





## MANUAL HANDLING OF PEOPLE – TOOLKIT

**Before you start any manual handling task always consider:**

<p>Your wellbeing</p> 	<ul style="list-style-type: none"> <li>• Make sure you are physically capable of carrying out the task</li> <li>• If you experience any change in your physical ability e.g. an acquired injury, sprained wrist/ ankle) inform your line manager</li> <li>• If you experience any discomfort when carrying out a manual handling task, inform your line manager</li> </ul>
<p>Sticking to the plan</p> 	<ul style="list-style-type: none"> <li>• It is essential to follow the advice, instruction and training that you have received.</li> <li>• You <b>must</b> follow the individual's <b>Safer Handling Plan</b>. Do not use other techniques that may cause discomfort or pain e.g. under-arm lifting. If unsure please ring your line manager for advice.</li> </ul>
<p>Planning and Preparation</p> 	<ul style="list-style-type: none"> <li>• Plan the task: make sure routes are clear and unobstructed e.g. rugs if using wheeled equipment or walking aids</li> <li>• If the room layout is causing difficulties when moving an individual, contact your line manager.</li> <li>• Prepare for the task - gather equipment needed, plan the route, explain what is happening to the individual and gain their consent. Ensure they are ready for the movement e.g. wearing appropriate footwear if needed.</li> </ul>
<p>Using equipment</p> 	<ul style="list-style-type: none"> <li>• Only use equipment that you have been trained to use.</li> <li>• If any equipment is found to be defective, do not use and contact line manager for advice</li> <li>• Remember to use the height-adjustable ability of equipment such as height adjustable bed, so that it is a comfortable working height.</li> <li>• Use all relevant personal protective equipment (PPE) e.g. gloves &amp; aprons</li> </ul>
<p>Any concerns</p>	<ul style="list-style-type: none"> <li>• Report any accidents or near misses immediately to line manager</li> </ul>

Remember to use the principles of safe manual handling as demonstrated in the videos attached. These are for information and guidance only - it is **essential** that you always follow the individual's **Safer Handling Plan**.

## MANUAL HANDLING YOUTUBE VIDEOS

How to use these video clips



- Everyone should watch Module 0 and **all** the clips in Module 4. These are the introductions and the basic principles of moving and handling.
- After that, you need only watch the clips that are relevant to the role you are undertaking. E.g. You don't have to watch the hoisting videos if you are only supporting somebody to move from sitting to standing and vice versa.
- If you click on each **MODULE TITLE** it will take you to the first clip in that module. All the other clips for that module will be listed under it.
- If you are not sure which clips you should be watching, ask your line manager
- To start watch; [MODULE 0: # QUICK START GUIDE](#)

**[MODULE 4: BIOMECHANICS AND PRINCIPLES OF LIFTING AND MOVING:](#)**

- 1 - A Stable Base
- 2 - Weight Transfer
- 3 - Squats
- 4 - Load Handling
- 5 - Bending from the Hips
- 6 - Lifting from the floor
- 7 - Power Lift
- 8 -- Partial Squat Technique
- 9 -- Light Object from the Floor

**[MODULE 5: FROM SITTING TO STANDING](#)**

- 1 -- Introduction to 'From Sitting to Standing'
- 2 -- Weight Bearing Checks
- 3 -- What if the Assisted Person Can't Stand
- 4 -- Standing Up
- 5 -- One Person Assist
- 6 -- From Sitting to Standing, From Standing to Sitting
- 7 -- Extra assistance to sit
- 8 -- Using a reclining chair

**[MODULE 6: MOBILITY ASSISTANCE](#)**

- 1 -- Going up Stairs
- 2 -- Going down Stairs
- 3 -- Moving from a Chair to Commode
- 4 -- Using a Bath Seat

**[MODULE 7: SMALL HANDLING AIDS](#)**

- 1 -- Using a Frame to Transfer from a Chair to a Commode
- 2 -- Using a Re-turn to Transfer from a Chair to a Commode

**[MODULE 8: USING A STAND AID](#)**

- 1 -- Stand Aid Safety Checks
- 2 -- The Two Slings
- 3 -- Stand Aid with Standing Sling
- 4 - Stand Aid with Transporting Sling
- 5 -- Recharging the Stand Aid Battery

<p><b><u>MODULE 9: IN A BED</u></b></p> <p>1 -- What is a Wendylett?  2 -- Using a Wendylett to Turn Someone onto their side  3 -- Using a Multi-directional Slide Sheet  4 -- Using Slide Sheets to Move Legs  5 -- Using an Electric Profile Bed  6 -- Getting into an Electric Profile Bed  7 - - Getting out of an Electric Profile Bed  8 -- Moving Someone up the Bed  9 -- How to Turn Someone onto their Side in Bed</p>	<p><b><u>MODULE 10: VEHICLE TRANSFERS</u></b></p> <p>1 -- Getting into a car with No Aid  2 -- The Turning Circle Aid  3 -- Using the Slide Sheet (1)  4 -- Using the Slide Sheet (2)  5 -- Folding a Wheelchair  6 -- Getting in and out of the Car -- Able Body  7 - Getting in and out of the Car -- with a Frame  8 - Getting in and out of the Car -- Slide Sheet</p>	<p><b><u>MODULE 11: PREVENTING FALLS</u></b></p> <p>1 -- Assessing the Risks  2 -- Specialist Advice (1)  3 -- Specialist Advice (2)  4 -- Thinking about the Person's Condition  5 -- The Life/Care Balance  6 -- Helping People to Move Around Safely  7 -- High Risk Situations</p> <p><b><u>MODULE 12: ASSISTING A FALLING PERSON</u></b></p> <p>1 -- Common Types of Fall  2 -- Falling Backwards towards You  3 -- Falling Away from You  4 -- Falling Near a Wall  5 -- Falling towards a Chair  6 -- Falling up the Stairs  7 -- Going down the Stairs  8 -- Both Hands on the Bannister</p>	<p><b><u>MODULE 13: ASSISTING A FALLEN PERSON</u></b></p> <p>1 -- Assessing the Risks  2 -- Helping the Person into a Chair  3 -- The Two Chair Technique  13 -- Assisting a Fallen Person - Techniques for the Taller Person</p> <p><b><u>MODULE 14: USING A HOIST</u></b></p> <p>1 -- Preparing the Patient for Hoisting  2 -- Hoisting the Person to a Commode  3 -- Hoisting the Person from the Commode to the Bed  4 -- Hoisting from Chair to Bed</p>
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