

## MOVING AND HANDLING POLICY

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### PROCEDURE SUMMARY

The purpose of this Policy is to ensure that the Trust meets its legal obligations under the Health and Safety at Work etc. Act 1974 (HASWA) and associated regulations in particular the Manual Handling Operations Regulation 1992 as amended (MHOR) in regard to the manual handling of people and loads. By adopting this policy and associated procedure the Trust can document and produce evidence that it has complied with its statutory health and safety obligations in regard to manual handling tasks. The importance of promoting the safety and dignity of patients is recognised in this policy

### **The Trust monitors the implementation of and compliance with this procedure in the following ways;**

Implementation of this policy will be monitored by the Health, Safety and Security Committee.

### SCOPE

Services	Applicable	Comments
Trustwide	✓	
MH & LD		
CHS		

**The Director responsible for monitoring and reviewing this policy is  
Executive Director of Strategy & Transformation**

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### 1.0 INTRODUCTION

- 1.1 The Manual Handling Operations Regulation (as revised) came into force on 1 January 1993 and this Policy document provides a framework through which the provisions of the Manual Handling Operations Regulation are complied with as far as reasonably practicable.
- 1.2 As with all work based activities manual handling operations must be considered in respect of its health and safety implications for employees and other users of the work environment. In the United Kingdom manual handling is subject to health and safety legislation the implementation of which is addressed through a number of government bodies
- 1.3 Additional guidance in respect of manual handling is provided by a number of organisations and professional bodies.
- 1.4 The Trust accepts its responsibilities under the Manual Handling Operations Regulation, all relevant legislation and associated guidance to minimise the risk of injury to staff, patients and others from moving and handling activities.
- 1.5 The Trust is committed to treating people with dignity and respect in accordance with the Human Rights Act 1998 and the Equality Act 2010
- 1.6 This Policy applies to all manual handling operations undertaken by the Trust and applies to all work areas, clinical and non-clinical, and to all members of staff including permanent, bank, and agency staff and to students and volunteers.
- 1.7 This policy and accompanying procedural guidelines have been developed to ensure that the management of moving and handling across the Trust is flexible and appropriate to location and is continually developed to ensure best practice possible.
- 1.8 The recommendations in this policy are subject to regulatory changes and amendments as far as is reasonably practicable
- 1.9 All manual handling tasks must begin with a competent risk assessment and reviewed on a regular basis and following any changes.

### 2.0 DUTIES AND RESPONSIBILITIES OF STAFF

This policy is aimed at all areas and all employees of the Trust and the information contained in this policy relates to all staff undertaking moving and handling of loads or people in the course of their duties, in all the Trust work environments including off site. Compliance with this policy by all staff is a legal requirement and the document applies to all Trust staff.

#### **The Trust Board of Directors**

The ultimate responsibility for the Health, Safety and Welfare of staff rests with the Trust Board of Directors and the Chief Executive of the Trust.

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### 2.1 Directors, Service leads and Line Managers are responsible for:

- Ensuring the Moving and Handling policy is effectively implemented within their designated areas.
- Ensuring all appropriate risk assessments are undertaken and where the risk associated with manual handling cannot be reduced to an acceptable level escalating the risk to the Risk Department.

### 2.2 Manual Handling Lead is responsible for:

- Providing advice and guidance on all manual handling issues to the Trust
- The on-going development of the Manual Handling Policy.
- Offering advice and guidance when purchasing equipment as requested.
- Reviewing and investigating any accident or near miss involving manual handling at the request of the Risk Department.

### 2.3 The Risk Department

- The Risk Department is responsible for notifying the manual handling leads of issues where manual handling advice and guidance is required.

### 2.4 Workforce, Development and Training are:

- Responsible for the delivery of training to meet the identified training needs of the Trust and to ensure the training is appropriate and in line with the Trust training needs analysis and updated to meet the requirements of legislation and best practice.

### 2.5 Occupational Health:

- Works in an advisory capacity to support staff in health related issues.

### 2.6 Managers are responsible for:

- Implementing the Manual Handling Regulations (1992) as amended within their workplace.
- Promoting a culture of best practice and safe systems regarding manual handling.
- Ensuring that staff are trained in the use of equipment in the workplace.
- Ensuring suitable and sufficient risk assessments of all manual handling tasks are documented at updated.
- Risk assessments are documented and subjected to regular review.
- Ensuring that manual handling linkworkers are identified and trained as identified by the service need.
- Ensuring that DATIX forms are submitted.

### 2.7 All Employees:

- Will take all reasonable care of their own health and safety and that of others when engaged in manual handling.
- Abide by the manual handling policy/procedure.
- Ensure that moving and handling plans are followed appropriately.
- Escalate concerns regarding manual handling to the line manager.
- Abide by the mandatory training policy in regard to manual handling
- Risk assess manual handling tasks.
- Report incidents in accordance with the Trust reporting process and take immediate remedial action to reduce the immediate risk.

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- Make full and proper use of any equipment or system of work provided to avoid or reduce the likelihood of a manual handling injury.
- Inform their line manager if they are unable to undertake a manual handling procedure and / or a risk assessment needs to be updated or reviewed.

### 2.8 Manual Handling Linkworkers:

Inpatient wards and day units are required to have a Manual Handling Linkworker to promote safer moving and handling of patients. Nomination of linkworkers will be undertaken by managers following discussion with the manual handling lead.

#### 2.8.1 Induction and Updates

- Nominated staff will attend a Manual Handling Linkworker induction course and annual updates as stated in the procedural guidelines of this policy.

#### 2.8.2 Responsibilities:

- Be committed to facilitating the implementation of safer moving and handling practice within the Trust.
- Maintain current knowledge and skills on manual handling issues.
- Maintain all necessary lines of communication on manual handling issues.
- To inform the manual handling lead of a change work base.

## 3.0 DEFINITIONS

- 3.1** 'Manual Handling operations' means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force. (Manual Handling Operations Regulation (1992) as amended).
- 3.2** A 'Load' is defined as a separate movable object. This can be a person, animal or inanimate object - such as furniture, tools or machines.
- 3.3** 'Ergonomics' is the interaction between people and their environment which takes account of the activity, the equipment and furniture used within that activity, and how well these match the capabilities and limitations of the people who undertake that work.
- 3.4** 'Safer handling'. All manual handling tasks will start with the completion of a risk assessment. The purpose of the risk assessment is to reduce the risk of injury to staff and to others to the lowest practicable level.
- 3.5** 'Hazard' is anything that has the potential to cause harm.
- 3.6** 'Risk' is the likelihood of harm occurring taking into account the severity of the harm.
- 3.7** A Risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Workers and

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others have a right to be protected from harm caused by a failure to take reasonable control measures.

- 3.8** The terms '**service user, patient and client**' refer to the individual being moved and the term used is in accordance with the service area.

### 4.0 PRINCIPLES

- 4.1** To ensure that where moving and handling tasks cannot be avoided all reasonable steps are taken to reduce the risk to the lowest level reasonably practicable by adopting safe systems of work and the provision of suitable equipment.
- 4.2** To promote the dignity and respect of people in respect of manual handling and in accordance with the Equality Act 2010 and Human Rights Act 1998

### 5.0 MONITORING

- 5.1** Monitoring of compliance with this policy and accompanying procedure will be undertaken through a variety of different methods and its application is subject to review by the Health and Safety Security Committee. A manual handling audit is to be undertaken every 3 years.
- 5.2** The Workforce, Development and Training Department will undertake monitoring of Training Compliance and provide detailed reports to the Health, Safety and Security Committee and Executive Operational Committee.

### 6.0 POLICY REFERENCES / ASSOCIATED DOCUMENTATION

**6.1 Relevant legislation and standards are:**

- The Health and Safety at Work Act 1974
- Manual Handling Operations Regulation 1992 (as amended)
- Management of Health and Safety at Work Regulation 1999 (MHSWR)
- Provision and Use of Work Regulation 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulation 1998 (LOLER)
- Personal Protective Equipment at Work Regulation 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Equality Act 2010
- Health and Safety (Young persons) regulation 1997
- National Patient Safety Alert NHSPA/W/2015/010 Risk of death and serious harm by falling from hoists
- NHS Litigation Authority Standards

**6.2 Guidance**

- Getting to Grips with Manual Handling – A Short Guide. HSE. 2004.
- The Guide to 'The Handling of People' 6<sup>th</sup> edition 2011. Edited by Jacqui Smith. Published by BackCare. ISBN: 9780953058211
- People Handling and Risk Assessment – Edge Services. 5<sup>th</sup> Edition. 2014.
- Manual handling - Manual Handling Operations Regulations 1992 - Guidance on Regulations. September 2016 ISBN: 9780717666539

**7.0 REFERENCE TO OTHER TRUST POLICIES/PROCEDURES**

- RM01 Corporate Health and Safety Policy
- HR21 Induction and Mandatory Training Policy
- Equality, Diversity and Human Rights Policy
- RM02 Fire Safety Policy
- Ligature Policy
- ICP1 Infection Prevention and Control Policy
- CP3 Adverse Incident policy
- Risk Management Framework
- CP41 Dress Code and Uniform Policy

**END**