

Moving and Handling Policy

CM29

Date Written	
Author(s)	
Version	
Date Signed Off	
Reviewed by	

Date: []

Review Data

Initial Production

Name	Role/Department	RACI	Date

R = Responsible for writing the policy; **A** = Accountable; **C** = Consulted; **I** = Informed

Change History

Version	Date	Details of Change	Author

Emergency Contact Details

Name	Email	Mobile

CQC Fundamental Standards

Regulation Number	Regulation Details
Regulation 10: Dignity and respect	Service users must be treated with dignity and respect.
Regulation 12: Safe care and treatment	Care and treatment must be provided in a safe way for service users including doing all that is reasonably practicable to mitigate any risks.

Key Lines of Enquiry

KLOE	How this applies to Access to Files and Records
Safe	Following the correct procedures in the assessment and delivery of support involving moving and handling is necessary for the safety of both the service users and staff members.
Effective	To ensure the effectiveness of our service, staff are properly trained to work in a safe manner.

Related Documents

This policy should be read in conjunction with our:

- CM04 - Bariatric Care Policy
- CP02 - Care Planning Policy
- CM17 - Dignity and Respect Policy
- HS01 - Health and Safety Policy
- HS08 - Risk Assessment Policy

Policy Statement



Policy Aims

The purpose of this policy is to:

- Encourage the establishment of a safe and ergonomically sound working environment for patient movement and manual handling systems, based on a programme of risk assessment.
- Provide guidance for safe patient movement and manual handling of loads in the work place based on the use of safer handling principles.
- Establish a programme of training, coaching, supervision and education for all employees and volunteers involved in manual handling tasks.
- Establish a system for monitoring both practice and progress.
- Assist managers to include appropriate improvements to manual handling systems in their annual health & safety plan.

In compliance with the Manual Handling Operations Regulations 1992, Careville Ltd will, so far as is reasonably practicable, avoid the need for staff to undertake any manual handling operations at work that involve the risk of injury.

Where hazardous manual handling operations cannot be avoided, the employing organization will carry out a risk assessment and reduce the risk of injury so far as is reasonably practicable.



Key Question: What exactly do you mean by Manual Handling?

Manual Handling is defined as the transporting or supporting of any load (including lifting, putting down, pushing, pulling and carrying), by hand or by bodily force. Load is defined as a discrete moveable object. Children/guests are classified within this definition.

Manual Handling Injury is defined as an injury sustained by an individual during the undertaking of a manual handling operation or task.

Hazard is defined as the ability to cause harm to someone or something.

Responsibilities

Management

- Ensuring that written risk assessments are completed for all manual handling tasks.
- Carrying out a risk assessment for any member of staff or volunteer who may be at an increased risk of injury as a result of carrying out MH tasks e.g. during pregnancy.
- Working closely with Occupational Health to carry out risk assessments for staff who are returning to work after a period of sickness as a result of musculo-skeletal injury.
- Implementing all reasonable improvements identified by risk assessments.
- Ensuring that all staff and volunteers receive manual handling training appropriate to their needs.
- Where appropriate, carrying out monthly equipment checks to ensure that servicing and LOL-ER stickers are up to date and to check for defects. This should be kept in a folder and accessible in a clinical area. Any defects found should be reported.
- Carrying out an annual audit of manual handling activities.
- Ensure all risk assessments and manual handling specifications are recorded in a service user's care plan.

Managers should consider an assessment made of:

- Training, coaching and supervision and continual education for all staff.
- Epidemiology – staff sickness absence, incident and accident reporting.



All Staff

- Follow the safe systems of work and laid down procedures identified by manual handling risk assessments.
- Use equipment only as prescribed in manual handling risk assessments.
- Take responsibility for their own coaching and supervision.
- Be responsible for their own health and safety at work and that of others.
- Be aware of their own limitations.
- Report any changes to either their own capability or that of a patient and request a new risk assessment when necessary.
- Report all untoward incidents/accidents to their manager as soon as possible.
- Report any manual handling risk or failure of system of work.

Risk Assessment

Identify manual handling operations that present a significant risk of injury to staff.

Where risk is perceived as medium or high and injury is a possibility, a written risk assessment must be undertaken using a standardized form.

Where a service user is the load, an individual service user handling risk assessment must be undertaken in each case using a standardized form. This must include recording whether one or two care workers are required for manual handling.

Assessments must be carried out by competent persons and consider the four aspects of the Moving and Handling Theory; Task, Individual Capability, Load and Working Environment. Information on the outcome must be fed back to staff as part of the risk assessment process.

Assessment must clearly identify the hazard, the level of risk and the corrective action that needs to be taken. Where equipment is required to reduce the risk, a suitable and sufficient assessment must be undertaken to ensure that any such equipment is appropriate for the task for which it is intended.

A planned preventative maintenance programme for all equipment used to reduce the risks associated with manual handling must be agreed, implemented and maintained.

All manual handling risk assessments must be reviewed on a regular basis, to ensure risks are kept to the lowest level reasonably practicable. Assessments must also be reviewed and updated if there is a change to either the task, equipment, working practices, work-ing environment or staff undertaking the task.

Also, following the occurrence of an accident or near miss, or a change in guidance from a manufacturer or the Health and Safety Executive. Where the review process identifies an increase in the level of risk, appropriate additional measures must be developed and implemented to reduce the risk to an acceptable level, so far as is reasonably practicable.

Separate risk assessments must be undertaken for members of staff who are pregnant/nursing mothers. A record of all risk assessments undertaken must be maintained.



Key Question: Will I receive any Manual Handling Training?

Staff will receive mandatory manual handling training on an annual basis. Training sessions will include theoretical and practical elements and cover as a minimum: current legislation, spinal awareness, principles of safe handling and base movement techniques.

Patient handling techniques and use of manual handling equipment will be included for clinical staff as appropriate. Training sessions will be tailored to meet the needs of specific staff groups e.g. Clinical/Non-clinical.

Mandatory training sessions will be monitored, updated and developed to meet the continuing and changing needs of Careville Ltd and its staff by the trainer in liaison with representatives from clinical and non-clinical groups. All staff must complete Individual Training Records detailing what was demonstrated to them and what they practiced.

The Trainer will issue Individual Training Records on the day of the course. Staff will be required to complete and sign training records as proof of attendance and return them to the Trainer at the end of the training session.

Managers are responsible for ensuring staff have access to, and attend, mandatory training sessions on an annual basis.

Principles of Safer Practice

Avoid manual handling where possible. Assess what needs to be done (risk assess the task, individual capability, load and working environment). Use appropriate equipment whenever possible to reduce the risk of injury. Know your personal limitations and do not try to exceed them. Prepare your working area e.g. remove obstacles, plan your route.

Adopt an appropriate position:

- Feet wide apart to create a stable base. Place your leading foot in the direction of travel.
- Maintain a natural upright posture with your spine in line ensuring the natural curves are present.
- Avoid twisting and static stooping.
- Keep close to the load.
- Bend at knees and hips to maintain the spine's natural upright posture.
- Bending the knees allows you to reach lower while still maintaining a natural upright posture. This also allows you to support the load closer to your body and reduces the strain on all structures of your body, particularly the back, shoulders and arms.
- Ensure you have a secure grip on the load.
- Keep your elbows tucked in.
- Use abdominal muscles to help support your back.
- Perform the manual handling operation.
- Evaluate your actions.

Please note: Pregnant workers and nursing mothers must undertake an individual risk assessment.

Emergency Situations

Safe systems of work must be planned for all foreseeable emergency situations including:

- Fire, bomb or other situations requiring evacuation from the premises.
- Collapsing building or other structure.
- Collapsed service user/guest, visitor or member of staff in a confined space or other situation.
- Service user/guests suffering cardiac or respiratory arrest.

Where an unforeseen emergency occurs, the senior member of staff on duty is responsible for selecting appropriate manual handling techniques and/or equipment to deal with the situation.

Monitoring and Review

The Company Secretary will check this policy is working properly and they will review it at least once a year. We will make improvements to the policy wherever we can.

We are all responsible for the success of this policy and we must all disclose any suspected danger or wrongdoing.

Employees are invited to suggest any ways the policy can be improved.

This policy does not form part of any employee's contract of employment, and it may be amended at any time



Key Points to Take Away

Where hazardous manual handling operations cannot be avoided, the employing organization will carry out a risk assessment and reduce the risk of injury so far as is reasonably practicable.

In compliance with the Manual Handling Operations Regulations 1992, Careville Ltd will, so far as is reasonably practicable, avoid the need for staff to undertake any manual handling operations at work that involve the risk of injury know your personal limitations and do not try to exceed them. Prepare your working area e.g. remove obstacles, plan your route.

Policy Review

A Director will review this policy at least once a year to make any updates needed.

Authorisation and Signature

This Policy is the authorised version agreed by the Directors of Careville Ltd. All employees are expected to follow this policy and failure to do so could result in disciplinary action.

Director's Signature

Director