



Moving and Assisting Policy

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Fair Deal Moving and Assisting Policy

Fair Deal recognises its responsibility to ensure the health, safety and welfare of its employees as far as it is reasonably practicable is met. It is the policy of the Fair Deal to conform to the requirements of the Manual Handling Operations Regulation 1992 as amended in 2002. Please note Manual Handling refers to objects. Moving and Assisting refers to people. To this end, Fair Deal aims to:

1. Avoid manual handling/moving and assisting operations which are a risk to its employees as far as it is reasonably practicable.
2. Assess all hazardous operations involving manual handling/moving and assisting procedures judged to be potentially hazardous and reduce the risk to the lowest level which is reasonably practicable.
3. Ensure that all potentially hazardous operations involving manual handling/moving and assisting are assessed on an annual basis or more frequently if change occurs and reports of these Annual Risk Assessments are forwarded to the Health and Safety group.
4. Provide all employees involved in moving and assisting of people we support with thorough training covering all key elements for safe assisting processes.

This process will be reviewed annually by the Leadership Team in order to keep in line with operational changes and any future legal obligations.

Legal Requirements

There are two main pieces of legislation relating to load management:

1. The Health & Safety at Work Act (HASAWA) 1974
2. Manual Handling Operations Regulations (MHO Reg's) 1992 as amended in 2002

Employer's Responsibilities

Employers have general health and safety responsibilities concerning:

1. Employees and those entering the workplace
2. The workplace environment (rooms and equipment)

The Manual Handling Operations Regulations place responsibilities on the employer for:

1. Avoidance of manual handling/moving and assisting if possible
2. Assessment of risks
3. Reduction of risks
4. Provision of information on the load
5. Review of risk assessment

The assessment of risks is carried out with reference to four main factors:

1. Task
2. Working Environment
3. Load
4. Individual Capability

Employees' Responsibilities

Every employee has health and safety responsibilities relating to:

1. People – safeguarding yourself and others
2. Co-operation with the employer
3. Using equipment appropriately

Training refresher courses in Moving and Assisting must occur as a minimum every 2 years. Team Leaders must ensure this happens.

Under the Manual Handling Operations Regulations, the main responsibility of the employee is:

1. To make use of safe systems of work provided by the employer and to comply with their Health and Safety Policy.

Reporting Injuries

The legal requirements for reporting injuries are mostly contained in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R) 2013.

Employers must:

1. Report all specified accidents and injuries to the appropriate outside agency
2. Provide accident books and investigate cause of accident/incident

Employees must:

1. Report all accidents and injuries to the employer as soon as possible
2. Ensure all accidents and injuries are recorded in the accident book

Other Considerations

It is essential that you are aware that you can be held personally and legally accountable for your actions or inactions as a worker who is responsible for manual handling or moving and assisting. This applies if you do not follow policies, procedures and guidelines which are in place within the service and organisation.

Moving and Assisting - Understanding Disability

Listening and Understanding:

There is no substitute for listening to the person being supported, as they know their own needs and abilities. This can be forgotten even by the most experienced worker during a busy schedule. Mentally placing yourself in the people we support's situations can often give you crucial insights as to how it may feel to be moved as you assist the person.

Seating

The person we support's seating offers many clues as to their physical condition and to the appropriate moving and assisting considerations and approaches which may be applied.

Three types of seating:

Moulded Seats

Wheelchairs or other special seating which has lateral supports, straps to hold the person back in their seat, and knee blocks or pommels.

Standard Chairs and Wheelchairs.

Other Factors

There may be additional factors which may be present that can affect people we support and therefore the appropriate moving and assisting approach must be taken.

- Health Issues
- Cognitive Functioning
- Mobility

- Mental Health Difficulties
- Emotional State

This is not an exhaustive list. Assessing the person's assisting needs in a comprehensive manner is covered below. Remember there is no substitute for full and careful assessment by skilled and qualified individuals. However, it is also essential that workers can understand disability, how wide the parameters are that need to be taken into consideration and recognise for themselves the possible signs of the person's inability or difficulty.

Equipment: Hoists, Slings, Slip Mats and Stand Aids

For people who require moving and assistance and use any form of equipment, for example hoists, slings, slip mats or stand aids, then a thorough risk assessment should be carried out by a suitably qualified professional. Fitness for the use of any equipment must be checked and recorded in the relevant form prior to each use.

Risk assessments are intended to identify a risk which is then reduced. The purpose is not simply to carry out an assessment, if risk assessments are not acted upon, they are pointless. To promote and maintain best practice in risk assessment procedures, it is essential that organisations develop written codes of practice and identify minimum requirements. As a worker you will be required to contribute and abide by clear standards of best practice in risk assessment.

For each person who requires moving and assisting support the following must be completed by a skilled professional:

- A Handling Profile
- Moving and Assisting Risk Assessment

This risk assessment must be reviewed on an annual basis and any equipment used checked and maintained on a 6 monthly basis. A copy of this risk assessment must be reviewed and signed off by a member of Fair Deal's Health and Safety Group and held in Fair Deal's central risk assessment file.

Equipment Certification

The **Lifting Operations and Lifting Equipment Regulations (LOLER)** are crucial in social care settings, especially where lifting equipment is used to move people.

LOLER applies to equipment used to lift or lower people or loads, including:

- Mobile hoists
- Ceiling track hoists
- Stand aids
- Slings and lifting accessories
- Bath lifts

Key LOLER Requirements

- Thorough Examination Every 6 Months:

All lifting equipment used to move people must be inspected by a competent person at least every six months. This includes hoists, slings, and other lifting accessories.

- Competent Person:

Inspections must be carried out by someone qualified and experienced in LOLER assessments—often an external specialist.

- Record Keeping:

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Classification: Business Use

Inspection and servicing records must be kept up to date and readily accessible. These records are essential for **ISO 9001 2015** audits and **Care Inspectorate** inspections.

- **Immediate Action on Unsafe Equipment:**
Any equipment found to be unsafe must be taken out of use immediately and reported to the Team Leader and/or Duty /On Call Manager.
- **Routine Maintenance:**
In addition to LOLER checks, regular maintenance by internal teams is still required under PUWER (Provision and Use of Work Equipment Regulations).
- **Legal Compliance:**
Failure to comply can result in enforcement action by the Health and Safety Executive (HSE) and negative outcomes in Care Inspectorate inspection.

Falls

If a person you are supporting with moving and assisting falls, then the worker should not move them until they have been checked by a suitably qualified person to ensure there are no injuries which may be exacerbated by being moved. This may mean calling on emergency services on 111 for assistance.

Any falls are reportable immediately to Fair Deal's on Call or Duty Manager

- Tel: **0141 634 4996** option 2
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Amendment History

Date	Version	Created By	Description of Change
16/05/2019	2	Elaine Davidson	Added Front Cover and amended Footer
06/10/2021	3	Jill Grace	Removed 'twice yearly' from Page 3 – employee responsibilities #4 and inserted 'every 2 years. Change was due to typos as every 2 years is organisational policy.
20/10/2021	4	Fiona Dunwoodie	Temp change to 3 yearly refreshers due to covid restrictions on training
06/10/2024	5	Fiona Dunwoodie	Change back to two yearly for M&A training
28/07/2025	6	Anne Marie Borth	More detailed reference to LOLER certification