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| Reporting accidents/incidents/pain/discomfort | **Y/N** | **Comments** |
| Incident/accident forms are completed according to the local procedure. |  |  |
| Occupational Health Services are consulted where a carer has significant muscular-skeletal difficulties. |  |  |
| **Training, supervision and specialist support** | **Y/N** | **Comments** |
| Records are kept of carers / staff attendances on training programmes. |  |  |
| All carers have attended moving and handling induction training. |  |  |
| All carers have received regular update training. |  |  |
| Appropriate action is taken where trainers report that carers are not yet competent following training. |  |  |
| Specialist advice is sought (e.g. from Back Care Adviser) where the need arises. |  |  |
| **Risk Assessment Procedures** | Y/N | Comments |
| A DIAG Personal Handling Risk Assessment and Personal Handling Plan are completed on admission to the service and made available to all carers. |  |  |
| A DIAG variance form is completed and made available to all carers when care given falls outside the DIAG Code of Practice. |  |  |
| Procedures are written for foreseeable emergency handling. |  |  |
| Has a DIAG Specific Environment Assessment been completed for activities carried out off site/away from home? |  |  |
| Action plans passed up through the appropriate line management routes. |  |  |

* **This form should be reviewed and updated annually, or whenever a change needs to be recorded**
* **It should be kept in the establishment as a record of action taken**
* **Where action is not within the manager’s budget or authority, senior managers must be notified.**

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| **Managers Details** | **Name** | **Designation** | **Signature** | **Date** |
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