

## Moving and Handling Policy

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<b>Author</b>	Governance Manager (H&S/Fire/Security) NECS
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<p><b>Policy Validity Statement</b>  This policy is due for review on the date shown above. After this date, policy and process documents may become invalid.</p> <p>Policy users should ensure that they are consulting the currently valid version of the documentation.</p>	



## Version Control

Version	Release Date	Author	Update comments
V1	28 February 2013	Liane Cotterill	Policy provided to Clinical Commissioning Group (CCG) as part of policy suite.
V1.1	25 February 2014	Laura Witters	Re-styled to CCG policy standard
V2.0	16 April 2014	Lee Crowe	Policy ratified by CCG.
V3.0	28 April 2016	Lee Crowe	Reviewed at expiration date. Revised Equality Impact Assessment completed.

## Approval

Role	Name	Date
Senior Governance Manager – North of England Commissioning Support Unit (NECS)	Liane Cotterill	February 2013
Quality, Patient Safety and Risk Committee	Lee Crowe	16 April 2014
Executive Committee	Lee Crowe	28 April 2016

## Review

This document will be reviewed twelve months from its issue date and every two years after its first review.

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## 1. Introduction

- 1.1 For the purposes of this policy South Tyneside Clinical Commissioning Group will be referred to as “the CCG”.
- 1.2 The CCG recognise they have a statutory duty towards the safety of their employees and others working in or visiting their premises, including patients, contractors and visitors who might be subject to moving and handling risks.
- 1.3 Statistically it has been recognised within the NHS, that the major cause of skeletal and muscular injuries to staff is due to inappropriate manual handling techniques, use of inadequate equipment and in some instances a disregard of good practice and local manual handling policies. It is also recognised that personal injuries to health service staff arising out of manual handling operations can impose a severe financial burden on the NHS.
- 1.4 The CCG have a Duty of Care under the Health & Safety at Work Act (1974), The Management of Health and Safety at Work Regulations (1999) and the Manual Handling Operations Regulations 1992 as amended (2002) and is fully committed to safeguarding the health and safety of its staff.
- 1.5 This document sets out the CCG approach to minimising the incidence of manual handling injuries within its premises and the impact of manual handling on health and wellbeing, delivery of service, the environment and property. It applies to all CCG people, functions, actions and services. It is intended for all types of healthcare buildings including those that perform administrative functions.
- 1.6 The aim of this policy is to reduce the incidence of manual handling related injuries and its associated costs, provide a safer environment for staff and patients and ensure sufficient, suitable equipment designed to reduce manual handling is available.
- 1.7 This document outlines the CCG approach to manual handling which includes:
  - **avoiding** the need for hazardous manual handling, so far as is reasonably practicable;
  - **assessing** the risk of injury from any hazardous manual handling that can't be avoided; and
  - **reducing** the risk of injury from hazardous manual handling, so far as is reasonably practicable.
- 1.8 The policy details the responsibilities of specific individuals and groups for implementing the policy and supporting procedures.

## **2. Definitions**

- 2.1 Moving and handling or manual handling is defined as any transporting or supporting of a load by hand or bodily force, and includes lifting, putting down, pushing, pulling carrying or moving. "Load" means any item or object that is being transported or supported. The definition includes the handling of a person. So, for example, the actions taken by a nurse to move a patient in a hospital, home or clinic would constitute manual handling operations, as would an office worker carrying files.

## **3. Moving and Handling**

### **3.1 Risk Assessment - Manual handling of objects**

3.1.1 A risk assessment of all manual handling activities must be undertaken before commencement of the task.

3.1.2 The purpose of a risk assessment is to carry out a systematic analysis of all the work undertaken by employees to identify manual handling operations and to ascertain which of these pose a significant risk of injury. Factors to be considered are the task, the load, the individual and the working environment including available equipment (further information is provided in Appendix A) and a risk assessment form for assessing the manual handling of objects is provided in Appendix B.

### **3.2 Back care treatment/Occupational health**

Any member of the CCG can self-refer to the designated Occupational Health service.

## 4. Duties and Responsibilities

<p><b>Council of Practices</b></p>	<p>The council of practices has delegated responsibility to the governing body (GB) for setting the strategic context in which organisational process documents are developed, and for establishing a scheme of governance for the formal review and approval of such documents. It is responsible for monitoring compliance with the moving and handling policy. It will receive reports on fire safety performance and will ensure that any issues of significant risk are actioned appropriately.</p>
<p><b>Accountable Officer</b></p>	<p>The Accountable Officer has overall responsibility for the strategic direction and operational management, including ensuring that CCG process documents comply with all legal, statutory and good practice guidance requirements. In addition, the Accountable Officer is required to have appropriate health and safety policies and programmes of work in place in order to improve and maintain procedures within the organisation's premises.</p>
<p><b>Nominated Director for Health and Safety</b></p>	<p>The nominated Director for Health and Safety will lead in:</p> <ul style="list-style-type: none"> <li>• Ensuring that moving and handling measures are implemented by agreeing a programme of action</li> <li>• for moving and handling, setting objectives and monitoring their effectiveness and achievements.</li> <li>• Ensuring that CCG managers are familiar with moving and handling procedures and implement them.</li> <li>• Ensuring that appropriate advice is sought from the Senior Governance Officer (Health and Safety) in North of England Commissioning Support Unit (NECS) or external agencies whenever any modification to working practices is planned.</li> <li>• Generating and formulating this policy.</li> <li>• Identifying the appropriate process for regular evaluation of the implementation and effectiveness of this policy.</li> <li>• Identifying the competencies required to implement this policy, and either identifying a training resource or approaching Workforce Learning and Development (Governance Directorate NECS) for assistance.</li> <li>• Notifying the Policy Co-coordinator of any revisions to this document.</li> <li>• Arranging for superseded versions of this document to be retained in accordance with HSC 199/053 NHS Retention and Disposal Schedule.</li> </ul>

<p>All Line Managers</p>	<p>Heads of Service and managers are responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring the release of staff time to undertake manual handling training as set out in the CCG mandatory training requirements for commencing employment and at refresher training at appropriate intervals;</li> <li>• Ensuring that risk assessments of manual handling activities are carried out and appropriate control measures put in place to manage the risks as far as reasonably practicable. This may include provision to provide appropriate equipment;</li> <li>• Enabling staff to utilise their learning from the training when back in their learning environment;</li> <li>• Determining that all agency staff and short term staff, prior to employment commencing manual handling activities, have received manual handling training.</li> <li>• Identification and provision of moving and handling equipment needs through assessment and practical evaluation of equipment suitability and compatibility;</li> <li>• Ensuring that moving and handling equipment is maintained in a safe and serviceable working state. That its use remains appropriate to the task for which it is intended and that relevant staff are trained and competent to operate the equipment in use in line with the Provision and Use of Work Equipment Regulations (PUWER) 1998 (7) and the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 (8);</li> <li>• Identification of moving and handling risks by monitoring practices, auditing department incident reports and thorough, prompt, accident investigation and reporting to the Senior Governance Officer (Health and Safety) NECS;</li> <li>• Maintaining a list of moving and handling equipment available for staff to use, with information on where it is kept, how to access it and any loan arrangements.</li> </ul>
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<p>All Staff</p>	<p>CCG employees are responsible for actively co-operating with managers in the application of this policy to enable the CCG to discharge its legal obligations and in particular;</p> <ul style="list-style-type: none"> <li>• Regulation 5 of the Manual Handling Operations</li> <li>• Regulations 1992 (as amended)</li> </ul> <p>states that:</p> <p>“Every employee while at work shall make full and proper use of any system of work provided for his use by his employer in compliance with Regulation 4(1) (b)(ii) of these regulations.”</p> <ul style="list-style-type: none"> <li>• They take care of their own health and safety and that of others who may be affected by their activities when involved in manual handling operations;</li> <li>• They know their role in the implementation of the moving and handling policy and comply with the policy;</li> <li>• They participate in any training (including required updates) given in manual handling principles relevant to their work prior to undertaking any hazardous manual handling operations as part of their duty. This training is mandatory;</li> <li>• They are competent in the use of, and do utilise any equipment that has been provided to reduce the risk of injury in moving and handling activities or other factors relating to this activity;</li> <li>• They bring to their manager’s attention any equipment that is needed to reduce the potential risk of injury in moving and handling operations or report any defects/problems in mechanical aids relating to this activity;</li> <li>• They participate in the risk assessments of hazardous moving and handling operations to determine measures to reduce the potential risk of injury;</li> <li>• They report any change in working conditions, personnel involved in moving and handling operations or a significant change in the nature of the task or the load that may necessitate a review of the risk assessment procedure;</li> <li>• They report to their managers any medical conditions (including pregnancy) that might affect their ability to undertake manual handling operations;</li> <li>• They report promptly to their managers any accidents and incidents resulting from moving and handling operations and complete an incident report form.</li> <li>• They self-refer to Occupational Health if they suspect their injury resulted from a manual handling operation.</li> </ul>
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## **5. Implementation**

- 5.1 This policy will be available to all staff for use in the circumstances described on the title page.
- 5.2 All managers are responsible for ensuring that relevant staff within the CCG have read and understood this document and are competent to carry out their duties in accordance with the procedures described.

## **6. Training Implications**

- 6.1 Appropriate training in manual handling techniques and equipment as described within the organisation mandatory training matrix) will be provided to all staff. Training will be provided through the national Core Learning Unit System. Managers must ensure that staff within their area of responsibility undertake this training.
- 6.2 Managers must ensure that all new lifting equipment is used correctly. Training in the use of new equipment must be undertaken in the workplace so that staff feel safe using the equipment and it should be incorporated into the statutory training programmes provided for staff. Managers can arrange for the training to be provided in the workplace by the manufacturer or may identify a member of staff to be trained and then carry out cascade training for existing staff and any new staff. Record any advice given.
- 6.3 Records of training will be kept centrally by the Senior Governance Officer (Health and Safety) in NECS and locally by the CCG. The Senior Governance Officer will inform CCG managers of staff who have not attended their mandatory training. Managers should then ensure staff undertake training as soon as possible.
- 6.4 The frequency of manual handling training sessions is:  
  
All staff within the CCG must complete manual handling training every 36 Months.

## **7. Related Documents**

- 7.1 **Other related policy documents**
  - CCG Health and Safety Policy

## **7.2 Legislation and statutory requirements**

- Health and Safety at Work Etc. Act 1974, HMSO.
- Management of Health and Safety at Work Regulations 1999: Approved Code of Practice, L21 HSE Books.
- Manual Handling Operations Regulations (amended 2002). Guidance on regulations (revised 1998) London. HSE Publications (as amended).
- Provision and Use of Work Equipment Regulation 1998 (PUWER): Approved Code of Practice and Guidance L22, HSE Books.
- Lifting Operations and Lifting Equipment 5. 1998 Regulations (LOLER), Approved Code of Practice and Guidance L113, HSE Books.

## **8. Monitoring, Review and Archiving**

### **8.1 Monitoring**

The governing body will agree a method for monitoring the dissemination and implementation of this policy. Monitoring information will be recorded in the policy database.

### **8.2 Review**

8.2.1 The governing body will ensure that this policy document is reviewed in accordance with the timescale specified at the time of approval. No policy or procedure will remain operational for a period exceeding three years without a review taking place.

8.2.2 Staff who become aware of any change which may affect a policy should advise their line manager as soon as possible. The governing body will then consider the need to review the policy or procedure outside of the agreed timescale for revision.

8.2.3 For ease of reference for reviewers or approval bodies, changes should be noted in the 'version control' table at the beginning of this document.

NB: If the review consists of a change to an appendix or procedure document, approval may be given by the sponsor director and a revised document may be issued. Review to the main body of the policy must always follow the original approval process.

### **8.3 Archiving**

The governing body will ensure that archived copies of superseded policy documents are retained in accordance with Records Management: NHS Code of Practice 2009.

## **9. Equality Analysis**

9.1 A full equality impact assessment has been completed;



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## Appendix A

### **Further Guidance for Manual Handling Operations and the Safety of Equipment**

The Manual Handling Operations Regulations 1992 (as amended) stipulates a hierarchy of strategies with regard to handling:

**Avoid or eliminate** hazardous manual handling operations as far as is reasonably practicable; this may be done by redesigning the task to avoid moving the load or by automating or mechanising the process.

**Assess** a task where manual handling cannot be avoided, in a suitable and sufficient manner; and

**Reduce or control** the risk as far as is reasonably practicable – particular consideration should be given to the provision of mechanical assistance, but where this is not practicable other improvements to the task, the load, and the working environment should be explored.

**Inform, instruct and train** (to change behaviour) employees, supported by supervision.

**Review and re-assess** tasks following any changes to ensure other risks are not introduced.

Good manual handling risk assessment should include the:

- Task
- Individual
- Load
- Environment

#### **Individual Capability**

NB: There are no maximum weights that anyone can safely lift as everyone's capability is different. There is a wide range of physical capability amongst the working population.

#### **Lifting and Lowering**

To obtain maximum capability when carrying out a manual handling operation that involves lifting or lowering the object should be held at waist height and close into the body. If the object is held at arm's length, below the waist or above shoulder this will result in a significant reduction in capability to safely lift or lower loads.

## **Equipment**

It is accepted that in many cases the use of suitable handling equipment will greatly reduce the occurrence of skeletal or muscular injury. Manual handling problems can be exacerbated by inappropriate purchase of equipment, the lack of equipment, using the wrong equipment or inappropriate training in the use of the equipment.

## **Chairs**

All NHS equipment including chairs must conform to NHS Supplies requirements with regards to fire retardancy, construction and covering.

Advice on the suitability of manual handling equipment can be obtained from the Senior Governance Officer (Health and Safety) within North of England Commissioning Support Unit (NECS).



**Section C: Current Control Measures**

Control measures currently in use:

Equipment currently in use:

**Section D: Assessment of Risk**

**Manual Handling Risk Level**

In each of the sections, Task, Load, Individual Capability, Environment – tick the appropriate box (Yes or No).

A “Yes” tick indicates that further action is required to reduce the risk.

<u>Initial assessment - Task</u>			<u>Initial assessment - Load</u>		
Does the task involve:	Yes	No	Is the load:	Yes	No
Holding load away from trunk	<input type="checkbox"/>	<input type="checkbox"/>	Heavy? Indicate weight .....	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input type="checkbox"/>	Bulky/unwieldy – one side heavier or >75cm in diameter	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	Difficult to grasp – no conventional hand holds	<input type="checkbox"/>	<input type="checkbox"/>
Reaching upwards	<input type="checkbox"/>	<input type="checkbox"/>	Unsteady/unpredictable	<input type="checkbox"/>	<input type="checkbox"/>
Large vertical movements from floor	<input type="checkbox"/>	<input type="checkbox"/>	Harmful, e.g. sharp, hot, contaminated	<input type="checkbox"/>	<input type="checkbox"/>
Long carrying distances	<input type="checkbox"/>	<input type="checkbox"/>			
Strenuous pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>			
<u>Initial assessment - Individual capability</u>			<u>Initial assessment - Environment</u>		
Does the task:	Yes	No	Does the environment have:	Yes	No
Require unusual capabilities i.e. strength, height, age	<input type="checkbox"/>	<input type="checkbox"/>	constraints on posture, i.e. restricted space, low work surface	<input type="checkbox"/>	<input type="checkbox"/>
Constitute a hazard to those with health problems	<input type="checkbox"/>	<input type="checkbox"/>	Poor floors, e.g. uneven, slippery, unstable	<input type="checkbox"/>	<input type="checkbox"/>
Constitute a hazard to those who are pregnant	<input type="checkbox"/>	<input type="checkbox"/>	Variations in levels, e.g. steps	<input type="checkbox"/>	<input type="checkbox"/>
Require special information and/or training	<input type="checkbox"/>	<input type="checkbox"/>	Strong air movements	<input type="checkbox"/>	<input type="checkbox"/>
Require Personal Protective clothing	<input type="checkbox"/>	<input type="checkbox"/>	Poor lighting conditions	<input type="checkbox"/>	<input type="checkbox"/>
			Hot, cold, humid conditions	<input type="checkbox"/>	<input type="checkbox"/>

**Section E: Frequency of Task**

Record the number of times the task takes place during one working shift. The frequency could require additional control measures.

Frequency of task: .....

Number of staff involved in the task: .....

