MOVING AND HANDLING POLICY

March 2012
# Moving and Handling Policy

## Policy Checklist

<table>
<thead>
<tr>
<th><strong>Name of Policy:</strong></th>
<th>Moving and Handling Policy</th>
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</table>
| **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 Moving and handling Operations Regulations (NI) 1992 and other related legislation. |
| **Directorate responsible for Policy:** | Directorate of Human Resources & Organisational Development |
| **Name & Title of Author:** | Ray King, Head of Health & Safety, SHSCT  
Teresa Ross, Head of Physiotherapy, SHSCT |
| **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:** | 11 June 2012 |
| **Members of Policy Scrutiny Committee in Attendance:** | Vivienne Toal, Head of Employee Engagement & Relations (Chair), Claire Graham, Head of Corporate Records (for Siobhan Hanna), Carmel Harney, Assistant Director of Allied Health Professionals, Governance & Workforce Planning, Claudine McComiskey, Head of Domiciliary Care (for Melanie McClements), Danny McKevitt, Head of Specialist Estate Services, Stephen McNally, Director of Finance & Procurement, Stephen Wallace, Infection Prevention Control Operational Assistant (for Anne Brennan) |
| **Policy Approved/Rejected/Amended** | Approved |
| **Policy Implementation Plan Included?** | Yes/no/not applicable |
| **Any other comments:** |  |
| **Date presented to SMT** |  |
| **Director Responsible** | Director of Human Resources & Organisational Development |
| **SMT Approved/Rejected/Amended** |  |
| **SMT Comments** |  |
| **Date received by Employee Engagement & Relation for database/Intranet** | 22 May 2012 |
| **Date for further review** | 2 year default |
### POLICY DOCUMENT – VERSION CONTROL SHEET

| **Title** | Title: Moving and Handling Policy  
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<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supersedes</strong></td>
<td>Supersedes Manual Handling Policy version 6.0 June 2009</td>
</tr>
</tbody>
</table>
| **Originator** | Name of Author: Ray King / Teresa Ross  
Title: Head of Health & Safety / Head of Physiotherapy |
| **Scrutiny Committee & SMT approval** | Referred for approval by: Ray King  
Date of Referral:  
Scrutiny Policy Committee Approval (Date)  
SMT approval (Date) – |
| **Circulation** | Issue Date:  
Circulated By: Ray King  
Issued To: As per circulation List (details below) |
| **Review** | Review Date: November 2014  
Responsibility of (Name): Ray King  
Title: Head of Health & Safety SHSCT  
Teresa Ross Head of Physiotherapy SHSCT |

### 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 Internet site (for public release under the Freedom of Information Act 2000)
- Trust Intranet site
SHSCT Moving and Handling Policy

**CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>2.0</td>
<td>DEFINITIONS</td>
<td>1</td>
</tr>
<tr>
<td>3.0</td>
<td>PURPOSE AND AIMS</td>
<td>2</td>
</tr>
<tr>
<td>4.0</td>
<td>POLICY STATEMENT</td>
<td>2</td>
</tr>
<tr>
<td>5.0</td>
<td>SCOPE OF POLICY</td>
<td>3</td>
</tr>
<tr>
<td>6.0</td>
<td>RESPONSIBILITIES</td>
<td>3</td>
</tr>
<tr>
<td>7.0</td>
<td>TRAINING</td>
<td>6</td>
</tr>
<tr>
<td>8.0</td>
<td>RISK ASSESSMENT PROCESSES</td>
<td>7</td>
</tr>
<tr>
<td>9.0</td>
<td>COMMUNICATION</td>
<td>8</td>
</tr>
<tr>
<td>10.0</td>
<td>MONITORING AND REVIEW</td>
<td>8</td>
</tr>
<tr>
<td>11.0</td>
<td>SOURCES OF ADVICE AND FURTHER INFORMATION</td>
<td>8</td>
</tr>
<tr>
<td>12.0</td>
<td>EQUALITY AND HUMAN RIGHTS CONSIDERATION</td>
<td>8</td>
</tr>
<tr>
<td>13.0</td>
<td>ALTERNATIVE FORMATS</td>
<td>9</td>
</tr>
<tr>
<td>14.0</td>
<td>RECORDS MANAGEMENT</td>
<td>9</td>
</tr>
</tbody>
</table>

Version 7  March 2012
1.0 INTRODUCTION

1.1 Moving and handling Operations form a significant part of the daily work activity within all NHS Trusts. It is well known that the effects of Occupational Musculoskeletal pain/injury can be costly to both Employer and Employee.

1.2 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.

1.3 This policy is in place to ensure that staff are protected in their delivery of safe, effective, high quality care for all service users within the Trust. The ergonomic approach looks at moving and handling as a whole, taking into account a wide range of relevant factors including the nature of the task, the load, the working environment and individual capability.

1.4 This policy along with associated procedures and guidance have 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.

2.0 DEFINITIONS

2.1 Moving and Handling: Any transporting of a load including the lifting, putting down, pushing, pulling, carrying or moving thereof by hand or bodily force.

2.2 Load: A load includes any person i.e. patient/client who requires physical assistance with movement, or any inanimate load such as a piece of machinery or equipment.

2.3 Reasonably Practical: Balancing the level of risk against the potential resource input 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 specifically from the provision of care or rehabilitation of the patient/client. This also includes an assessment of the risks arising from moving and handling of inanimate loads.
3.0 PURPOSE AND AIMS

The purpose and aims of this policy are to:-

3.1 Encourage the establishment of safe and ergonomically sound working environments.

3.2 Support the development of safe systems of work and informed care plans based on risk assessment which will reduce the risk of injury as far as is reasonably practicable.

3.3 Ensure the Trust complies with its statutory responsibilities under the Manual Handling Operations Regulations (NI) 1992 and other related legislation.

3.4 Promote an ethos of continual assessment and ensure the implementation of agreed safe systems and best working practices are being adhered to within the Trust.

4.0 POLICY STATEMENT

The Trust is committed to:-

4.1 Meeting its statutory obligations and with the aim of reducing the likelihood of incidents of injury amongst its employees resulting from moving and handling activities.

4.2 Developing safe systems and standard operating procedures for moving and handling tasks based on risk assessments which will reduce the risk of injury to the lowest level reasonably practicable for patients/clients/staff. This policy strongly promotes collaborative assessment to ensure that patients/clients and inanimate loads are moved in a safe and consistent manner.

4.3 Establishing a programme of training and education for all employees involved in moving and handling tasks. The Trust recognises its duty of care, under common law, in supporting others to take on delegated tasks through instructing them in the patient/client specific moving and handling tasks. Staff from External Care Providers who work alongside Trust Staff will be required to provide evidence of having attended suitable Moving and Handling Training within the past year and will be given information regarding SHSCT policy, standards and practice.

4.4 Ensuring appropriate “work place” assessments are carried out to inform the development of safe systems that will enable staff to remain in or return to employment.

4.5 Providing sufficient equipment, ergonomic assessment and advice that will be implemented by staff to reduce the risk of musculoskeletal disorders.

4.6 Providing adequate competent moving and handling training, advice and guidance for safe patient/client /inanimate load handling in the workplace.
5.0 SCOPE OF THE POLICY

5.1 This policy applies to all staff employed by the Trust

5.2 All Trust employees and staff working under the direction of the Trust or in Service level agreements with the Trust must adhere to this policy and associated Moving and Handling Procedures/Guidance

6.0 RESPONSIBILITIES

6.1 Chief Executive

The Chief Executive has overall responsibility for the Moving and Handling policy and for ensuring that the aims of the policy are met. This includes for example, ensuring that sufficient resources are made available for the purchase of moving and handling equipment, the provision of training and risk assessment by competent persons.

6.2 Director of Human Resources & Organisation Development

The Director of Human Resources & Organisational Development is the identified lead person for Health and Safety within the Trust and has responsibility for establishing and monitoring the corporate implementation of the Moving and handling Policy. The Head of Physiotherapy will assist the lead Director in this function.

6.3 Directors

The Chief Executive requires Directors to establish and monitor the implementation of the moving and handling policy within their area of responsibility. This includes commitment to the release of staff for training, the promotion of safe systems of working, and the provision of resources to minimise risk as identified through the risk assessment processes carried out.

6.4 Managers

All Managers have the responsibility for ensuring that this policy is implemented fully:

Managers must:

6.4.1 Be fully aware of moving and handling tasks/processes/activities within their area of responsibility.

6.4.2 Ensure Risk assessments are carried out to assess the need for employees to undertake moving and handling tasks and avoid if possible. If the risk is not avoidable introduce safe systems to manage the risk thus reducing the level of risk and potential risk of harm so far as is reasonably practicable.
6.4.3 Make a clear record of the risk assessment and communicate its findings to all key stakeholders involved. Store records according to Trust records management policy.

6.4.4 Introduce appropriate risk management measures to avoid or reduce risk this includes reviewing, updating or agreeing new care plans, safe systems and work practices.

6.4.5 Provide information about moving and handling and ensure that all staff receive appropriate training in moving and handling.

6.4.6 Ensure that appropriate new staff will be provided with Moving and Handling Training before they are exposed to any significant moving and handling tasks. This training will be provided at induction stage in the work area and through formal core training followed with regular refresher training thereafter which is determined by the risk associated with the individuals work.

6.4.7 Ensure that the agreed range and models of suitable equipment and all the slings, slide sheets etc are readily available in all work areas for staff use.

6.4.8 Ensure that all moving and handling equipment and accessories are regularly examined/assessed, serviced and maintained in accordance with the Lifting Operations and Lifting Equipment Regulations (NI) 1999 and Provision and Use of Work Equipment Regulations (NI) 1999.

6.4.9 Ensure that moving and handling requirements are clearly identified when recruiting staff so that appropriate medical and occupational health advice can be given as part of pre-employment health screening.

6.4.10 Monitor and review moving and handling Risk Assessments particularly when there is a reason to suppose that they are no longer valid due to change in working conditions, personnel involved or a significant change in the moving and handling operations affecting the nature of the task or the load.

6.4.11 Report all incidents involving moving and handling activities in accordance with the Trust’s Incident Reporting Procedures.

6.4.12 Ensure that adequate staffing levels and other resources are maintained to meet the requirements of moving and handling.

6.4.13 Escalate any circumstance which prevents the carrying out of care plans/safe system/safe practices which were identified to reduce the moving and handling risks through Division/Directorate/Trust risk register process.

6.4.14 Supervise and monitor working practices of staff to ensure compliance/implementation of training in line with legal and professional standards.
6.5 **Staff**

Employees must:

6.5.1 Take reasonable care of their own health and wellbeing and the health and safety of others who may be affected by their activities when involved in moving and handling operations.

6.5.2 Co-operate with their Line Manager in the carrying out/completion of Risk Assessments of moving and handling tasks.

6.5.3 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 unsafe equipment should be labelled, dated and taken out of use.

6.5.4 Attend and Participate fully in training provided in relation to moving and handling, which includes regular refresher training.

6.5.5 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.

6.6 **Moving and Handling/Occupational Health Physiotherapy Team**

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

6.6.1 Designing and delivering relevant Core and Refresher moving and handling programmes for staff and identified moving and handling key workers.

6.6.2 Designing and delivering Moving and handling Risk Assessment Training.

6.6.3 Training/advising/supporting managers/staff in the undertaking of moving and handling risk assessments for patients and inanimate loads

6.6.4 Advising on safe systems of work for moving and handling operations.

6.6.5 Providing advice on all aspects of moving and handling aids and equipment.

6.6.6 Liaising with external agencies e.g. National Back Exchange to assist in the development of a unified approach to safer moving and handling.

6.6.7 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.

6.6.8 Assisting with incident/accident investigations involving employees who have received an injury while undertaking a moving and handling task, with a view to making recommendations to prevent re-occurrence.
6.7 **Occupational Health Department**

The Occupational Health Department is responsible for:

6.7.1 Undertaking Pre-Employment health screening of employees and review of employee pregnancy risk assessments.

6.7.2 Liaising with the Moving /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.

6.7.3 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.

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

7.0 **TRAINING**

The Trust will ensure that:

7.1 Suitable and sufficient training is provided for all staff to meet basic ergonomic and moving and handling principles.

7.2 Risk assessment training is provided on a rolling basis to ensure the poll of competent assessors

7.3 Moving and Handling training is provided for new staff

7.4 Training is based on the ergonomic and problem solving approach to moving and handling operations.

7.5 Training programmes will be continuously reviewed and monitored to ensure they continue to meet the needs of the Trust.

7.6 Methods of delivery of training will include e-learning, experiential learning and practice based sessions.

7.7 Refresher training is provided to all staff. The interval of refresher training will be risk based and in line with Best Practice standards within the region.

7.8 Accurate records of attendance are kept for all training.
7.9 Individuals that provide formal moving and handling training will be suitably qualified and competent to provide training to current standards approved by the National professional bodies.

8.0 RISK ASSESSMENT PROCESSES

8.1 Each patient/client will have an individual Risk Assessment carried out by a competent person (Occupational Therapist, Nurses, and/or Physiotherapist) which will take into account their individual needs, capabilities and circumstances. The rehabilitation and developmental needs of patients/clients will also be considered as will the needs of carers.

8.2 Patients/ Clients/ Carers/ Staff will be actively involved in the assessment and decision making process.

8.3 A problem solving approach will be adopted which considers the use of a variety of handling methods and equipment to reduce the risk of injury.

8.4 The professional who orders/provides the equipment to the individual/patient will train and /or co-ordinate the training of the users of the equipment.

8.5 Following Risk Assessment an individual Care plan will be produced and shared with all relevant partners in the delivery of care. This will also be accompanied by the agreed safe system. The Risk Assessment will be reviewed at appropriate intervals or when circumstances change.

8.6 It is the Line Managers responsibility to ensure that patient/client risk assessments are carried out and that the recommendations to reduce risk are implemented and reviewed.

Inanimate Load Handling

8.7 A minimal lifting approach needs to be applied to inanimate load handling situations based on a full risk assessment which takes account of factors such as size, shape, weight and design of the load. Moving and Handling aids/equipment should be utilised whenever possible.

8.8 Whenever possible the risk of injury from inanimate load handling problems should be reduced by implementing safe systems of work and safe practices. Good planning and design of the workplace will often eliminate hazards at an early stage.

8.9 following the Risk assessment process safe systems of transportation will be readily available for the movement of goods, supplies or equipment.

Appropriate and suitable training will be provided by professionally competent persons for those staff with load handling responsibilities.

8.10 It is the line manager's responsibility to ensure that load / generic risk assessments are carried out, and that the recommendations to reduce risk are reviewed.
9.0 COMMUNICATION

9.1 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.

9.2 The Trust will adopt a collaborative approach to risk assessment in situations where employees are working alongside staff from another care provider.

10.0 MONITORING AND REVIEW

10.1 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.

10.2 This policy will be reviewed by the Head of Health and Safety / Head of Physiotherapy within three years or earlier if required.

10.3 The Trust is committed to regular audits of moving and handling management/practice and will also monitor agreed performance indicators as determined by the Trust Board and/or Lead Directors.

11.0 SOURCES OF ADVICE AND FURTHER INFORMATION

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

11.1.1 Head of Health & Safety
11.1.2 Head of Physiotherapy

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

12.0 EQUALITY AND HUMAN RIGHTS CONSIDERATION

12.1 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.

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

12.3 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.
12.4 This policy will be included in the Trusts Register of screening documentation and maintained for inspection whilst it remains in force.

13.0 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.

14.0 RECORDS MANAGEMENT

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