



Moving and Positioning of People

Competencies



Name

.....

Competency Statements

Procedure

It is essential that staff are competent to perform manual handling activities appropriate to their role. Carers must achieve a minimum level of competence is assessed during training and **MUST** be assessed in the workplace by their manager/Moving and Handling Trainer.

It is the responsibility of the manager to ensure that their carers are provided with opportunities to develop their level of competency through training and supervision in the workplace by a competent person.

Where there is concern about ability of the Carer, extra training and support must be organised to ensure that standards are achieved to meet the competencies in this training booklet.

Competency is measured thus:

Level	
1	Has minimal knowledge and no experience of manual handling techniques
2	Has minimal knowledge and experience of manual handling techniques, still requiring supervision
3	Demonstrates knowledge of manual handling techniques and applies these safely

If competency **1 and/or 2** is achieved, the following courses of action are recommended:

		Level
A	The member of staff may continue to perform this manual handling activity only under the supervision of a competent member of staff	(2)
B	The member of staff should refrain from this manual handling activity at work. Other action may be necessary	(1) (2)
C	The member of staff should re-attend for training before performing manual handling tasks/this manual handling task	(1) (2)

Independent Standing

Competency Statement

A suitable and sufficient risk assessment and safe system of work must be in place before attempting any moving and handling manoeuvres.

The carer undertakes the task whilst taking reasonable care for their own health and safety and that of others who may be affected by their activities.

Date of Assessment:.....

Level of Competency Achieved:.....

Further Course of Action/Reassessment:

Evaluation

Level Achieved..... Date.....

Signature of Manager/Trainer:.....

Signature of Carer:.....

Action	Achieved
Explains to the service user what is about to happen	1 2 3
Reads the appropriate Handling Plan	1 2 3
Moves service user to the front of the seat using correct method of manual handling	1 2 3
Positions serviced user's feet correctly	1 2 3
Explains to the service user the need to have their head above their knees and look in the direction of the move	1 2 3
Positions the service user's hands in correct position	1 2 3
Uses command 'Ready, Steady, Stand' whilst getting the service user to rock back and forth	1 2 3

Assisted Walking

Competency Statement

A suitable and sufficient risk assessment and safe system of work must be in place before attempting any moving and handling manoeuvres.

The carer undertakes the task whilst taking reasonable care for their own health and safety and that of others who may be affected by their activities.

Date of Assessment:.....

Level of Competency Achieved:.....

Further Course of Action/Reassessment:

Evaluation

Level Achieved..... Date.....

Signature of Manager/Trainer:.....

Signature of Carer:.....

Action	Achieved
Explains to the service user what is about to happen	1 2 3
Reads the appropriate Handling Plan	1 2 3
Stands the service user using the correct method	1 2 3
Positions themselves correctly in relation to the service user	1 2 3
Holds the service user's arm in the correct position	1 2 3
Positions the service user's hand in correct position	1 2 3

Standing to Sitting

Competency Statement

A suitable and sufficient risk assessment and safe system of work must be in place before attempting any moving and handling manoeuvres.

The carer undertakes the task whilst taking reasonable care for their own health and safety and that of others who may be affected by their activities.

Date of Assessment:.....

Level of Competency Achieved:.....

Further Course of Action/Reassessment:

Evaluation

Level Achieved..... Date.....

Signature of Manager/Trainer:.....

Signature of Carer:.....

Action	Achieved		
Explains to the service user what is about to happen	1	2	3
Reads the appropriate Handling Plan	1	2	3
Walks the service user using the correct method to the chair so they can see where they are to sit	1	2	3
Positions the service user correctly in relation to the chair	1	2	3
Supports the service user correctly	1	2	3
Assists the service user as necessary	1	2	3

Handling Belts

Competency Statement

A suitable and sufficient risk assessment and safe system of work must be in place before attempting any moving and handling manoeuvres.

The carer undertakes the task whilst taking reasonable care for their own health and safety and that of others who may be affected by their activities.

Date of Assessment:.....

Level of Competency Achieved:.....

Further Course of Action/Reassessment:

Evaluation

Level Achieved..... Date

Signature of Manager/Trainer:.....

Signature of Carer:.....

Action	Achieved		
Explains to the service user what is about to happen	1	2	3
Reads the appropriate Handling Plan	1	2	3
Chooses correct size of belts	1	2	3
Checks belt for any faults	1	2	3
Fits belt correctly and adjusts correctly	1	2	3
Ensure the service user is in an appropriate position to stand	1	2	3
Assumes correct posture for appropriate move	1	2	3
Face on		☐	
Side on		☐	
Backwards		☐	
Holds appropriate handle on belt	1	2	3
Uses command 'Ready, Steady, Stand' whilst rocking service user and maintaining correct posture	1	2	3
Removes belt correctly	1	2	3
Stores belt correctly	1	2	3
Able to demonstrate correct procedure if a fault is found with the belt	1	2	3
Demonstrates a knowledge of how to clean equipment correctly	1	2	3

Hoisting

Competency Statement

A suitable and sufficient risk assessment and safe system of work must be in place before attempting any moving and handling manoeuvres.

The carer undertakes the task whilst taking reasonable care for their own health and safety and that of others who may be affected by their activities.

Date of Assessment:.....

Level of Competency Achieved:.....

Further Course of Action/Reassessment:

Evaluation

Level Achieved..... Date.....

Signature of Manager/Trainer:.....

Signature of Carer:.....

Action	Achieved		
Explains to the service user what is about to happen	1	2	3
Reads the appropriate Handling Plan	1	2	3
Chooses correct equipment	1	2	3
Checks the hoist for any faults(Oxford Hoist, Stand Aid, Bath Hoist)	1	2	3
Checks the sling for any faults (Access sling, Full back sling)	1	2	3
Inserts sling using correct method of manual handling	1	2	3
Attaches sling correctly to the hoist	1	2	3
Demonstrate correct use of hoist (brakes, manual/electric)	1	2	3
Moves service user safely	1	2	3
Positions service user correctly	1	2	3
Removes sling using correct method of manual handling	1	2	3
Stores hoist and sling correctly	1	2	3
Able to demonstrates correct procedure if a fault is found with the equipment	1	2	3
Demonstrate knowledge of how to clean equipment correctly	1	2	3

Rolling and Turning

Competency Statement

A suitable and sufficient risk assessment and safe system of work must be in place before attempting any moving and handling manoeuvres.

The carer undertakes the task whilst taking reasonable care for their own health and safety and that of others who may be affected by their activities.

Date of Assessment:.....

Level of Competency Achieved:.....

Further Course of Action/Reassessment:

Evaluation

Level Achieved..... Date.....

Signature of Manager/Trainer:.....

Signature of Carer:.....

Action	Achieved
Explains to the service user what is about to happen	1 2 3
Reads the appropriate Handling Plan	1 2 3
Positions the service user's arms correctly	1 2 3
Moves down the bed and positions the service user's legs correctly	1 2 3
Positions themselves correctly in relation to the service user in correct position	1 2 3
Holds the service user in the correct position	1 2 3
Roll the service user towards you	1 2 3

Slide Sheets

Competency Statement

A suitable and sufficient risk assessment and safe system of work must be in place before attempting any moving and handling manoeuvres.

The carer undertakes the task whilst taking reasonable care for their own health and safety and that of others who may be affected by their activities.

Date of Assessment:

Level of Competency Achieved:

Further Course of Action/Reassessment:

Evaluation

Level Achieved Date

Signature of Manager/Trainer:

Signature of Carer:

Actions	Achieved		
Explains to the service user what is about to happen	1	2	3
Reads the appropriate Handling Plan	1	2	3
Chooses correct slide sheet	1	2	3
Checks the slide sheets for any faults	1	2	3
Inserts slide sheet using correct method of manual handling	1	2	3
Slide to side – rolling		☐	
Head down		☐	
Moves service user correctly safely whilst maintain correct posture	1	2	3
Positions service user correctly	1	2	3
Removes slide sheet in the approved manner	1	2	3
Stores slide sheet correctly, identify any health and safety issues	1	2	3
Able to demonstrate correct procedure if a fault is found with the slide sheet	1	2	3
Demonstrate a knowledge of how to clean equipment correctly	1	2	3

Signature of Manager/Trainer:.....

Signature of Carer:.....

Date:.....