



The Sensory Hive

Moving & Handling Policy

Date: 1 st March 2023	The Sensory Hive LTD	Address: Weyman Avenue, L35 2YW
Review Date: 1 st March 2024	Ref: Moving and Handling Policy v1	Assessor: Hayley Peden 
Amended on: No amendments made 1/3/24 Review Date: 1/3/25	New Ref/Version: N/A	Signed: Hayley Peden 
Amended on: 20/5/25 Review Date: 20/5/26	New Ref/Version: N/A	Signed: H M Peden 
Amended on: 26/8/25 Review Date: 26/8/26	New Ref/Version: Moving and Handling Policy v2	Signed: 

1. Purpose / Statement

The Sensory Hive (TSH) recognises its responsibility under health and safety legislation to protect clients, carers and employees from the risks associated with moving and handling. The aim of this policy is to:

- Eliminate risks wherever possible, or reduce them to an acceptable level.
- Promote safe, consistent practices in all moving and handling tasks.
- Protect the dignity, independence and safety of clients.

2. Scope

This policy applies to all TSH employees, clients, carers and any individuals involved in moving and handling activities at The Sensory Hive.

3. Policy

TSH is committed to safe moving and handling through:

- Risk assessments for all moving and handling activities.
- Preventative controls and safe systems of work.
- Regular review and assessment.
- Consultation with, and training of, TSH employees.

4. Procedures

- **Pre-assessment:** Each client's moving and handling needs are discussed with carers and documented before accessing the centre.
- **Hoist Use:**
 - Portable hoists must only be used with the client's own sling.
 - Two trained carers are required for every hoist transfer.
 - Hoist brakes must **never** be applied during a transfer.

- Clients must not be moved from room to room in the hoist.
- **Safety Checks:**
 - Wheelchair brakes must be applied before transfers.
 - Sling, straps and loops must be checked for correct fitting before lifting.
 - Hoist battery must be charged when not in use.
 - Slings must be checked for fraying or damage before each use.
- **Manual Handling:**
 - Staff must adopt correct posture, avoiding bending, twisting and stooping.
 - Care must be taken to avoid shearing or friction to the client's skin.
- **Client Resistance:** Where clients/carers refuse safe recommended procedures, TSH may refuse access to activities in order to safeguard all parties.

5. Roles & Responsibilities

- **Employees** must follow this policy and associated risk assessments at all times.
- **Managers** must ensure employees are trained and equipment is serviced.
- **Clients/Carers** must provide required moving and handling documentation, including training certification where applicable.

6. Training

- All TSH employees will complete **general moving and handling training**.
- Only staff/carers with **manual handling training within the last 12 months** may operate the portable hoist.
- Training will include:
 - Recognising hazardous handling situations.
 - Correct hoist operation and sling attachment.
 - Procedures when the safe system cannot be applied.

- How to secure additional assistance when required.

7. Equipment

- Equipment may include hoists, slings, standing frames, cushions, mats and therapy chairs.
- Employees must be trained on:
 - Correct hoist use, including safe loading and unloading.
 - Charging of electric hoists.
 - Safe use of smaller aids (slide sheets, etc).
 - Fault identification and safety checks before use.

8. Maintenance of Equipment

- Equipment falls under **PUWER (1998)** and, where applicable, **LOLER (1998)**.
- Hoists must be serviced at least every 6 months.
- Faulty or damaged equipment must be reported immediately and not used until inspected or repaired.
- Where equipment is client-owned, TSH staff will notify carers if concerns arise and suspend use until safe.

9. Monitoring & Review

- All employees must report moving and handling concerns (e.g. pain, faulty equipment) immediately to their line manager.
- Risk assessments must be reviewed when procedures change or when the existing plan may no longer be appropriate.
- Policies and risk assessments will be reviewed annually or sooner if required.

General Safety Guidelines:

1. The Portable Hoist should only be used in accordance with the instructions below for the named individual.
2. Always refer to the Manufacturer's instructions.
3. Users must have up to date moving and handling training.
4. The weight of the person being lifted must not exceed the safe working load indicated on the Portable Hoist
5. Do not move the client from room to room whilst in the Portable Hoist.
6. Ensure wheelchair brakes are on prior to transfer.
7. Do not apply hoist brakes at any time during transfer.
8. Ensure that the battery from the hoist is placed on charge when not in use.
9. TSH to check labels on the hoist to make sure it has been serviced within the previous 6 months. If not please inform the equipment company.
10. TSH to monitor slings for any signs of fraying or damage with each use.
11. TSH to adjust furniture appropriately and adopt correct posture at all times and avoid bending, twisting and stooping movements.
12. Particular care should be taken to avoid sheering and friction of client's skin
13. TSH should not attempt tasks that are beyond their own or client's capability. If in doubt, contact senior staff.

	Transfer	Equipment for transfer	No of carers	Techniques recommended
.1.	From wheelchair to: <ul style="list-style-type: none"> • floor/mattin g • padded cushion • vibrating mat • bean bag • changing table • rainbow wheel (trampoline side) and back. 	Portable electric hoist: Oxford Sling: client's own sling	2	<ul style="list-style-type: none"> • DO NOT APPLY HOIST BRAKES AT ANY TIME DURING THE TRANSFER • ONLY USE CLIENT'S OWN SLING • Position wheelchair next to cushion/mat/table/trampoline • Position spreader bar so it is directly over the client, lower slowly to allow sling to be attached to it. • Fit sling onto spreader bar using the loops as per moving and handling training • Use hoist control and proceed with the lift • When client is slightly lifted off the wheelchair/mat/cushion/table/trampoline, carers to check sling and loops are fitted correctly and that client is comfortable before fully lifting, if not lower and refit sling as above • Position client over wheelchair/mat/cushion/table/trampoline <ul style="list-style-type: none"> o Either, lower gently into position, ensuring client is sitting with their bottom touching the back of the wheelchair or; o Lower gently into position, ensuring the client is laying comfortably on the mat/cushion/table/trampoline. • Detach loop from spreader bar and remove sling as per manufacturer's instructions.

	CLIENT LAYING FLAT WHEN ON EQUIPMENT			
2.	From wheelchair to therapy chair and back. CLIENT LAYING ON AN INCLINE WHEN ON THERAPY CHAIR	Portable electric hoist: Oxford Sling: client's own sling	2	<ul style="list-style-type: none"> ● DO NOT APPLY HOIST BRAKES AT ANY TIME DURING THE TRANSFER ● ONLY USE CLIENT'S OWN SLING ● Position wheelchair next to therapy chair. ● Position spreader bar so it is directly over the client, lower slowly to allow sling to be attached to it. ● Fit sling onto spreader bar using the loops as per moving and handling training ● Use hoist control and proceed with the lift ● When client is slightly lifted off the wheelchair/therapy chair, carers to check sling and loops are fitted correctly and that client is comfortable before fully lifting, if not lower and refit sling as above ● Position client over wheelchair/therapy chair <ul style="list-style-type: none"> ○ Either, lower gently into position, ensuring client is sitting with their bottom touching the back of the wheelchair or; ○ Lower gently into position, ensuring the client is laying comfortably in the therapy chair. ● Detach loop from spreader bar and remove sling as per manufacturer's instructions.

3.	<p>From wheelchair to rainbow hammock and back.</p> <p>CLIENT LAYING FLAT WHEN ON EQUIPMENT</p>	<p>Portable electric hoist: Oxford</p> <p>Sling: client's own sling</p>		<ul style="list-style-type: none"> ● DO NOT APPLY HOIST BRAKES AT ANY TIME DURING THE TRANSFER ● ONLY USE CLIENT'S OWN SLING ● Put the rainbow hammock on the lowest setting using the daisy chains and position mats and cushions under the hammock. ● Position wheelchair next to rainbow hammock. ● Position spreader bar so it is directly over the client, lower slowly to allow sling to be attached to it. ● Fit sling onto spreader bar using the loops as per moving and handling training ● Use hoist control and proceed with the lift ● When client is slightly lifted off the wheelchair/therapy chair, carers to check sling and loops are fitted correctly and that client is comfortable before fully lifting, if not lower and refit sling as above ● Position client over wheelchair/therapy chair <ul style="list-style-type: none"> ○ Either, lower gently into position, ensuring client is sitting with their bottom touching the back of the wheelchair or; ○ Lower gently into position, ensuring the client is laying comfortably on the therapy chair. ● Detach loop from spreader bar and remove sling as per manufacturer's instructions.

<p>5.</p>	<p>From wheelchair to ball pool and back.</p> <p>CLIENT LAYING FLAT/PROPPED WITH SUPPORT WHEN ON EQUIPMENT</p>			<ul style="list-style-type: none"> ● DO NOT APPLY HOIST BRAKES AT ANY TIME DURING THE TRANSFER ● ONLY USE CLIENT'S OWN SLING. ● Position wheelchair next to ball pool. ● Position spreader bar so it is directly over the client, lower slowly to allow sling to be attached to it. ● Fit sling onto spreader bar using the loops as per moving and handling training ● Use hoist control and proceed with the lift ● When client is slightly lifted off the wheelchair/ball pool, carers to check sling and loops are fitted correctly and that client is comfortable before fully lifting, if not lower and refit sling as above ● Position client over wheelchair/therapy chair <ul style="list-style-type: none"> ○ Either, lower gently into position, ensuring client is sitting with their bottom touching the back of the wheelchair or; ○ Lower gently into position, ensuring the client is laying comfortably on the ball pool. ● Detach loop from spreader bar and remove sling as per manufacturer's instructions.
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The Sensory Hive
Portable Hoist Client Usage Agreement



Client Name:	
DOB (if under 18):	
Address:	
Parent / Carer (if under 18):	
Mobile No:	
Email:	
Additional Carers' Names:	
Contact Details:	
GP and Surgery:	
Please list any important medical information which The	

Sensory Hive needs to be aware of to keep the client safe:	
What are the Moving and Handling requirements for the client:	
Approx Height and Weight:	Height: _____ Weight: _____
Is the hoist similar to the one used at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the client have their own slings in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>The client must have their own slings to use the portable hoist.</i>
Name of person/s operating the portable hoist?	
What is their role?	<input type="checkbox"/> Family member <input type="checkbox"/> Friend <input type="checkbox"/> Carer/Agency

<p>Have they received Manual handling training within the last 12 months?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><i>Only those who have been training in Manual Handling in the last 12 months should operate the portable hoist.</i></p>
<p>Are there any risk assessments in place which The Sensory Hive need to be made aware of to keep the client and others safe?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><i>If yes, please email these to hello@thesensoryhive.co.uk</i></p>
<p>Any other relevant information:</p>	
<p>AGREEMENT AND CONDITIONS OF USE</p>	
<p>By signing this agreement, you confirm the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> You have read and understood the Portable Hoist Risk Assessment and agree to adhere to all safety procedures. <input type="checkbox"/> You agree not to apply hoist brakes during transfers. 	

- Only the client's own sling will be used.
- Transfers will always be carried out by two trained carers.
- The hoist will be charged when not in use, and slings and equipment will be checked for damage before use.
- You will not move the client between rooms in the hoist.
- All procedures will follow correct manual handling practices.

**Client/Parent/Carer
Name:**

Signature:

Date:

FOR OFFICE USE ONLY: To be Completed by The Sensory Hive	
Name of staff demonstrating hoist usage:	
Date of demonstration:	
Has the operator been observed using the hoist correctly:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the operator read and signed the agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No