

Evidence Assessment

H&S: Supporting People to Move

A Guide for Completing Evidence Assessment

This assessment can be used by coordinators to demonstrate that staff are able to apply the information they have learnt in relation to their own role and place of work. In addition to the corresponding Altura Learning course, assessors may need to provide staff with local organisational resources and policies in order for them to demonstrate this knowledge.

The assessment should be conducted by an assessor who is competent in the principles and requirements for manual handling.

Observe the staff at work completing manual handling tasks and complete the skills audit below. Add any notes on areas for improvement or extra information in the notes column. This observation can be repeated until you are happy that the staff is competent in this area.

Skills Audit

Criteria	Notes	C / NYC
General Manual Handling Principles – This should be completed prior to any manoeuvre.		
Date of Assessment:		
Prior to commencing the task, staff member conducts a risk assessment (TILEO) and refers to the care plan.		
Staff member considers the comfort, dignity and privacy of the person before, during and after the move.		
Staff member encourages the person to take an active part in the move, informing and involving them in every stage of the process.		

Competent: Not Yet Competent:

Comments/ action required:

Staff Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Evidence Assessment

Criteria	Notes	C / NYC
Assisting a Person to Walk without Equipment Staff Required: 1-2 Equipment Required: Nil Date of Assessment:		
Prior to commencing the move, the staff member checks: <ul style="list-style-type: none"> • The person is wearing appropriate footwear. • The walking area is a flat and even surface and is clear of trip hazards. 		
During the move, the staff member: <ul style="list-style-type: none"> • Stands next to the person and places their closest hand underneath the person's elbow or lower back. • Places their other hand into the person's hand. • Walks alongside the person, using slow and steady steps. 		
If guiding person to a chair, the staff member: <ul style="list-style-type: none"> • Guides the person to turn until they can feel the seat against the back of their legs. • Guides them as they sit down (if the chair has arms, the person may hold these as they lower themselves down). 		

Competent: Not Yet Competent:

Comments/ action required:

Staff Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Evidence Assessment

Criteria	Notes	C / NYC
Assisting a Person to Roll, Using a Person's Body Mechanics Staff Required: 1-2 Equipment Required: Nil Date of Assessment:		
Prior to commencing the move, the staff member: <ul style="list-style-type: none"> Ensures the bed brakes are locked. Adjusts the bed to the best height for movement, and if using 2 staff members, the bed is adjusted to the hip height of the shortest staff member. 		
When commencing the move, the staff member: <ul style="list-style-type: none"> Stands on the side of the bed the person is rolling towards, or if 2 staff members are performing the move, they stand opposite each other on either side of bed. Asks the person to place their arms across their chest and to bend the knee that will be pulled over the body during the roll. Stands in a balanced stance, ready to move. Prepares the person to roll using the 'ready, 1, 2, 3, roll' command. Remains on the side of the bed that the person is rolling to and gently guides the person's hip and shoulder over, or if 2 staff are performing the move, one gently guides the person's hip and shoulder over, while the other gently guides the person. Holds the person's body on their side and places a pillow behind them (if needed) to maintain their position. Does not leave the side of the bed. 		
On completion of the move, the staff member: <ul style="list-style-type: none"> Ensures the person is comfortable. 		

Competent: Not Yet Competent:

Comments/ action required:



learning

Evidence Assessment

Staff Name:

Signature:

Supervisor Name:

Signature:

Evidence Assessment

Criteria	Notes	C / NYC
Assisting a Person to Move off the Floor without Equipment Staff Required: 1 Equipment Required: Chair Date of Assessment:		
Prior to commencing the move, the staff member: <ul style="list-style-type: none"> Ensures the person has assessed for any injuries by an appropriate medical professional. 		
When commencing the move, the staff member: <ul style="list-style-type: none"> Places a chair next to the person and instructs them to roll onto their side, hands in front of their chest. Asks the person to push up into a sitting position using their hand and elbow that is closest to the floor. Instructs the person to move on to their knees and to turn to face the chair. Places a hand on person's back to guide and support them as they turn, if required. Instructs person to lean forward and push down on the chair to stand up. 		
Once the person is standing, the staff member: <ul style="list-style-type: none"> Guides the person to sit in the chair. Reassesses for any injury and documents the incident. Ensures the person is comfortable. 		

Competent: Not Yet Competent:

Comments/ action required:

Staff Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Evidence Assessment

Criteria	Notes NYC	C /
Assisting a Person to Stand Up from a Chair and Walk, Using a Transfer Belt Staff Required: 1-2 Equipment Required: Transfer Belt Date of Assessment:		
Prior to commencing the move, the staff member checks: <ul style="list-style-type: none"> • The person is wearing appropriate footwear. • The walking area is a flat and even surface and is clear of trip hazards. 		
When commencing the move, the staff member: <ul style="list-style-type: none"> • Asks the person to shift their buttocks to the edge of the chair. • Instructs the person to place their feet in a comfortable and balanced position, their toes in line with their knees. • Places the transfer belt around the person’s waist, ensuring the velcro is firmly attached. • Stands on the side of the chair that allows them greatest access to the person and takes hold of the handles, blocking the person’s foot with their own, if it is safe to do so. • Grips the handles closest to them, and goes into a lunge position, toes pointing forward. • Uses the ‘ready, 1, 2, 3, stand’ command and assists person to move forwards and upwards. • Gives the person verbal commands to push off the bed or the arms of the chair with their hands. 		
When walking: <ul style="list-style-type: none"> • The staff member gently guides the person by holding onto the handles closest to them. 		

Evidence Assessment

<p>When returning the person to their chair, the staff member:</p> <ul style="list-style-type: none"> • Guides the person to turn until they can feel the seat against the back of their legs. • Guides them as they sit down. • Removes the belt. • Ensures the person is comfortable. 		
---	--	--

Competent: Not Yet Competent:

Comments/ action required:

Staff Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Evidence Assessment

Criteria	Notes	C / NYC
Assisting a Person to Roll, Using a Slide Sheet Staff Required: 2 Equipment Required: 2 Slide Sheets Date of Assessment:		
Prior to commencing the move, the staff member: <ul style="list-style-type: none"> Ensures the bed brakes are locked. Adjusts the bed to the best height for movement, or if using 2 staff members, the bed is adjusted to the hip height of the shortest staff member and the staff stand opposite each other at the sides of the bed. 		
When commencing the move, the staff member: <ul style="list-style-type: none"> Stands in a balanced and comfortable position, toes pointed forward. Rolls the person and positions the slide sheets at their back, ensuring they are not digging the sheets under the person. Rolls the person to face the opposite direction and gently pulls the sheets through. Holds the sheets at the person's shoulder and hips and pulls on the 'ready 1, 2,3, roll' command. Staff shift their weight from their front to their back legs, while the second staff member assists by placing their hands on the person's shoulder and hips, pushing at the same time as the first staff member pulls. 		
On completion of the move, the staff member: <ul style="list-style-type: none"> Rolls the person onto their side and gently eases out the slide sheet. Ensures that the person is comfortable. 		

Competent: Not Yet Competent:

Comments/ action required:

Staff Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Evidence Assessment

Criteria	Notes	C / NYC
Assisting a Person to Stand Up and Move from a Bed to a Chair, Using a Walking Frame Staff Required: 1 Equipment Required: Walking Frame Date of Assessment:		
<p>Prior to commencing the move, the staff member checks that the:</p> <ul style="list-style-type: none"> • Bed brakes are locked. • Bed is raised to a safe standing height for the person. • Person is wearing appropriate footwear. • Head of the bed is raised. 		
<p>When commencing the move, the staff member:</p> <ul style="list-style-type: none"> • Asks the person to bend their knees and roll onto their side. • Asks the person to position their hands palms down or place their elbows at chest level to enable them to push their upper body upwards. • Asks the person to slide their feet off the bed while pushing up on their hands (or elbows) and lift themselves to an upright position. • Supports the person by placing a hand on the person's shoulder as they pivot to sit up. • Ensures walking frame is in front of the person, with the brakes on. • Asks the person to move to the edge of the bed by placing their hands on the bed, pushing down and shuffling forward. • Asks the person to place their feet in a comfortable position to stand, their toes aligned with their knees. • Places their closest arm on the person's lower back, and the other arm on the person's nearest shoulder. • Instructs the person to push up from the bed using their hands and gently guides the person's shoulders forward with their hands. 		

Evidence Assessment

<p>Once the person is standing, the staff member:</p> <ul style="list-style-type: none"> Instructs the person to reach for the handles of the walking frame and remove the brakes. 		
<p>When walking, the staff member:</p> <ul style="list-style-type: none"> Gently guides the person by placing a hand on their lower back. 		
<p>When returning the person to their chair, the staff member:</p> <ul style="list-style-type: none"> Guides the person to turn until they can feel the seat against the back of their legs, then guides them so they can sit down. Ensures the person is comfortable. 		

Competent: Not Yet Competent:

Comments/ action required:

Staff Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Evidence Assessment

Criteria	Notes	C / NYC
Assisting a Person to Move Up an Air Chair, Using Two Slide Sheets Staff Required: 2 Equipment Required: 2 Slide Sheets Date of Assessment:		
Prior to commencing the move, the staff member checks that the: <ul style="list-style-type: none"> • Chair brakes are locked. • Chair is as flat as possible, with the sides down if possible. 		
To position the slide sheet, the staff member: <ul style="list-style-type: none"> • Rolls the person slightly and positions the slide sheets at their back, ensuring they are not digging the sheets under the person. • Rolls the person to face the opposite direction and pulls the sheets through. • Ensures the top of the slide sheets are positioned at the person's shoulders. 		
When commencing the move, the staff member: <ul style="list-style-type: none"> • Stands in a balanced and comfortable foot position, toes pointing towards the top of the chair. • Holds the top sheet firmly at the person's hips and shoulders. • Keeps elbows close to their body during the move. • Encourages the person to assist by instructing them to bend their knees and pull up their head. • Shifts their weight from their back leg to the front, as they slide the top sheet up, using the 'ready 1, 2,3, slide' command. 		
To remove the slide sheet, the staff member: <ul style="list-style-type: none"> • Rolls the person slightly on their side and gently pulls the slide sheet out from under the person. 		
On completion of the move, the staff member: <ul style="list-style-type: none"> • Repositions the chair. • Ensures the person is comfortable. 		

Evidence Assessment

Competent: Not Yet Competent:

Comments/ action required:

Staff Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Evidence Assessment

Criteria	Notes	C / NYC
Assisting a Person to Move Up the Bed, Using Two Slide Sheets Staff Required: 2 Equipment Required: 2 Slide Sheets Date of Assessment:		
<p>Prior to commencing the move, the staff member checks that the:</p> <ul style="list-style-type: none"> • Slide sheet is large enough. • Bed brakes are locked. • Bed is adjusted to the hip height of the shortest staff member. • Stand on opposite sides of bed facing the person, feet in a comfortable and balanced foot position, toes pointing toward the top of the bed. 		
<p>To position the slide sheet, the staff members:</p> <ul style="list-style-type: none"> • Roll the person, so the slide sheets can be positioned at their back. • Roll the person to face the opposite direction and pull the slide sheets through. • Removes any pillows from under the person's head, leaving one against the head of the bed. 		
<p>When commencing the move, the staff members:</p> <ul style="list-style-type: none"> • Firmly hold the top slide sheet at the person's hips and shoulders. • On the 'ready 1, 2,3, slide' command, shift their weight from their back leg to their front as they slide the top sheet up. • Keep their elbows close to their body during the move. • Encourage the person to assist with the slide if they are capable, asking them to bend their knees and pull their head up. 		
<p>To remove the slide sheet, the staff members:</p> <ul style="list-style-type: none"> • Roll the person slightly onto their side and gently ease out the slide sheet. 		
<p>On completion of the move, the staff member:</p> <ul style="list-style-type: none"> • Ensures the person is comfortable. 		

Evidence Assessment

Competent: Not Yet Competent:

Comments/ action required:

Staff Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Evidence Assessment

Criteria	Notes	C / NYC
<p>Assisting a Person to Stand Up from a Chair and Move to a Wheelchair, Using a Stand-Up Hoist Staff Required: 2 Equipment Required: Stand-up Hoist Date of Assessment:</p>		
<p>Prior to commencing the move, the staff member checks that the:</p> <ul style="list-style-type: none"> • Sling is clean and intact. • Hoist has been safety checked, according to local policies and procedures. • Wheelchair brakes are on. 		
<p>When commencing the move, the staff members:</p> <ul style="list-style-type: none"> • Bring the hoist forward and ensure the persons' feet are placed on the platform or foot plates. • Ensure the person's shins are in contact with the knee pad. • Widen the legs of the hoist to accommodate the chair, if required. • Apply the brakes and if there is a leg strap, secure to the person's legs. • Select the correct sling loops (based on the size of the person). • Ensure the sling loops are taut. • Place the person's hands on the lifter handles, over and outside of the sling. • Instruct the person that they are ready to commence the lift. • Ensure the hoist brakes are off before raising the boom. • Use power control to raise the person enough to clear the chair. • Check the sling loops attached to the boom and under the person's arms are secure. • Check the sling can take the person's weight and is not digging under their arms. • Provide reassurance throughout. • If readjustment is required, use the controls to lower the person back into the chair to adjust person before recommencing lift. 		

Evidence Assessment

<ul style="list-style-type: none"> • Raise the person to a point that they are comfortable and steady and move towards the wheelchair. • Use the controls to slowly lower the person down, with second staff member guiding them into place. 		
<p>On the completion of the move, the staff members:</p> <ul style="list-style-type: none"> • Release the sling hoops from the hoist arms. • Reposition the person’s feet from the hoist platform to the floor. • Move lifter away. • Remove sling from person. • Ensure the person is comfortable. 		

Competent: Not Yet Competent:

Comments/ action required:

Staff Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Evidence Assessment

Criteria	Notes	C / NYC
Assisting a Person to Move from the Bed to the Chair, Using a Full Sling Hoist Staff Required: 2 Equipment Required: Full Sling Hoist, Sling Date of Assessment:		
<p>Prior to commencing the move, the staff member checks that the:</p> <ul style="list-style-type: none"> • Bed is adjusted to the hip height of the shortest staff member. • Bed brakes are locked. • Wheelchair brakes are locked. • The sling is clean and intact. • Appropriately sized sling is selected, by checking the person’s care plan. 		
<p>When commencing the move, the staff members:</p> <ul style="list-style-type: none"> • Roll the person to their side and lay the sling across the body. • Roll the person to the opposite direction and pull the sling through. • Ensures the person is placed in the middle of the sling. • Ensure the pelvic opening of the sling is level with middle of buttocks and spread the sling out. • Raise the head of the bed to assist person into a sitting position. • Bring the hoist over to the bed using the handles and widens the hoist legs if required. • Lower the boom over the centre of the person’s chest. • Place the hoist brakes on. • Ensure the person’s arms are crossed over their chest in the sling. • Ensure the shoulder and leg straps are attached to the same coloured loop on each side of the boom. • Ensure the leg straps are brought up between the legs, maintaining dignity. • Release the brakes before raising the boom. • Use the power control to raise the hoist to just above the bed. • If readjustment is required, the controls are used to lower the person back to the bed to adjust person before recommencing. 		

Evidence Assessment

<ul style="list-style-type: none"> • Move the hoist away from the bed towards the chair, with one staff member guiding the person by holding the handles of the sling and providing reassurance. • Widen the hoist legs as required to accommodate width of the chair. • Use power controls to lower the hoist once it is in position, with one staff member guiding the person into the chair. 		
<p>On completion of the move, the staff members:</p> <ul style="list-style-type: none"> • Release the sling hoops from the hoist arms and move the hoist away. • Remove sling from underneath the person and ensure the person is comfortable. 		

Competent: Not Yet Competent:

Comments/ action required:

Staff Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Evidence Assessment

Criteria	Notes	C / NYC
Assisting a Person to Move off the Floor, Using a Full Sling Hoist Staff Required: 2 Equipment Required: Full Sling Hoist, Sling Date of Assessment:		
Prior to commencing the move, the staff member: <ul style="list-style-type: none"> • Ensures the person has been assessed for injuries by an appropriate medical professional. • Checks the person’s care plan for the appropriate sling size. • Ensures the sling is clean and intact. 		
When commencing the move, the staff members: <ul style="list-style-type: none"> • Kneel or half kneel on floor. • Roll the person onto their side, then align the sling with the person’s body, spreading out the remaining sling on the floor. • Roll the person over to the other side and pull the sling through. • Ensure the pelvic opening of sling is level with middle of buttocks. • Bring the leg straps up between the legs and crossed them over, ensuring the person’s dignity maintained. • Ensure the person’s arms are crossed over their chest in the sling. • Bring hoist over to person, using the handles, and approach from feet or side, depending on the position of the person. • Widen hoist legs as required. • Lower the boom over the centre of the person’s chest. • Ensures the shoulder & leg straps are attached to the same coloured loop on the boom. • Use the power controls to raise the hoist. • Move the hoist towards the chair, guiding and supporting the person throughout by holding the handles of the sling and providing reassurance. • Position the hoist over the chair appropriately, widening hoist legs if necessary. • Once hoist is in position over chair, power controls are used to lower the hoist, with one staff member guiding the person into the chair. 		

Evidence Assessment

<p>On completion of the move, the staff members:</p> <ul style="list-style-type: none"> • Release the sling hoops from the hoist arms. • Move hoist away and remove the sling from underneath the person. • Ensure the person is comfortable. • Document the incident. 		
--	--	--

Competent: Not Yet Competent:

Comments/ action required:

Staff Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Evidence Assessment

Criteria	Notes	C / NYC
Assisting a Person to Move off the Floor, Using a Lifting Cushion Staff Required: 2 Equipment Required: Lifting cushion Date of Assessment:		
<p>Prior to commencing the move, the staff members:</p> <ul style="list-style-type: none"> • Ensure the person has been assessed for injuries by an appropriate medical professional. • Unroll the lifting cushion and place it alongside the person. • Connect the air lines to the matching coloured numbers. • Fold the backrest outwards and instruct the person to roll onto their side. • Place the cushion underneath person. • Instruct the person to roll back over and shuffle to the middle of the cushion. • Ensure the air line is connected to the air flow device and turned on. 		
<p>When commencing the move, the staff members:</p> <ul style="list-style-type: none"> • Stand next to the cushion and provide stability and reassurance to the person, with one staff member pressing control buttons in order from 1 to 4. • Inflate the back rest to 30 degrees, then inflate the lower compartments fully. • Inflate the backrest fully. • Assess the person’s height and determine whether to inflate the 4th compartment. 		
<p>Once the cushion is fully inflated, the staff members:</p> <ul style="list-style-type: none"> • Support the person to stand up and sit on a chair. • Ensure the person is comfortable. • Reassess the person for injury. • Documents the incident. 		



learning

Evidence Assessment

Competent: Not Yet Competent:

Comments/ action required:

Staff Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Evidence Assessment

Criteria	Notes	C / NYC
<p>Assisting a Person to Move from a Bed to a Trolley, Using a Transfer Board & Slide Sheets Staff Required: 3-4 Equipment Required: Transfer board, Slide sheets, Bath trolley Date of Assessment:</p>		
<p>Prior to commencing the move, the staff members:</p> <ul style="list-style-type: none"> • Ensure the bed brakes are locked. • Stand on opposite sides of the bed facing the person, with their feet in a comfortable and balanced foot position, toes pointing forward. • Adjust the bed to the hip height of the shortest staff members. • Ensure the person’s arms are crossed over their chest, with their chin tucked into their chest. 		
<p>When commencing the move, the staff members:</p> <ul style="list-style-type: none"> • Roll the person slightly and position the slide sheets at their back, ensuring they are not digging the sheets under the person. • Roll the person to face the opposite direction and pull the slide sheets through, ensuring the top of the slide sheet is positioned underneath the person’s shoulders. • Hold the sheet at the person’s shoulder and hips and pull on the ‘ready 1, 2,3, slide’ command, shifting their weight from their front to their back legs, with the other staff members assisting by placing their hands on the person’s shoulder and hips, gently guiding the person over at the same time as the other staff members pull. • Slide the person to the side of the bed that the trolley is situated. 		

Evidence Assessment

<p>When positioning the person on the transfer board, the staff members:</p> <ul style="list-style-type: none"> • Roll the person onto their side, ensuring the slide sheets are between the transfer board and the person. • Reposition the person if necessary, using the slide sheets, to ensure the width of the person is on the board. • Align the trolley with the length of the transfer board. • Adjust the height of the trolley to be slightly lower than the bed. • Ensure the trolley's brakes are on. • Straighten the bottom slide sheet over the top of the board. • Grab the top slide sheet at the person's shoulder and hips. • On the 'ready 1, 2,3,' slide command, pull the person across to the trolley, shifting their weight from their back leg to the front, while the other staff members assist by pushing with their trunk and hips. 		
<p>On completion of the move, the staff members:</p> <ul style="list-style-type: none"> • Remove the transfer board. • Release the trolley brakes. • Move the trolley away from the side of the bed • Roll the person onto their side and gently ease out the slide sheet. • Ensure the person is comfortable. 		

Competent: Not Yet Competent:

Comments/ action required:

Staff Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Evidence Assessment

DISCLAIMER:

Except where otherwise stated, scenarios depicted in this course are fictional and any resemblance to any person or event is purely coincidental. The information in this course has been prepared as general information only. It is not intended to provide legal, industrial or other specialist advice and should not be relied upon as such. All advice and information are professionally sourced and provided in good faith and, while all care has been taken, no legal liability or responsibility is accepted for any possible error. For direction concerning your particular circumstances, independent advice should be sought. Copyright 2019. The contents of these Learning Resources remain the property of Altura Learning. They are for the exclusive use of current members of Altura Learning; their use, distribution, and storage are subject to the terms and conditions laid out in Membership Agreements. Altura Learning and Engage. Inform. Inspire are registered trademarks of Altura Learning.