



Manual Handling Policy

This procedural document supersedes: CORP/HSFS 4 v.6 - Manual Handling Policy



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Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 7	27 June 2018	Reviewed with changes: <ul style="list-style-type: none"> • Condensed to avoid duplication of information in different sections • Team/individual titles updated in line with trust structures • Update to process for manual handling risk assessment • Equipment section added • Changes to training and monitoring of compliance • Updated associated trust procedural documents 	Nicola Vickers Amanda Day
Version 6	October 2015	Reviewed with minor changes: <ul style="list-style-type: none"> • Associated documents updated • Added Equality Impact Assessment form as appendix 3 • References updated • Monitoring and Compliance updated 	Janet Scott
Version 5	April 2012	<ul style="list-style-type: none"> • Updated in line with the NHS Litigation Authority guidance. • Duties and Responsibilities revised and updated. • Added a section on Definitions. • Re-wording throughout for better clarity. • Training/Support updated with time frames added. • Monitoring and Compliance updated • Manual Handling Guidelines now available on the Intranet. 	Janet Scott

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1. INTRODUCTION

The Manual Handling Operations Regulations (MHOR) came into force in 1993. In 2004 the Health and Safety Executive produced updated guidance to support these regulations which promote the need for an ergonomic approach in assessing all hazardous manual handling operations to determine the risk of injury. These assessments should in turn point the way to correct and safe manual handling. The Regulations also identify specific responsibilities of both employer and employee including the provision of:

- systems of work that are safe and without risk to health
- a safe working environment
- safe equipment
- Information, training and supervision of staff.

2. PURPOSE

To ensure the safety and welfare of its employees, and members of the public, the Trust is committed to ensuring that the requirements of the Manual Handling Operations Regulations (MHOR) are implemented and will;

- * avoid hazardous manual handling so far as is reasonably practicable
- * assess hazardous manual handling operations which cannot be avoided
- * take action to remove or reduce any risk of injury as a result of manual handling so far as is reasonably practicable
- * identify the weight of the load where it is reasonably practicable to do so

3. DUTIES AND RESPONSIBILITIES

3.1 Chief Executive

The Chief Executive has overall responsibility for ensuring the implementation of the policy and will delegate responsibility to ensure that the Trust meets its statutory obligations.

3.2 Executive Directors, Clinical Directors, General Managers and Matrons

Responsible for ensuring provision of resources and skilled staff to implement the policy within the wards and departments under their control and where 'high/extreme' risk Manual Handling has been identified; work with the Manual Handling Services team to develop appropriate action plans.

3.3 Ward/Department Managers

Responsible to their Director for the implementation of the Manual Handling Policy within their area of responsibility and in particular, should ensure:

- 3.3.1 All employees are made aware of the requirements of the Manual Handling Operations Regulations, and their duties within the Trust's Manual Handling Policy and the Care of the Larger Person Policy - CORP/HSFS 23.
- 3.3.2 Safe systems of work are established and maintained
- 3.3.3 Training and Education is informed of any new starter and a date for induction training is arranged as well as ensuring all existing staff are updated on a three yearly basis. (See Training and Support)
- 3.3.4 Manual handling risks are assessed and subsequent action plans are developed and action taken to eliminate or reduce any risks identified (See 4.2 Risk Assessment).
- 3.3.5 That there are sufficient Manual Handling Work Place Assessors (WPAs) in their area of control who have completed the required training to support the Manual Handling Services Team with quality measures and incident reduction.
- 3.3.6 All Manual Handling related incidents/injuries are reported in accordance with Trust incident reporting procedures.

3.4 Ward/Department Staff

The Manual Handling Operations Regulations (MHOR) requires all employees to 'follow safe systems of work as laid down by their employer' and in addition ensure they are:

- 3.4.1 Aware of & comply with the requirements of the Manual Handling Operations Regulations, and their duties within the Trust's Manual Handling Policy and the Care of the Larger Person Policy - CORP/HSFS 23.
- 3.4.2 Are aware of the manual handling risk assessments completed for their ward or department and the action to be taken to reduce or eliminate risks (See 4.2 Risk Assessment).
- 3.4.3 Report any change in circumstances which may require a manual handling assessment to be revised.
- 3.4.4 Undertake and comply with all Manual Handling training including adhering to the Health and Safety Policy – CORP/HSFS 1 and the Dress Code and Uniform Policy - CORP/EMP 20
- 3.4.5 Ensure they are physically able to carry out manual handling activities and report any ill health, injury, pregnancy, or anything that might affect their ability to handle people or loads safely.
- 3.4.6 Report faulty equipment, hazardous situations and any manual handling incidents/injuries in accordance with Trust incident reporting procedures.

3.5 Manual Handling Workplace Assessors

Responsible for providing manual handling advice, support and supervision in the workplace. Support the Manual Handling Services to ensure techniques are carried out in clinical areas as they are delivered in training to contribute to incident reduction.

3.6 Manual Handling Lead & Trainers

Responsible for providing a specialist source of advice and support on all manual handling issues including national guidance and recommendations leading to development of local policies and procedures, completion of risk assessments and purchase of appropriate equipment. Ensure the provision of a comprehensive training programme to meet the needs of all staff groups in line with individual training needs analysis.

4. PROCEDURE

The movement and handling of either people or inanimate loads should always be carried out in accordance with training and best practice. Full details of other relevant guidance documents can be found on the Manual Handling Services intranet pages.

4.1 Risk Assessment

All staff within the organisation must risk assess manual handling tasks both people and loads, this must be done formally using the Trusts Manual Handling risk assessment guidance & templates for Loads & people handling (Please see Manual Handling intranet pages). Employees carrying out manual handling risk assessments must receive appropriate training and all completed risk assessments must be accessible to all employees (and where applicable volunteers).

Detailed load handling and generic risk assessment forms should be uploaded to the Datix system along with a Summary of Manual Handling Activities - Loads (low risk). Following completion of the Load handling risk assessment templates a risk rating score will be generated. Any risk assessment which results in a score of 4 (moderate risk) or above must include an action plan (Please see full guidance in Risk Identification, Assessment and Management Policy – CORP/RISK 30).

In addition to the load handling assessments, managers of people handlers must also complete and upload to datix a Summary of Manual Handling Activities - People and an Equipment List for each clinical area. All staff must review their areas risk assessments and summary sheets on an annual basis and the ward/department manager is responsible for gathering signatory evidence of this and uploading it to datix.

Individual people handling assessments should be carried out within 24 hours of admission and reviewed if new information becomes available, there is a change in condition or weekly. In exceptional circumstances, where a patient has a prolonged admission and their manual handling requirements are not expected to change, the assessment may be updated monthly provided there is sufficient documentation in the medical/nursing records to support this.

Informal risk assessments are encouraged within the culture of the Organisation.

4.2 Equipment

The trust will ensure that all staff are provided with adequate information, training and supervision as appropriate; so that they may safely use any manual handling equipment relevant to their role.

Equipment for safe manual handling must be available and in good working order and employees are responsible for reporting faulty equipment. To comply with safe systems of work which includes use of equipment, staff are encouraged to check manual handling equipment before and after use to ensure safety, replenish supplies and recharge batteries.

As a member of the Medical Equipment Management Group the Manual Handling Lead will work with all relevant wards/depts to ensure the availability of appropriate manual handling equipment across the trust. Equipment audits will be conducted by both the Medical Technical Services and Manual Handling Services Teams as needed and the results of these audits will be presented to the Patient Safety Review Group and Health & Safety Committee.

5. TRAINING AND SUPPORT

Manual Handling support for all Trust staff is available by contacting the Manual Handling Services Team. If support is required out of hours, please contact your line manager or the clinical site team for advice.

All new Trust employees must attend a Manual Handling Course relevant to their needs within 3 months of their start date. Until this time, manual handling techniques should only be performed under suitable instruction and supervision of a member of staff who has been trained.

Both people handlers and load handlers should have a basic understanding of the relevant underpinning knowledge, which is the framework for safe back care and manual handling, and this information is contained in the Manual Handling chapter of the SET book. In addition the Trust will provide appropriate and sufficient face to face classroom based training for some staff groups. Levels of training are outlined in the Trust Statutory and Essential Training (SET) Policy (CORP/EMP 29) and more detailed information can be found on the trust intranet under SET or by contacting the Education Centre. Where applicable, department specific in situ training will also be offered.

Training and Education are responsible for updating individual staff records of attendance at Manual Handling on the Oracle learning management (OLM) system. The Manual handling Lead will review training levels on an annual basis following feedback from workplace assessments and make recommendations/changes accordingly.

Students attending on placement from educational establishments must have received adequate manual handling training to enable them to carry out tasks within the scope of the experience they require.

6. MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
Training attendance & non-attendance	Manual Handling Lead	Monthly	All training is recorded on OLM & monthly reports generated. This report is made available to all Directors and Heads of Nursing, Midwifery & Therapies.
Completion of Manual Handling Risk Assessments	Ward/Department Managers Manual Handling Team	At least Annually	Ward /dept managers to ensure all Manual Handling risk assessments are reviewed, acted upon and uploaded to datix and evidence staff have read them is gathered and submitted. Audit carried out & results shared with Wards/Depts through the Health & Safety Committee.
Completion of the Combined Risk Screening and Assessment Tool	Ward/Department Managers	Monthly	Documentation Audit
Manual Handling incident reviews	Manual Handling Services will monitor and where necessary contribute to all Manual Handling Incident reports	Monthly	Monitor and, where necessary contribute to, all Manual Handling incident investigations and provide a six monthly report to the Health & Safety Committee.

7. DEFINITIONS

Manual Handling Operations - Means any transporting or supporting of a load by hand or bodily force, including the lifting, putting down, pushing, pulling, carrying or moving thereof.

Load - a discrete moveable object.

People Handlers - Staff involved in the moving & handling of patients.

Load Handlers - Staff involved in the handling of loads not including patients.

Formal risk assessment – when a risk assessment is written using the Trusts combined risk screening documentation for people handling and risk assessment templates provided by Manual Handling Services for Load handling.

Informal risk assessment – This is when staff will use thought processes to quickly establish whether a formal risk assessment is required.

8. EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment For All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. See Appendix 1.

9. ASSOCIATED TRUST PROCEDURAL DOCUMENTS

This policy should be read in conjunction with the Trust's:

Risk Identification, Assessment and Management Policy - **CORP/RISK 30**

Statutory and Essential Training (SET) Policy - **CORP/EMP 29**

Dress Code and Uniform Policy - **CORP/EMP 20**

Health and Safety Policy - **CORP/HSFS 1**

Incident Management Policy - **CORP/RISK 33**

Care of the Larger Person Policy - **CORP/HSFS 23**

Medical Equipment Training for Trust Staff - **CORP/RISK 2**

Fire Safety Policy - **CORP/HSFS 14**

Hand Hygiene Policy - **PAT/IC 5**

Pressure Ulcer Policy - **PAT/T 3**

Privacy and Dignity Policy - **PAT/PA 28**

Fair Treatment for All Policy - **CORP/EMP 4**

Equality Analysis Policy - **CORP/EMP 27**

10. REFERENCES

1. HSE (1974) Health and Safety at Work etc. Act 1974 HMSO
2. HSE (2000) Management of Health and Safety at Work. *Management of Health and Safety at Work Regulations 1999 Approved Code of Practice L21 revised 2000*. HSE Books
3. HSE (2004) Manual Handling. *Manual Handling Operations Regulations 1992 (as amended) Guidance on Regulations L23 3rd ed. 2004*. HSE Books
4. Guidance for safer handling during resuscitation in healthcare settings. Working group of the Resuscitation council (UK) November 2009.

APPENDIX 1 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/ Project/Strategy	Care Group/Executive Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Manual Handling Policy - CORP/HSFS 4 v.7	Manual Handling Services, Training and Education, P&OD	Nicola Vickers	Existing Policy review	June 2018
1) Who is responsible for this policy? Manual Handling Services - People & Organisational Development				
2) Describe the purpose of the service / function / policy / project/ strategy? To ensure the safety of staff & patients				
3) Are there any associated objectives? Manual Handling Operations Regulations (1992) are implemented				
4) What factors contribute or detract from achieving intended outcomes? – Staff Compliance & Availability of Equipment				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? NO				
<ul style="list-style-type: none"> If yes, please describe current or planned activities to address the impact [e.g. Monitoring, consultation] – 				
6) Is there any scope for new measures which would promote equality? Monitor implementation of Policy in line with Equality Legislation e.g. Monitor Incidents/Complaints				
7) Are any of the following groups adversely affected by the policy?				
Protected Characteristics	Affected ?	Impact		
a) Age	NO			
b) Disability	NO			
c) Gender	NO			
d) Gender Reassignment	NO			
e) Marriage/Civil Partnership	NO			
f) Maternity/Pregnancy	NO			
g) Race	NO			
h) Religion/Belief	NO			
i) Sexual Orientation	NO			
8) Provide the Equality Rating of the service / function /policy / project / strategy – tick outcome box				
Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4	
<i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form in Appendix 4</i>				
Date for next review: June 2021				
Checked by: Nicola Vickers		Date: 13th June 2018		