



Jeenie Solutions

Moving and Handling Policy

1. Introduction

At Jeenie Solutions, we prioritise the safety, dignity, and well-being of all patients, clients, and staff in every moving and handling activity. This policy outlines our detailed approach to managing and mitigating risks associated with the movement of people and loads, ensuring compliance with health and safety standards and delivering the highest quality of care.

2. Statement of Commitment

Jeenie Solutions is committed to:

- Managing risks in all moving and handling operations through structured assessments, proactive planning, and the use of appropriate equipment.
- Ensuring our staff are trained and competent in moving and handling procedures, with regular updates to maintain skills and knowledge.
- Regular audits and monitoring to ensure full compliance with policy standards.
- A culture of continuous improvement where safety and care quality are the primary focus.

3. Responsibilities

- **Directors and Senior Management:** Provide resources for training, equipment, and support while overseeing the implementation of the policy.
- **Supervisors/Team Leads:** Ensure staff adherence to this policy and provide real-time guidance. They also act as the first line of support for reporting injuries or hazards and are responsible for ensuring risk assessments are completed.
- **Staff (All Levels):** Comply with this policy and attend required training. They must report injuries, hazards, or equipment issues immediately.
- **Health and Safety Officer:** Reviews and updates risk assessments, audits compliance, and manages injury reporting systems.

4. Risk Assessment and Action Planning

4.1 Risk Assessment Process

- **Initial Assessment:** A detailed risk assessment must be completed before any moving and handling activity involving patients or loads. This includes evaluating:
 - The individual patient's mobility, condition, and any pre-existing health factors.
 - Environmental factors, such as available space, obstacles, and emergency exit routes.



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- Equipment availability and its suitability for the task.
- **Reassessment:** Risk assessments should be reviewed:
 - Prior to each relocation or patient transfer.
 - After any incident or near miss.
 - Whenever there are significant changes in a patient's condition or the working environment.

4.2 Risk Management Action Plans

- Following each assessment, an action plan is developed to mitigate identified risks, detailing:
 - The equipment required, including hoists, slide sheets, or bariatric supports.
 - Staff roles and responsibilities.
 - Steps to minimise manual handling by maximising mechanical support.
 - Any additional staff needed to safely complete the task.

5. Measures to Reduce Risk

5.1 Risk Mitigation Strategies

- **Procedural Guidelines:**
 - All moving and handling tasks are to be conducted according to established Jeenie Solutions procedures, which are documented and disseminated to staff.
 - Specialised equipment must always be used in line with manufacturer guidelines.
 - Where possible, team-based handling is employed to distribute the physical burden.
- **Ergonomic Techniques:** Staff must use proper posture and ergonomic techniques during all manual handling tasks, as taught during training sessions.

5.2 Reporting Hazards and Near Misses

- **Hazard Reporting:** Staff are required to report any risks, equipment malfunctions, or process breakdowns immediately to their supervisor.
- **Incident Investigations:** Each reported incident or near miss will trigger a formal review of the event, leading to corrective action such as retraining, equipment replacement, or procedural updates.





6. Training and Competence

6.1 Mandatory Training

- All staff must complete mandatory moving and handling training within their induction period and attend annual refresher courses. These training sessions cover:
 - Safe patient transfer techniques, the correct use of equipment, and ergonomic handling methods.
 - Recognising and reporting risks or equipment issues.

6.2 Competency Assessments

- **Initial Competency:** Before undertaking any moving and handling tasks, staff will be assessed for competency by a certified trainer or supervisor.
- **Ongoing Assessments:** Randomised audits and competency reviews will be conducted at least twice per year to ensure all staff remain proficient and confident in performing their duties.

7. Equipment Provision and Maintenance

7.1 Equipment Provision

- Jeenie Solutions will provide the necessary equipment to safely move and handle patients. This includes but is not limited to:
 - Hoists (mobile and ceiling track)
 - Slide sheets and transfer boards
 - Bariatric supports
 - Air devices

7.2 Equipment Maintenance

- All equipment will undergo regular inspections and maintenance checks in accordance with manufacturer recommendations. Any faulty or damaged equipment will be immediately removed from use and replaced or repaired.
- Staff are responsible for performing pre-use checks to ensure equipment is in working order before engaging in any moving or handling activity.





8. Monitoring Compliance

8.1 Audit Process

- **Quarterly Audits:** Formal audits will be carried out every quarter, reviewing:
 - Compliance with the risk assessment process.
 - Proper use and maintenance of equipment.
 - Staff adherence to moving and handling procedures.
 - Injury and incident reports.
- **Audit Documentation:** Results of the audits will be documented and reviewed by the Health and Safety Officer, and corrective actions will be tracked and reported at management meetings.

8.2 Continuous Improvement

- Feedback from audits will inform updates to policy, training materials, and operational procedures. Any significant findings will result in an immediate review of the existing policy and additional staff training if required.

9. Reporting Pain, Discomfort, and Injuries

9.1 Immediate Reporting

- Staff must report any signs of pain, discomfort, or injuries related to moving and handling tasks as soon as they occur. Early reporting allows for swift intervention, reducing the risk of more serious injury.

9.2 Injury Investigation and Follow-Up

- Reported injuries will trigger a formal investigation, led by the Health and Safety Officer. This will include:
 - A review of the incident, patient, environment, and equipment used.
 - A detailed action plan to adjust practices or retrain staff where necessary.
 - Regular follow-up with the injured staff member to ensure their full recovery and return to work.

10. Policy Review

This policy will be reviewed annually or in response to changes in legislation, operational needs, or following significant incidents. All staff will be notified of any changes, and updated training will be provided as necessary.

