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| **Moving and Handling** |

**1.1 Introduction**

For workers safety and the safety of all children open to the service, all support workers must complete basic ‘Moving and handling’ training. It is tailor made for our service and designed for support workers working with children with physical disabilities and mobility issues. This training is run by our own in house Manual Handling trainers.

All support workers must be aware of and work in line with the Manual Handling Operations Regulations 1992 and Health and Safety at Work Act 1974.

**1.2 Training**

Support workers will receive moving and handling training as part of their induction. It is the responsibility of the worker to attend all refresher training and to always operate within the service’s guidelines.

Key considerations for support workers include;

* Never manually lift a child or young person unless specifically stated in their moving and handling assessment.
* Assess the child and refer to their risk assessment for any special needs that may affect the method you use for moving and handling.
* Support workers to explain what they are going to do and obtain the cooperation and consent of the child/ young person if they are able.
* Always use appropriate moving and handling equipment.
* Prepare the handling area and watch for hazards.
* Discuss with a Co-ordinator or Manager any concerns support workers may have in relation to a child/ young person’s moving or handling requirements.

**1.3 Manual Handling Risk Assessment**

Manual handling assessments are carried out for all children open to the service. This is to ensure the necessary equipment e.g. hoists, slings, slide sheets etc. are in place.

The type of personal assistance that the young person needs will be assessed and agreed with the young person and their parent carer and the Social Worker. There may be activities that the young person could do more easily on their own or with minimal assistance if elements of their home and furniture were adjusted. If this is the case; the Social Worker will arrange for an Occupational Therapist to visit and assess them at home.

Should the child need a substantial amount of personal assistance, we can use a variety of equipment to enable the Support workers to assist safely. As an employer of Support workers in the home the service has a duty to ensure their health, safety and welfare at work. This means that Support workers are unable to manually lift the child and must have an unobstructed space in which to carry out support work.

Where manual handling is required we must assess the level of risk involved and minimise the risk of injury to Support workers as far as possible. This may involve a manual handling assessment by our qualified Manual Handling Trainers. Information outlining any methods identified and the use of equipment will be recorded on the risk assessment held in the child’s home. This will be available to all those involved, ensuring consistency.

Changes in children’s circumstances are likely to occur over time. A further assessment of risk will be undertaken and the person-centred care plan reviewed and updated accordingly.

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