Moving and Handling Procedure:

Do activities involve the manual handling of loads or people? Is there a risk of injury?

- Yes
  - MHOR (1992) does apply
    - Refer to the guidance notes (appendix 5) which includes (i) information on TILEE, (ii) an example completed risk assessment and (iii) an example completed moving and handling plan

- No
  - The Manual Handling Operations Regulation (MHOR) 1992 does not apply
    - End of initial exercise. Review if conditions change

MHOR (1992) does apply

- Carry out a manual handling risk assessment
  - For load handling
    - General Workplace Risk Assessment Template
  - For patient handling use
    - appendix 4

- Has the risk assessment reduced the risk of injury to the lowest level reasonably practicable?
  - Yes
    - Complete the moving and handling plan. Review at appropriate scheduled intervals or if anything changes. Cascade to relevant individuals
  - No
    - Reassess and if necessary seek further advice
      - For example:
        - Manager of the ward/work area
        - Nursing
        - Physiotherapy
        - Occupational therapy
        - Manual handling Leads