



NATF 2148 03 (Related SOPs N/A)



Donor & Transport Services Donor Session Staff **Manual Handling** **Record of Practical Assessment**

Name:

Donor and Transport Services staff working within a clinical setting must demonstrate the correct use of provided PPE, and complete the tasks detailed below.

This document MUST be completed Annually and stored within staff members training folder

	Renewal Period	Trainers signature	Date completed
Demonstration by Moving and Handling Trainer, Moving and handling of DS&T objects (roll cage, box, tail gate flap, fold-away donation bed, fold-away table, chair)	Once only		
NSS: Health and safety induction – eLearning Module	3 Yearly		
NSS: Manual Handling passport Interactive-eLearning Module	3 Yearly		
Presentation delivered by manual handling trainer	2 yearly		
Assessment of the moving and handling by Moving and Handling Trainer	Annually		

Task: Checking of PPE	Found to be satisfactory	Checked by	Date Completed
	Yes/No		
To be completed by the trainer:			
Safety shoes – Correct size, fasten securely High vis Vest – Correct Size, clean and not torn, reflective strips intact Safety Gloves - Correct size, not torn, no holes Rucksack/trolley case - issued to staff, in good working order, straps/wheels intact			

PPE found to be unsatisfactory must be replaced

PPE Item	Replacement provided	Date Provided



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Line Manager Must complete for Manual handling tasks not undertaken by staff member

Task/Tasks not undertaken Practical assessment not required	line manager	
	signature	Date
Moving of equipment boxes		
Moving of roll cages		
Set up/clear down of donation beds		
Set up clear down of session tables		
Positioning of chairs		
Lowering /Lifting of tail gate		

Task: Moving of Equipment boxes	Completed Correctly Yes/No	Observed by	Date Completed
To be completed by the trainer:			
Load: assess weight of the box prior to lifting Environment: Assess and confirm there is a clear Path from Point A to B Lifting box: stable base, flexed knees, secure hold, natural back, lead with head Moving box: Controlled movement, clear path held close to the body Reaching destination: box can be place in a controlled Manner			

Task: Moving roll cage	Completed Correctly Yes/No	Observed by	Date Completed
To be completed by the trainer:			
Load: Assess the contents of the cage, evenly distributed, not blocking line of vision. Environment: Assess and confirm there is a clear path from point A to B Positioning of hands: Gloves worn; fingers not linked through mesh Moving of Cage: Controlled pushing movement with 2 people if required Reaching destination: cage brought to a controlled stop and brakes applied			



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Task: Set up and Clear down of fold away Donation beds	Completed Correctly Yes/No	Observed by	Date Completed
To be completed by the trainer:			
Load: Assess the position of the bed within the cage before removal Environment: Assess and confirm there is a clear path from point A to B Removal of Bed from cage: Cage brakes been applied, and door secured. Lifting and moving bed: Stable base, flexed knees, secure hold, natural back, lead with head, controlled movement Setting Up: Bed placed on the floor and legs opened and secured. Bed turned over to rest on legs Clear Down: Bed turned over and placed on the floor and legs closed and secured. Placement in Bed Cage: Cage brakes applied, and door secured bed secured appropriately with the cage			

Task: Set up and clear down of fold away tables Provided by SNBTS	Completed Correctly Yes/No	Checked by	Date Completed
To be completed by the trainer:			
Load: Assess weight, size, and single Table only Environment: Assess and confirm there is a clear path from point A to B Removal of table from cage: Cage breaks been applied, and door secured. Lifting and moving Table: Stable base, flexed knees, secure hold, natural back, lead with head, controlled movement Setting Up: Table placed on the floor and legs opened and secured. Table turned over to rest on legs Clear Down: Table placed on the floor and legs closed and secured Placement of table in Cage: Cage Breaks applied, door secured, table secured appropriately within the cage			

Task: Positioning of session chairs	Completed Correctly Yes/No	Checked by	Date Completed
To be completed by the trainer:			
Load: Assess weight, size, and single chair only Environment: Assess and confirm there is a clear path from point A to B Lifting and moving chairs: Stable base, flexed knees, secure hold, natural back, lead with head, controlled movement			



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Task: Lowering and lifting of SNBTS vehicle Tail Gate Flap	Completed Correctly Yes/No	Checked by	Date Completed
To be completed by the trainer:			
Load: Assess weight and length Environment: is the ground even, is there space to lower the flap Moving to required position: assess if this is a one/two-person manoeuvre Lowering Flap: ensure knees bend, back straight, head raised. Ensure flap is lifted then lowered Positioning of hands: Gloves worn; fingers not under tail gate flap when lowered Raising Flap: ensure knees bend, back straight, head raised. Ensure flap is lifted to vertical position, slotted into place then lowered			

Tasks not carried out correctly MUST be re-assessed after review of the task theory has been completed with the manual handling trainer.

Task theory reviewed by (Enter Trainer's Name)	Repeated tasks: Record Task Title below	Completed Correctly		Observed by	Date Completed
		Yes	No		

Conclusion

I confirm that all tasks have been observed and completed correctly.

Yes

No

It is the responsibility of the designated assessor to verify that the individual has correctly completed the require tasks during this assessment prior to signing off below.

Assessor Name:

Signature:

Date:

Assessed staff Member Signature:

Date:

COMMENTS: