

Moving & Handling People

Wherever possible hazardous manual handling tasks should be avoided. It is important that any manual handling is carried out safely and in accordance with any guidance to maintain the health and safety of yourself, the individual and any colleague who may be assisting you, to reduce the likelihood of accident or injury. There are a few questions you should ask yourself prior to carrying out any Manual Handling activity.

These include:-

- **Is there any service user manual handling assessment to be followed detailed in the care plan?**
- **Is the area free from hazards?**
- **Is there sufficient space and lighting to operate the equipment?**
- **Is the equipment safe to use? Have you undertaken the equipment check?**
- **Is the individual agreeable to the manual handling?**

It is recommended that you access the link below and complete the following module:

Dundee City Council employees please use the following link

[Manual Handling – Scottish Passport – Module A – DCC Link](#)

Non Dundee City Council employees please use the following link

[Manual Handling – Scottish Passport – Module A – Non DCC Link](#)

For those who are not council employees, please screenshot the pass rate at the end of the manual handling quiz for your own employer's record. Pass rate required is 80%.

Training for Moving and Handling

If you are deployed in a social care setting in Dundee, during this period of Covid19, whether council, private or third sector, Dundee Health & Social Care Partnership consider this is **essential** information, training and instruction. Watching these videos and reading the materials which follow, will support you, the employee and the manager in your work.

We envisage that management would refer to these trouble shooting and emergency information, instruction and videos to support the employee.

The training is split into two parts.

Part 1 is core training for all employees moving into social care.

Part 2 is for Social Care Response Service (Community Alarm) and emergencies where the equipment is in place.

The programme is laid out in the order of learning we wish you to follow.

It starts with the unsafe practices, guiding hand and chair work, insertion of slide sheets, hoist and stand aids and emergency response, utilising a range of equipment.

We ask that you in the first instance speak to your own line manager, or if redeployed, equivalent link manager if you have any specific questions after watching the videos.

Support

There are identified manual handling trainers within specific sites or services. As part of your induction, these individuals should be made known to you. Please ensure you are aware of these individuals and know how to contact them for additional advice and guidance. Please contact your link manager in the first instance if you are not aware of who your identified manual handling trainers are.

Homecare

For additional advice and support, contact your own manager and, if redeployed, your link manager.

Specific Manual Handling (People and Equipment) assessments continue to operate under normal referral processes.

Part One - Moving and Handling People Core Training (40 minutes)

Part Two - Social Care Response Service - (Community Alarm) (21 Minutes)

Please click on the link below to start your moving and handling journey:-

<https://ilda.scot/links/stand-aids-hoists/>

Briefing on using a Council Computer is on the next page.

Using a Council Computer with a NC and variations of NC.

Employees undertaking the view of the videos using a council NC, require to use their own phone headphones with a “phone jack” in order to listen to the sound. Please insert the single phone jack into the NC where indicated depending on the type you see.



If you don't have a “phone jack” and only have an usb connection to your personal headset, you can insert into the relevant usb connector as well to listen to the sound.

There are no issues if you wish to use your own personal computers, iPads or Tablets, or phones as the link will work on any device. The larger screen would be preferable to view the videos and written instructions and information.