

# MOVING AND HANDLING BASIC , MOVING AND HANDLING PRINCIPLES

## *Your Rights Responsibilities and Duties*

### *Have you got a stable base?*

Stand with feet apart and with one foot slightly in front of the other.

### *Face the person or object*

Do not twist

### *Hold the person or object close to you*

There should be no gap between you and what you are moving.

### *Lift with your legs*

Bend at the hips and knees to lower yourself to the right height of the person or object.

### *Keep your back straight*

Raise yourself by straightening your legs and bring the person or object up with you.

### **KEEP YOUR HEAD UP AND GAZE FORWARD**

REMEMBER, A PERSON IS NOT AN OBJECT AND YOU SHOULD COMMUNICATE WITH THEM AT ALL TIMES ENSURING THEY ARE AWARE / COMFORTABLE AND READY. BE ALSO AWARE THAT IN SOME CASES THEY WILL REACT IN THE WRONG WAY IF THEY ARE CONFUSED OR DISTURBED.

### *The Home offers you*

#### *Advice*

- Through your line manager
- From your health and safety officer
- From your trainer

#### *Training*

- Through staff meetings
- By attending lifting and handling courses
- From your in-house lifting and handling instructor
- Through your induction and in-service training programmes
- Through your lifting and handling booklet

#### *Information*

- From your lifting and training handbook
- From the library
- From the quality manual
- From the Health and Safety Executive
- From the Health and Safety Act 1974 AS AMENDED

Trainee Name .....

Read, Understood and Signed ..... Date / /

Assessor Signed ..... Competent [ Y ] [ N ]