

Snap Care Manual Handling Policy and Procedure

Purpose

Snap Care Limited is committed to safeguarding the health, safety, and wellbeing of its staff and service users. We recognise that poor manual handling can lead to injuries and reduce the quality of care. This procedure outlines how we will manage, assess, and control manual handling activities in domiciliary care settings to minimise risks and ensure compliance with legislation. This procedure ensures safe moving and handling practices in line with the **Manual Handling Operations Regulations 1992** and **Health and Safety at Work etc. Act 1974**.al duties.

Policy Summary:

This procedure sets out how Snap Care Limited identifies and manages risks associated with manual handling, including staff training, risk assessment, use of equipment, and safe techniques. The aim is to prevent injury and promote safe working practices when moving people or objects.

This procedure applies to all staff involved in manual handling tasks, including:

- Assisting service users with mobility
- Moving and repositioning service users
- Handling care-related equipment
- Lifting or transporting loads (e.g. laundry, supplies)

Policy

1. Legal Duties and Standards

Snap Care Limited complies with:

- Manual Handling Operations Regulations 1992 (MHOR)
- Health and Safety at Work etc. Act 1974
- Care Quality Commission (CQC) regulations
- Guidance from the Health and Safety Executive (HSE)

2. Responsibilities

Managing Director

- Ensures appropriate policies, resources, and training are in place
- Reviews compliance with manual handling laws and standards

**If you have any questions about this policy, please contact us on
020 7729 2200 or email info@snapcare.co.uk**

Snap Care Policies & Procedures



Supervisors/Coordinators

- Carry out and review manual handling risk assessments
- Monitor staff practice through supervision and spot checks
- Respond to reported concerns or unsafe practices

All Staff

- Attend and follow manual handling training
- Carry out handling tasks according to risk assessments and care plans
- Use equipment correctly and safely
- Report injuries, hazards, or faulty equipment immediately

3. Manual Handling Risk Assessment

Risk assessments will be completed:

- Before providing care to a new service user
- When care needs or the environment changes
- After incidents or near misses

Assessments will consider:

- The **Task** – nature, duration, and complexity
- The **Individual** – the service user's condition and ability
- The **Load** – size, weight, and stability
- The **Environment** – layout, space, flooring, lighting, access

Findings will be documented and shared with relevant staff. Any high-risk activity will be avoided unless safe control measures (e.g. equipment or extra staff) are in place.

4. Training and Competency

All staff will receive manual handling training during induction and annual refreshers. Training will include:

- Safe handling principles and posture
- Risk assessment awareness
- Use of equipment (hoists, slide sheets, belts, etc.)
- Moving and repositioning techniques
- Emergency handling (e.g. falls)
- Handling specific to clients' needs

Supervisors will assess staff competency during shadowing, spot checks, or direct observations.

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5. Safe Handling Techniques

Key principles staff must follow:

- **Avoid manual handling where possible** – use equipment or request assistance
- **Plan the task** – check for hazards and clear the area
- **Use proper posture** – bend knees, keep back straight, and hold load close
- **Do not twist or jerk** when lifting or moving
- **Communicate clearly** with colleagues and service users during transfers
- **Follow care plans** for all moving and handling tasks
- **Do not lift people manually** without the use of approved equipment

6. Equipment

Only trained staff should use handling equipment. Equipment must:

- Be appropriate to the task and client
- Be clean, well-maintained, and regularly serviced
- Be stored safely and used according to manufacturer instructions

Any faulty or unsafe equipment must be reported immediately and taken out of use.

7. Reporting Injuries or Incidents

All manual handling-related injuries, near misses, or concerns must be:

- Reported to a supervisor without delay
- Documented using the Accident/Incident Reporting procedure
- Investigated with corrective actions taken as required

8. Monitoring and Review

Snap Care Limited will:

- Monitor incident trends and training compliance
- Review risk assessments regularly or after changes/incidents
- Audit staff practice to ensure safety and compliance
- Review this procedure annually or following legislation changes

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This policy applies to the following people in our organisation	All employed staff members: <ul style="list-style-type: none">• Senior team• Care workers
Policy Date	28/03/2025
Due for Review	28/03/2025
Who has or can give authority to change policy	Registered Manager
Where is this policy kept	On the company's shared drive and the company's website

Date	Reviewer	Version	Date for Next Review

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