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| **Site Based­­­** |  | | | **Ward / Department** |  |
| **Tracker Period**  (mm/yyyy to mm/yyyy) | |  | **NB** A new Tracker should be started for each 12 - 18 month period. | | |

The purpose of this form is to allow you to keep track of who requires to be assessed, any follow up action required and the date of the next assessment – usually within 12/18 months. The tracker should list every member of staff in the department required to be assessed, noting where a member of staff is on long term absence and their expected date of return. Each member of staff should be assessed undertaking three different manual handling tasks normally associated with their work duties whilst working with a patient in their normal working environment e.g. in a care of the elderly ward a) using a hoist b) using sliding sheets to move a patient up the bed c) assisting a patient to stand and walk.

On completion of an assessment, enter the relevant information directly into our online recording tool ([Link](https://link.webropolsurveys.com/S/C07B9E850E91179F)). If this is not possible, this tracker should be sent on a monthly basis (when assessments have been undertaken) to [WIG-Movhan736@ggc.scot.nhs.uk](mailto:WIG-Movhan736@ggc.scot.nhs.uk) Assistance with any aspect of the assessments process can be sought from the moving and handling team.

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|  | **Employee Details** | | | |  | **Date Assessed** | | **Activity Assessed**  Bed, Chair, hoist or Mobilise only | **Risk**  **Score**  VH/H/M/L | **Reassess Date** | | **Date Self Assessment Returned (M only)** | |
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|  |  | | | |  | **Date Assessed** | **Activity Assessed**  Bed, Chair, hoist or Mobilise only | | **Risk**  **Score**  VH/H/M/L | | **Reassess Date** | | **Date Self Assessment Returned (M only)** | |
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