



New Mills & District Volunteer Centre

Moving and Handling Policy for Staff & Volunteers

It is the policy of the NMDVC that all drivers, escorts and staff whose work involves assisting people with movement take reasonable care of their own health and safety and that of others who may be affected by their work.

The Volunteer Centre is required to comply with the Manual Handling Operations Regulations 1992, where employers are required to: -

- Ensure hazardous handling activities are avoided where possible
- Make a suitable and sufficient assessment of hazardous handling which cannot be avoided
- This should include an assessment of all relevant factors, including:
 - T** the task
 - I** the individual capability of the worker
 - L** the load
 - E** the working environment
- Take appropriate steps to reduce the risk of injury to the lowest level reasonably practicable
- Provide information about weight and centre of gravity
- Review the assessments

Employees are required to:

- Make full and proper use of systems of work provided

The NMDVC is obliged to comply with the Provision and Use of Work Equipment Regulations 1992, which states that employers are required to: -

- Provide suitable equipment
- Assess the working environment in which the equipment is to be used, including additional risks posed by the use of the equipment in a particular environment
- Ensure equipment is only used for operations for which it is suitable
- Ensure equipment is maintained and that maintenance records are kept
- Where use of equipment involves a specific risk, ensure that only trained personnel may use it
- Provide adequate training, information and instruction
- Control risks associated with the use of machinery

Employees' Responsibilities

Staff and volunteers who assist service users to move are required to observe the following safety guidelines: -

- Wear loose fitting clothing in which it is easy to move
- Wear closed supportive footwear (flat full shoe) or boot
- Keep on the look out for hazards and observe the hazard reporting procedure
- Let a member of staff know if you have a health condition which affects your safety while handling
- You must co-operate with the training provided
- You must not carry out an activity, which you know or suspect you are not competent, or safe to do – if you have any doubts, you must not proceed with the activity and should ask for assistance. Remember that to say no to an activity where you or the service user may be injured is good practice
- You must report accidents and injuries

25 October 2006

4th October 2006