Manual handling procedure

SOP TEMPLATE

Check this template against your local regulations and your own policies before you use it.

SOP no.		Version		Effective date	
Owner		Approver		Review date	

Purpose

To protect residents and staff from injury when residents are moved, transferred or repositioned.

Scope

Every transfer, reposition and assisted walk of a resident or client, by every staff member.

Responsibilities

Role	Responsibility
Nurse or physiotherapist	Assesses each person's mobility and writes their handling plan.
Care staff	Follow the handling plan, check equipment before use and report problems.
Manager	Provides equipment and training, and reviews handling injuries.

What you need

- Hoists and slings in the right sizes
- Slide sheets, transfer belts and standing aids

Procedure

1. **Check the handling plan**

   Read the person's current plan for how many staff and which equipment each transfer needs.

2. **Check the equipment**

   Check the hoist is charged and in service, and the sling is the right type and size and isn't worn.

   > **Caution:** Don't use equipment that is overdue for service or damaged. Tag it out and report it.

3. **Prepare the space and the person**

   Clear the area, lock bed and chair brakes, and explain what is going to happen.

4. **Move them as the plan says**

   Use the agreed equipment and number of staff. Keep your back straight, and move your feet rather than twisting.

5. **Never lift by hand**

   Don't lift a person's full weight by hand, including after a fall. Use a hoist.

6. **Report changes and injuries**

   Tell the nurse if the person's mobility changes, and report any injury to them or you straight away.

Records

- Mobility assessments and handling plans in each care plan.
- Equipment service records.
- Manual handling training records and injury reports.

Related documents

- Falls prevention and management procedure

Revision history

Version	Date	What changed	Approved by