

Moving and Handling Policy

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Moving and Handling Policy

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2	July 2007 Annual review / update includes <ul style="list-style-type: none"> ■ Structural / organisational changes
3	August 2009 Annual review / update includes <ul style="list-style-type: none"> ■ Contact details ■ Trust logo ■ Addition of reference documents ■ Equality Impact Assessment
4	April 2010 To comply with NHSLA requirements
5	April 2012 2 Yearly review
6	April 2014 – 2 Yearly review
7	July 2016 - 3 yearly review incorporating <ul style="list-style-type: none"> • The new organisational structure and associated responsibilities • Revised training arrangements • New policy format • New Trust logo
8	December 2019 – 3 yearly review <ul style="list-style-type: none"> • The new organisational structure and associated responsibilities • New consultation from the Nursing & Midwifery Advisory Group

Consultation
Health & Safety Operational Group
Nursing & Midwifery Advisory Group

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Moving and Handling Policy

Table of Contents

TO BE READ IN CONJUNCTION WITH ANY POLICIES LISTED IN TRUST ASSOCIATED DOCUMENTS.	4
1 INTRODUCTION	4
2 PURPOSE / AIM AND OBJECTIVE	4
3 DEFINITIONS	4
4 (DUTIES) ROLES & RESPONSIBILITIES	5
5 MONITORING AND REVIEW	11
6 TRAINING AND IMPLEMENTATION	12
7 EQUALITY IMPACT ASSESSMENT STATEMENT & TOOL	12
8 REFERENCES	13

Moving and Handling Policy

To be read in conjunction with any policies listed in Trust Associated Documents.

Introduction

- 1.1 The Medway NHS Foundation Trust attaches great importance to the health and safety of its staff, contractors, patients and visitors. The Trust therefore fully accepts its' responsibilities in relation to the Health and Safety at Work etc. Act 1974, the Manual Handling Operations Regulations 1992 (as amended) and associated legislation. It is therefore the policy of the Trust to avoid hazardous manual handling so far as it is reasonably practicable.
- 1.2 Where an element of manual handling remains, the Trust acknowledges its responsibilities under the Manual Handling Operations Regulations 1992 (as amended), to ensure that the risk from this is reduced to the lowest possible level through documented risk assessment, the provision of a safe working environment, the designing of safe systems of work, appropriate training and provision of suitable equipment.
- 1.3 The implementation of this policy will be monitored by the Moving and Handling Practitioner in collaboration with the Health and Safety Operational Group.
- 1.4 The Trust acknowledges the role of all recognised Trade Unions, representative bodies and employees in relation to the Manual Handling Operations Regulations 1992 (as amended) and expects their active support in implementing this Policy.
- 1.5 This Policy supports the Corporate Health and Safety Policy in order to enable the Trust to meet its' responsibilities under the Health and Safety at Work etc Act 1974 and will be subject to review by the Moving and Handling Practitioner and approved by the Health and Safety Operational Group every 3 years unless significant changes occur in the intervening period.

Purpose / Aim and Objective

- 2.1 To enable Medway NHS Foundation Trust to comply with legislation, professional guidelines and best practice relating to moving and handling.
- 2.2 To reduce the risk of injury to staff and patients, from carrying out moving and handling practices.
- 2.3 To ensure staff are aware of their responsibilities in relation to moving and handling.
- 2.4 To ensure staff are aware of advice and assistance available in relation to moving and handling.
- 2.5 To ensure patient moving and handling is carried out in a way that enhances the patient's independence, comfort and dignity.

Definitions

- 3.1 The Trust accepts the Manual Handling Operations Regulations 1992 (as amended) definition of manual handling as "*any transporting or supporting of a load (including*

Moving and Handling Policy

the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.”

(Duties) Roles & Responsibilities

4.1 Chief Executive

4.1.1 The Chief Executive is ultimately accountable for the implementation, throughout the Trust, of the Moving and Handling Policy, to meet the Trusts' obligations under the Health and Safety at Work etc Act 1974, the Manual Handling Operations Regulations 1992 (as amended) and associated legislation.

4.1.2 This includes ensuring

- hazardous manual handling is avoided so far as is reasonably practicable
- manual handling tasks that cannot be avoided, including the handling of loads and patients and their associated risks are suitably assessed.
- provision of adequate and suitable training for all staff including information, instruction and training in the safe use of all equipment.
- provision of a safe working environment.
- provision of adequate appropriate moving and handling equipment and aids. This may, as a result of risk assessment, include the provision of specialist beds for the more dependent patient.
- all equipment is appropriately cleaned, maintained and serviced through a rolling programme.
- advice of those charged with the responsibility for the practical application of the policy is acted upon.
- delegation of responsibility for the implementation of the above to the Executive Director of Estates and Facilities as the designated Director responsible for Health & Safety.

4.2 Executive Directors and Directors of Clinical Operations

4.2.1 Executive Directors and Directors of Clinical Operations are accountable for the implementation and monitoring of the effectiveness of this policy within their Divisions through oversight of the responsibilities delegated to Senior Sisters/Charge Nurses and Department Managers.

4.3 Department Managers, Senior Sisters and Charge Nurses

Moving and Handling Policy

4.3.1 Department Managers & Senior Sisters/Charge Nurses are responsible for ensuring that requirements of the policy are followed within their areas. This includes the following:

- Moving and handling hazards within their department or ward are identified.
- Hazardous manual handling is avoided as far as is reasonably practicable
- Suitable and sufficient risk assessments using an ergonomic approach considering the task, individual, load, environment, equipment and other factors are carried out and documented, on every remaining hazardous moving and handling task undertaken within their department. These should include risk assessments of emergency situation activities.
- The significant findings of these assessments are written down and available to all employees and others who may be affected by them.
- All in-patients with mobility or positioning needs, have an individual moving and handling assessment and care plan that is available to all staff caring for that patient, including those of other departments as appropriate. This plan is updated as required.
- Treatment/ action plans are developed to action remedial measures.
- Plans developed to ensure the safer moving and handling of loads and patients are followed at all times and by all staff.
- Risk assessments are reviewed every 2years or sooner, should an incident occur and when there are any changes in work practices including the purchase of new equipment.
- All newly appointed staff must attend a manual handling induction session in the training department, prior to commencement of employment but no later than 3 months after starting work.
- Staff newly appointed to that Department/ Ward are given, as part of their Department/ Ward local induction, information, instruction, training and supervision necessary in moving and handling tasks specific to that area and any equipment available or used. This task may be delegated to the appointed Key Workers however the Department Manager/ Senior Sisters/Charge Nurses remain accountable for ensuring that this takes place.

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Moving and Handling Policy

- No member of staff uses moving and handling equipment until they have received adequate training.
- Agency staff are informed of their responsibilities under this policy before undertaking any moving and handling duties.
- All staff for whom they are responsible attend appropriate refresher training in moving and handling as identified by Learning, Education and Development Policy, Training Needs Analysis.
- Ensure adequate records are kept of all moving and handling training.
- Maintain an inventory of all manual handling equipment on the ward/ department.
- Ensure any moving and handling equipment needs are identified and sourced via procurement giving notification to the Moving and Handling Practitioner if necessary.
- Following discussion with the Moving and Handling Practitioner and appointed Key Workers, arrange for the purchase of adequate small moving and handling aids e.g. slide sheets and hoist slings.
- Ensure all moving and handling equipment is in good working order and ready for use, with instruction manuals available for all staff.
- Ensure all moving and handling equipment is decontaminated between uses, maintained and serviced according to requirements, and that records are available for this.
- Identify and support suitable staff as Key Workers.
- Ensure all incidents and accidents, including near misses, are reported on the DATIX reporting system immediately and investigated in accordance with the Incident Reporting Policy.
- Any incident likely to require reporting under RIDDOR must be reviewed by the Health & Safety Practitioner.
- All Department Managers, Senior Sisters/ Charge Nurses should ensure they receive the necessary training to enable them to perform suitable and sufficient assessment of moving and handling operations.
- Advice should be sought from the Moving and Handling Practitioner as required, by e mail, or telephone.

4.4 Key Workers

- 4.4.1 Department Managers and Senior Sisters/ Charge Nurses may delegate some, or all of the following, to appointed Key Workers once the key worker

Moving and Handling Policy

has attended one of the Medway NHS Foundation Trust Key Worker Courses. The Key Workers must be enabled and supported in this role and be allowed sufficient time to undertake the responsibilities.

4.4.2 Key Workers may then, in conjunction with the Department Manager/Senior Sister/Charge Nurse be responsible for:

- Promoting a minimal lifting environment.
- Promoting good moving and handling practice.
- Reporting hazards and unsafe practices or situations.
- Acting as a link person between the Department/ Ward and the Moving and Handling Practitioner.
- Producing ergonomic risk assessments, taking into consideration the task, individual, load, environment, equipment and other.
- Developing with the Department Manager/ Senior Sister/ Charge Nurse an action plan to meet the requirements of the risk assessments.
- Keeping records of local risk assessments.
- Ensuring the Department Manager/ Senior Sister/ Charge Nurse and all staff are aware of the findings of the risk assessments and actions advised.
- Identifying the moving and handling equipment/ aids required and informing the Department Manager/ Senior Sister/ Charge Nurse and Moving and Handling Practitioner.
- Maintaining an inventory of all moving and handling aids/equipment within the Department/ Ward.
- Ensuring all moving and handling equipment/aids are stored appropriately, maintained and cleaned as per Infection Control schedule/protocol and that contemporaneous records of this are available.
- Ensuring all staff are given information, instruction and training in the safe use of the moving and handling equipment/aids in the Department/Ward.
- Maintaining records of all staff moving and handling training.
- Supplying copies of all Department/Ward based training to the Moving and Handling Practitioner as training is completed.
- Instructing and assessing all staff in the Department/Ward regarding specific moving and handling activities.
- Updating all staff regularly and when new procedures or items of equipment are introduced.

Moving and Handling Policy

- Identifying and liaising with the Department Manager/Senior Sister/Charge Nurse and the Moving and Handling Practitioner regarding any special training needs.
- Advising the Department Manager/Senior Sister/Charge Nurse of any shortfall in meeting training needs.
- Maintaining own levels of competence through annual updates and personal learning.

4.5 All Employees

4.5.1 All employees have a responsibility under the Health and Safety at Work etc. Act 1974 and the Moving and Handling Operations Regulation 1992, to take reasonable care of themselves and others, to follow safe systems of work and to co-operate with the employer. They should therefore ensure that they:

- Are fit to undertake the work delegated to them.
- Work in a safe manner to avoid risk to themselves or others.
- Wear appropriate clothing and footwear
- Only carry out tasks or use equipment for which they have been suitably trained.
- Use appropriate and approved moving and handling techniques.
- Use appropriate mechanical aids when indicated.
- Check mechanical aids for faults and cleanliness before use.

- Ensure they undertake any required training in moving and handling.
- Report any unsafe practices or situations to the Key Worker or Line Manager.
- Ensure any incidents are reported on the DATIX reporting system in accordance with the Incident Reporting Policy
- Inform their Line Manager of any physical or medical condition which may interfere with their ability to carry out moving and handling tasks.
- In the event of an employee sustaining an injury, the employee must inform the most senior person in charge locally at the time who may refer the employee on to the Accident and Emergency Department for emergency care, alternatively, and if appropriate, the employee may consult with their General Practitioner. The responsible line manager may seek advice from Occupational Health.

Moving and Handling Policy

4.6 The Occupational Health Department is responsible for

- 4.6.1 Advising on fitness to work or any adjustments that may be needed to either working environment or work role in order to facilitate an early return to work.
- 4.6.2 Advising the employee and the manager on prospective future fitness if so requested following injury.
- 4.6.3 Advising on any adjustments that may be needed at work to accommodate the employee either on a temporary or permanent basis.
- 4.6.4 Management of staff self referrals such as professional specialist advice, e.g. physiotherapy, similarly the Occupational Health staff may refer the employee.

4.7 The Moving and Handling Practitioner

4.7.1 The Moving and Handling Practitioner is responsible for;

- Maintaining knowledge of relevant and current legislation and advising the Trust in relation to this.
- Advising managers on how to implement this policy and suggesting strategies to meet specific departmental needs.
- The design, implementation and evaluation of new training programmes, and review of training needs.
- Audit of workplace moving and handling.
- Liaising with Department Managers/Senior Sisters/Charge Nurses to identify suitable staff members to become Key Workers.
- Advising staff and acting as an information resource.
- Monitoring, investigation and reporting of incidents or near misses that might be associated with moving and handling activities, and agreeing an action plan with the manager concerned.
- Providing reports as requested, on incidents for discussion at the Health and Safety operational group.
- Liaising with and supporting Key Workers.
- Monitoring and keeping under review the Moving and Handling Policy.
- Advising on the purchase and maintenance of all moving and handling equipment.
- Maintaining central records, training forms and risk assessment.

Moving and Handling Policy

- In co-operation with Department /Ward Managers, Key Workers and other specialists, advise on the moving and handling requirements of a new build or refurbishment.
- Assisting as required with risk assessments and individual patient assessment.
- Developing and standardising risk assessment tools and action plans.
- Liaison with Infection control team concerning decontamination of equipment and the procurement of new equipment.

Monitoring and Review

What will be monitored	How/Method/Frequency	Lead	Reporting to	Deficiencies/ gaps Recommendation s and actions
Policy review	First review in one year and then every three years	Moving and Handling Practitioner	Health & Safety Operational Group	Where gaps are recognized, action plans will be put into place
Training needs analysis	Types of moving and handling training required according to Trust staffing establishment, Annually	Moving and Handling Practitioner	Organisational Learning and development	Local managers, Learning and development team
Training records	Delegates will sign an attendance sheet and where applicable a content sheet for all practical.	Moving and Handling Practitioner, Local manager, or keyworker	All paper records will be retained by the Moving and Handling Practitioner.	Copies of the training records are sent to individuals line manager; to monitor staff training, learning and development for non- attenders
Training levels on the wards and departments	Managers will monitor the levels of staff trained monthly and during appraisal	Local manager	Relevant Director	Relevant Directors will implement remedial recommendations
Incident Reporting and investigation	The reporting of incidents, accidents, ill health and near misses Quarterly reports	Moving and Handling Practitioner	The Moving and Handling Practitioner will provide a report, as required to the Health and Safety operational Group on the levels of incidence	Health and Safety operational Group

Moving and Handling Policy

What will be monitored	How/Method/Frequency	Lead	Reporting to	Deficiencies/ gaps Recommendation s and actions
Risk Assessment	The trust risk matrix, holding the central library of health and safety risk assessments Monthly of the Trust Risk Matrix and six monthly on the rolling monitoring programme by Moving and Handling Practitioner	Moving and Handling Practitioner	Health and Safety operational Group	Audit all Moving and Handling risk assessments annually, by Moving and Handling Practitioner
Review of Action Plan	Audit of Remedial Action Plans Annually	Moving and Handling Practitioner	The Moving and Handling Practitioner will provide a report to the Health and Safety operational Group the results of this audit	Health and Safety operational Group

Training and Implementation

- 6.1 The Trust acknowledges that Moving and Handling training is a statutory requirement for all staff undertaking manual handling within the Trust. Both general moving and handling training and training specific to the person's position and job will be provided. Staff will be released from their duties to attend this training (Reference: Training Needs Analysis Matrix in the Learning, Education and Development Policy)
- 6.2 All clinical courses will include theoretical and practical components. The content will reflect practices and techniques approved by the National Back Exchange and best practice.
- 6.3 All Staff new to the Trust will receive introductory moving and handling training as part of the Trust Corporate Induction programme, whenever possible before starting work, and before undertaking potentially hazardous manual handling activities.

Equality Impact Assessment Statement & Tool

All public bodies have a statutory duty under The Equality Act 2010 (Statutory Duties) Regulations 2011 to provide "evidence of analysis it undertook to establish whether its policies and practices would further, or had furthered, the aims set out in section 149(1) of the [Equality Act 2010]"; in effect to undertake equality impact assessments on all

Moving and Handling Policy

procedural documents and practices. Authors should use the Equality Impact Toolkit to assess the impact of the document.

In the first instance this will mean screening the document and, where the screening indicates, completing a full assessment. The Toolkit can be found on the Trust website <http://www.medway.nhs.uk/our-foundation-trust/publications/equality-and-diversity/equality-impact-assessments/>

A document will not be considered approved until the author has confirmed that the screening process has been carried out and where required a full impact assessment has been completed. Where a full assessment is completed this should be submitted along with the document for approval.

References

Document	Ref No
References:	
Definition of the larger heavier patient WHO 2012	
Care Quality Commission and Health and Social Care Act Regulations 12; 15; 17 and 18 Regulations and the related Fundamental standards	
Manual Handling. Guidance on Regulations. HSE 2004.	
Manual Handling in the Health Services. HSC 1998.	
Safe Use of Lifting Equipment. Approved code of Practice and Guidance. HSC 1998.	
A Guide to the Handling of People 6 th Edition 2011. Published by Backcare in collaboration with the Royal College of Nursing and the National Back Exchange.	
Handbook of Transfers. Diligent 2007.	
The Health and Safety at Work etc Act 1974.	
The Management of Health and Safety at Work Regulations 1999 (as amended).	
Manual Handling Operations Regulations 1992 (as amended).	
The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013	
The Lifting Operations and Lifting Equipment Regulations 1998.	
The Provision and Use of Work Equipment Regulations 1998.	
Workplace (Health, Safety and Welfare) Regulations 1992	
Personal Protective Equipment at Work Regulations 1992	
The Health Act 2006	
Trust Associated Documents:	
Transfer and Escort Policy.	POLCPCM043
Safe Disposal of Waste Policy and Procedure	PROCS002
Decontamination Policy	POLCOM002
Management of Medical Equipment	POLCGR020
Lone Worker Policy	POLCS007
Pressure Ulcer Prevention and Management Policy	POLCNM001
Datix Incident Reporting Procedure	SOP208
Statutory and Mandatory Training Policy	PROCHR006
Slips trips and falls Policy	POLCGR057
Moving and Handling - Equipment	SOP0112

Moving and Handling Policy

Moving and Handling - Incident Reporting and Risk Assessments	SOP0113
Moving and Handling - The Bariatric - Larger Patient	SOP0005
Moving and Handling - Safe Moving and Handling Practice	SOP0116
Moving and Handling - Risk Assessment Flowchart	OTCS049
Moving and Handling - Manual Handling of Patients Risk Assessment Form	OTCS067
Moving and Handling - Manual Handling Task List	OTCS052
Moving and Handling - Manual Handling of Loads Assessment Form	OTCS053
Moving and Handling - Manual Handling of Loads Checklist	OTCS054
Moving and Handling – Manual Handling of Patients Checklist	OTCS055
Moving and Handling – Control measure Form	OTCS056
Moving and Handling - Ward Manual Handling Risk Assessment Form	OTCS050
Attendance management policy	POLCHR017

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