual Handling?
- Facts and Statistics

### Legislation

- Health and Safety at Work Act
- RIDDOR
- PUWER
- LOLER
- Manual Handling Operations Regulations

### Responsibilities

- Employer Responsibilities
- Employee Responsibilities

### Back Conditions and Basic Care

- The Function of the Spine
- Anatomy of the Spine
- Back Strain
- Prolapsed Disc
- Biomechanics

### Manual Handling

- Test the Weight
- Plan the Lift
- Lifting and Carrying Loads
- Other Manual Handling Tips
- Team Handling

### Safer People Handling

- Why do People Need Assistance Moving?
- Care Plans
- Infection Control
- Maintaining Dignity
- Independence
- Communication

### Low Assisted Techniques

- Assisted Walking
- Sitting to Standing

**Falling Person**

- Recognise the Signs
- Dealing With a Falling Person
- First Response
- Helping Back to a Chair

**Ergonomics**

- What is Ergonomics?
- Fit the Person to the Task
- Ergonomics and Health and Safety?

**Manual Aids**

- Types of Manual Aids
- Procedure for Hoists and Other Equipment

**Bed Turns and Slide Sheets**

- Reasons for Bed Turns
- Bed Height
- Turning
- Applying a Slide Sheet

**Roles & Responsibilities**

- Employer's Responsibilities
- Employee's Responsibilities
- What to do After a Mistake is Made

**Practical Assessment Moving and Handling  
(as appropriate)**

- Moving Objects
- Moving in a Chair
- Sitting to Standing to Sitting
- Hand Holding
- Assisted Walking
- Lying to Sitting
- Use of Slide Sheets
- Moving on a Bed
- Rolling and Turning
- Chair to Floor

**Practical Assessment Hoisting  
(as appropriate)**

- Check hoist for Faults
- Check Service Date
- Reassure Person
- Good Communication
- Check Brakes
- Correct Width of Legs
- Use Correct Sling Type
- Apply Sling
- Height of Lift
- Transfer to and from Bed and Chair
- Removing Sling
- Hoist to Rescue
- Clean and Correct Storage

**Practical Assessment Other Equipment  
(as appropriate)**

- Wheelchairs
- Stand Aids
- Boards
- Commodes and Shower Chairs
- Sara Steady
- Turning Devices