

DO'S & DON'TS

PRINCIPLES OF MOVING AND HANDLING

- Wear appropriate footwear
- Never move or handle manually unless a risk assessment is carried out
- Always ask, "DO I NEED TO Move and / or handle?"
- Assess the client to be lifted before commencing a manoeuvre
- Always select the appropriate manoeuvre or manoeuvring equipment before commencing activity
- Identify who is to be the move and handle leader prior to the activity
- Explain the manoeuvre to the client about to be moved
- Explain manoeuvre to others prior to moving and handling action
- Prepare the area involved
- Clear any OBSTACLES from the moving and handling or transferring area
- Have a stable base for your feet
- Keep the client as near to your body as possible
- Where appropriate, use appropriate Protective Personal Equipment
- Ensure a safe secure hand grip
- Test the hand grip prior to movement to ensure stability
- Know your own capacity and do not exceed it
- The manoeuvre leader should give clear precise instruction (e.g. ready – steady – go)
- Use rhythm and timing when manoeuvring
- Raise your head on commencing the manoeuvre
- Always bend your knees when moving and handling
- Never move, handle and twist at the same time

A	<i>AVOID</i>	T	<i>THINK</i>
A	<i>ASSESS</i>	A	<i>ASSESS</i>
R	<i>REDUCE</i>	P	<i>PLAN/PREPARE</i>
R	<i>REVIEW</i>	E	<i>EXECUTE/EVALUATE</i>

IF IN DOUBT – DELAY – PLAY SAFE AND ASK

Trainee Name

Read, Understood and Signed Date / /

Assessor Signed Competent [Y] [N]