Organisation name Site or unit		FORM Manual handling and transfer risk record	
Document ID	LTC-FRM-005	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · LTC-FRM-005 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 28.23

1. Purpose

Records the manual handling risk assessment for each resident transfer, the equipment and staffing used, and any staff injury.

2. How to complete

- Assess each resident's transfer need and record the method.
- Record the equipment and the number of staff used.
- Record any manual handling injury and the report made.

3. Checks

Check	Entry
Resident (ID) and transfer method	Yes
Equipment used (hoist, sling, aid)	Yes
Staff number	Yes
Injury (yes or no) and report	Yes

4. Evidence

Reference	Note
E-009	Based on the WHO Global strategy and action plan on ageing and health 2016-2030, WHO Integrated care for older people (ICOPE) guidelines (2017), and WHO guidance on digital and AI governance.
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

6. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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