MOVING AND HANDLING, LIFTING OPERATIONS AND LIFTING EQUIPMENT POLICY

June 2014
### Policy Checklist

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<tr>
<th>Name of Policy:</th>
<th>Moving and Handling, Lifting Operations and Lifting Equipment Policy</th>
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| Purpose of Policy: | To encourage the establishment of a safe and ergonomically sound working environment
| | Support the development of moving and handling systems based on risk assessment which will reduce the risk of injury as far as is reasonably practicable
| | Ensure the Trust complies with its statutory responsibilities under the Manual Handling Operations Regulations (NI) 1992 and the Lifting Operations and Lifting Equipment Regulations (NI) 1999 (LOLER)
| | Ensure all Lifting machinery and equipment is properly maintained, serviced and inspected to meet the legal requirement of LOLER and to ensure that any lifting equipment performs in a safe and satisfactory manner. |
| Directorate responsible for Policy | Directorate of Human Resources & Organisational Development/ Directorate of Performance and Reform |
| Name & Title of Author: | Ray King, Head of Health & Safety, SHSCT
| | Teresa Ross, Head of Physiotherapy, SHSCT
| | Alan Metcalfe Assistant Director Estates
| | Barry Collins Head of Transport
| | Karen Black Medical Device Co-Ordinator |
| Does this meet criteria of a Policy? | Yes/No/Not Applicable |
| Trade Union consultation? | Yes/No/Not Applicable |
| Equality Screened by: | Ray King |
| Date Policy submitted to Policy Scrutiny Committee: | 22 September 2014 |
| Members of Policy Scrutiny Committee in Attendance: | Vivienne Toal, Head of Employee Engagement & Relations (Chair), Anita Carroll, Assistant Director of Acute Services – Functional Support Services, Dawn Ferguson, Practice Education Co-ordinator (Acting), Carmel Harney, Assistant Director of Allied Health Professionals, Governance & Workforce Planning, Melanie McClements, Assistant Director of Older People’s Services, Stephen McNally, Director of Finance & Procurement, Stephen Wallace, Project Manager, Medical Directorate, Catherine Weaver, Head of ITS Programme Management |
| Policy Approved/Rejected/Amended | Approved |
| Policy Implementation Plan Included? | Yes/no/not applicable |
| Any other comments: | |
| Date presented to SMT | |
| Date received by Employee Engagement & Relations for database/Intranet/Internet | 22 September 2014 |
| Date of further review | 2 year default |
Circulation List:

This policy was circulated to the following staff and groups for consultation:

- Trust Directors
- Trade Union Side

Following SMT and Trust Board approval this Policy Document will be circulated to the following:

- All Trust staff
- Trust Website (for public release under the Freedom of Information Act 2000)
- Trust Intranet site
1.0 **INTRODUCTION**

The Southern Health and Social Care Trust (hereinafter referred to as the “Trust”) is committed to promoting a safe and healthy environment for all its employees, and recognises the inherent risks associated with moving and handling activities. It also recognises that the Trust is dependent upon lifting equipment to provide a safe and effective service for the movement of service users, staff, visitors, and ancillary service items.

This policy along with associated procedures and guidance has been developed in accordance with the Trust key principles for policy development and sets out the Trust’s aims and objectives for the management of moving and handling operations under the Manual Handling Operations Regulations (NI) 1992 and lifting operations under the Lifting Operations and Lifting Equipment Regulations (NI) 1999 (LOLER).

2.0 **DEFINITIONS**

2.1 **Moving and Handling**

The transportation of a load which may include lifting, putting down, pushing, pulling, carrying or moving thereof by hand or bodily force.

2.2 **Load**

A load includes any person who requires physical assistance with movement, or any inanimate load such as a piece of machinery or equipment.

2.3 **Reasonably Practicable**

Balancing the level of risk against the potential resource required to complete the activity in order to reduce or remove the risk.

2.4 **Ergonomic**

The means by which the working environment and working practices are altered to more suitably match the individual(s) with the task/safe system thus reducing the risk of injury.

2.5 **Individual Risk Assessment**

An assessment of the moving and handling risks arising out of the provision of care or rehabilitation to the patient/client/service user. This also includes an assessment of the risks arising from moving and handling inanimate loads.

2.6 **Thorough Inspection**

A thorough examination is a systematic and detailed examination of the lifting equipment by a competent person to detect defects or weaknesses and to assess how important they are in relation to the safe and continued use of the equipment.

2.7 **Accessory for Lifting**

This means lifting equipment for attaching loads to machinery for lifting.

2.8 **Lifting Equipment**

This means work equipment for lifting and lowering loads and includes its attachments used for anchoring fixing or supporting it.

2.9 **Lifting Operation**
This includes an operation concerned with the lifting and lowering of a load.

3.0 POLICY STATEMENT
The Trust shall endeavour to comply with its statutory obligations in relation to lifting operations and moving and handling. All reasonably practicable measures will be taken to prevent injury to persons and/or damage to property arising from the Trust's activities in relation to lifting operations and moving and handling.

4.0 PURPOSE AND AIMS
The purpose and aims of this policy are to:-

- Encourage the establishment of a safe and ergonomically sound working environment.
- Promote an ethos of continual assessment including the implementation of agreed safe systems of work to ensure safe working practices are being adhered to within the Trust.
- Support the development of informed care plans based on risk assessment which will reduce the risk of injury as far as is reasonably practicable.
- Ensure all equipment and lifting accessories are properly maintained, serviced and inspected to meet the legal requirement of LOLER and to ensure that any lifting equipment is used in a safe and satisfactory manner.

5.0 SCOPE OF THE POLICY
All Trust employees and partners working under the direction of the Trust or in Service level agreements with the Trust must adhere to this policy and associated procedures/guidance.

6.0 RESPONSIBILITIES
The overall responsibility for lifting operations/lifting equipment and moving and handling resides with the Trust Board.

The Chief Executive as the Duty Holder is responsible for the implementation of this policy.

The Chief Executive has appointed the Directors of Human Resources and Organisational Development and the Director of Performance and Reform as leads with responsibility for implementation and monitoring of this policy. They shall liaise with the Directors of Acute Services, OPPC, MHLD and CYPS.
The Chief Executive is responsible for ensuring the necessary resources of time, equipment, training and finance are made available to the Directors for the implementation of this policy.

The Chief Executive requires Directors to establish and monitor this policy within their area of responsibility. This includes commitment to the release of staff for training, the promotion of risk assessment, care planning and implementation of safe systems of work. Directors will oversee the provision of resources to manage and reduce risks as identified through the risk assessment and inspection process.

All Managers have the responsibility for ensuring that this policy is implemented fully and must be fully aware of moving and handling equipment/tasks/processes/activities within their area of responsibility.

Managers will also ensure that staff and others*¹ are provided with adequate training, instruction, information and supervision for moving and handling and lifting operations within their area of responsibility. Where moving and handling equipment for a service user has been deemed as being defective or inappropriate for use, the manager should put an interim arrangement in place to safeguard the safety of the service user and the employee.

All employees must:

- Take reasonable care of their own health and wellbeing and the health and safety of others who may be affected by their activities or omissions when involved in moving and handling or lifting operations
- Report any moving and handling incident in accordance with the Trust’s incident reporting system.
- Complete and co-operate with their Line Manager in the carrying out of Risk Assessments and the communication of care plans for moving and handling or LOLER activities.
- Comply with the agreed safe systems of work and use of equipment, promptly reporting any defects in equipment to their supervisor or line manager. Any defective equipment should be labelled, dated and taken out of use. (Refer to guidance)
- Attend, participate and implement any training provided which includes regular refresher training.
- Report any change in working conditions, personnel involved in moving and handling tasks or a significant change in the nature of the task or the load, which may necessitate a review of the risk assessment.

¹ i.e. users, carers, or volunteers and partner agencies
• Carry out a pre-use check of moving and handling / lifting equipment including accessories for lifting to ensure there are no obvious defects. Any apparent defect must be reported immediately to the Manager/person in charge, and the equipment suitably labelled and put out of use.

7.0 Moving and Handling/Occupational Health Physiotherapy Team are responsible for:

• providing training, advice and support to managers/staff in the undertaking of moving and handling risk assessments and providing advice on all aspects of moving and handling aids and equipment for service users and inanimate loads.

• Advising on workplace adjustments to enable staff to remain in work, and the rehabilitation of staff back into the workplace following absence from work as a result of a moving and handling injury.

• acting in a consultative capacity in relation to complex risk assessment and supply/usage of moving and handling / lifting equipment.

8.0 The Occupational Health Department is responsible for:

• undertaking Pre-employment health screening of employees.

• liaising with the Moving and handling /Occupational Health Physiotherapy Team on the development of appropriate safe systems of work to safeguard individuals who may have been identified through pre-employment screening to be particularly at risk from moving and handling activities in order to protect them from risk of further injury.

• reviewing and supporting employees following any period of absence from work as a result of a moving and handling incident or physical problems not related to an incident but which impacts upon the individual’s ability to carry out moving and handling tasks.

• Advising the staff member’s Line Manager on their fitness to return to work following such a period of absence and workplace adjustments.

9.0 The Estates Services Department are responsible for:

• putting in place measures to have servicing, maintenance and thorough examinations carried out on moving and handling / lifting equipment within the Southern Health and Social Care Trust in accordance with the LOLER requirements.

• The management of all relevant records, for example, servicing, maintenance and thorough examinations reports.
10.0 Community Equipment Services is responsible for:

- the management and tracking of service user equipment. This includes the issue, return, decontamination, basic checks and re-issue as appropriate.
- providing the Estates Department with service user information to facilitate servicing of equipment and keeping a record of servicing dates on the Mesals system.

11.0 The Transport Department is responsible for overseeing the thorough inspection of LOLER related lifting equipment. This is carried out under a BSO contract tender for the "Inspection, Servicing, Maintenance and Repair of Vehicle Tail Lifts and Ramps" for both passenger and freight vehicles within the trust fleet. The contractor must ensure that the tail lifts are serviced and thoroughly examined by a competent person and complete the relevant Test and Examination Certificates, LOLER Examination Sheet and Log Sheet. The contractor is required under the contract to carry out two services, two loler one to include a weight test per annum the records of which are held in the vehicle record file by the Transport Services Department.

12.0 LEGISLATIVE COMPLIANCE, RELEVANT POLICIES, PROCEDURES AND GUIDANCE

12.1 The Trust shall seek to comply with the Lifting Equipment and Lifting Equipment Regulations (LOLER) NI 1999 and the Manual Handling Operations Regulations (NI) 1992

12.2 LOLER applies to all moving and handling/lifting equipment owned or supplied by the Trust and /or operated by Trust employees whether it is used to lift loads or people.

12.3 Refer also to the Guidelines on Lifting Operations and Equipment (LOLER) Other applicable legislation;

The Management of Health and Safety at Work Regulations (NI) 2000
The Workplace (Health, Safety and Welfare) Regulations (NI) 1993
The Provision and Use of Work Equipment Regulations (NI) 1999

13.0 COMMUNICATION

13.1 The Trust will communicate effectively with other Care Organisations/Partners in relation to moving and handling policy/procedures in order to achieve standardised approach to moving and handling.
13.2 The Trust will adopt a collaborative approach to risk assessment in situations where employees are working alongside staff from another care provider.

14.0 MONITORING AND REVIEW

14.1 The Trust is committed to ensuring that all policies are kept under review to ensure that they remain compliant with all relevant legislation and reflect organisational developments.

14.2 This policy will be reviewed by the Head of Health and Safety / Head of Physiotherapy, Assistant Director of Estates within two years or earlier if required.

14.3 The Trust is committed to regular audits of practice and will also monitor agreed performance indicators as determined by the Trust Board/ Lead Directors or Health and Safety Committee.

15.0 SOURCES OF ADVICE AND FURTHER INFORMATION

Further advice and information regarding this policy document can be obtained from

- Head of Health & Safety
- Head of Physiotherapy
- Assistant Director of Estates Services

This policy should be read in conjunction with other related Trust policies and procedures.

16.0 EQUALITY AND HUMAN RIGHTS CONSIDERATION

16.1 This policy has been screened for equality implications as required by Section 75, Schedule 9 of the Northern Ireland Act 1998 Equality Commission for Northern Ireland Guidance states that the purpose of screening is to identify those policies which are likely to have a significant impact on equality of opportunity so that greater resources can be targeted at them.

16.2 Using the Equality Commissions screening criteria no significant equality implications have been identified. This policy will therefore not be subject to an equality assessment.

16.3 This policy has been considered under the terms of Human Rights Act 1998 and was deemed to be compatible with the European Convention Rights contained in that Act.

16.4 This policy will be included in the Trusts Register of screening documentation and maintained for inspection whilst it remains in force.

17.0 ALTERNATIVE FORMATS
This document can be made available on request in alternative formats, e.g. plain English, Braille, disc, audio cassette and in other languages to meet the needs of those who are not fluent in English.

18.0 RECORDS MANAGEMENT
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