


POLICY DOCUMENT

Policy Title:	Safe Manual Handling
Policy Group:	Health & Safety
Policy Owner:	General Manager
Issue Date:	July 2020
Review Period:	2 years
Next Review Due	July 2022
Author:	Raymundo Milay in consultation with the Safe Manual Handling Special Interest Group
Cross References:	Health & Safety Policy
References:	HSE Manual Handling Operations Regulations 1992 (amended 2004) HSC Manual Handling in Health Services 1998 Guide to the Handling of Patients RCN and National Back Pain Association 5 th edition Jan 2005 CSP Guidance on Manual Handling 4 th edition 2014
How implementation will be monitored:	Audit Monitor accident/incident reports
Sanctions to apply for breach:	Further training and support or disciplinary action
Computer File Ref.	O : risk management: Policies : Health & Safety
Policy Accepted by MT	29 th July 2020
Sign-off by CEO	

1. STATEMENT OF PURPOSE

The purpose of the policy is to set out arrangements, standards and procedures to minimise the risk of injury to employees caused by poor manual handling practices whilst upholding the dignity, comfort and safety of patients as the primary consideration at all times.

The policy aims to establish work practices that eradicate or significantly reduce the incidence of manual handling related injuries, associated costs, provide a safe environment and to ensure sufficient, suitable equipment is available to reduce the need for manual handling.

2. POLICY STATEMENT

Management Team recognises and accepts responsibility to minimise, so far as reasonably practicable, the risk to all persons at Holy Cross Hospital of injury associated with manual handling activities carried out during the course of their work or other authorised activity.

Risk assessments are undertaken to identify activities that poses risks and action(s) should be taken to minimise those risks by use of appropriate equipment or changing the nature of the activity.








For all manual handling that occurs in the context of patient care, consideration must be given to obtaining patients' consent to the use of equipment and close attention given to patients' concerns and preferences.

3. DEFINITION

Manual handling is defined as any transporting or supporting of a load by hand or bodily force; this includes lifting, putting down, pushing, pulling, carrying or moving of a load. A load refers to any item or object being transported or supported. The definition includes handling of a patient; for example the actions taken by a nurse to move a patient or an office worker carrying files.

4. REGULATIONS

Regulations relevant to manual handling include:

-  The Health and Safety at Work Act 1974 - places a general duty on employers to ensure so far as is reasonably practicable, the health and safety and welfare at work of all staff.
-  The Manual Handling Operations Regulations 1992 - supplements the employers' existing responsibilities with specific duties, namely:
 - Employers should carry out systematic assessments of the risks of injury arising from manual handling operations and identify the actions required to reduce those risks to the lowest level
 - Where a risk is identified, the manual handling operation should be avoided; if this is not reasonably practicable a detailed assessment should be carried out in order that the risk of injury is minimised.
 - A "load" is defined as a separate movable object, but not an implement, tool or machine whilst being used for its intended use.
-  Lifting Operations and Equipment Regulations (LOLER) 1998 - requires regular checks and evaluation of lifting equipment e.g. hoists, slings
-  Provision and use of Work Equipment Regulations 1998 - requires the maintenance of work equipment to ensure it is in an efficient state, in efficient working order and good repair
-  Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) 1995
-  RIDDOR is the law that requires employers, and other people in charge of work premises, to report and keep records of:
 - work-related accidents which cause deaths
 - work-related accidents which cause certain serious injuries (reportable injuries)
 - diagnosed cases of certain industrial diseases; and
 - certain 'dangerous occurrences' (incidents with the potential to cause harm)
-  The Management of Health and Safety at Work Regulations 1999 (MHSWA) set out how health and safety should be managed in workplaces, with the emphasis on risk assessment.

5. RISK ASSESSMENT

Risk assessment consists of the following components:

Environment
Load
Individual Capacity
Task
Equipment

All activities requiring moving a patient or load are assessed to identify the likelihood and severity of the risk involved. Strategies are agreed to minimise the risk if it cannot be eradicated. High risk activities include:

- ✚ Moving and handling severely disabled patients
- ✚ Transport and storage of goods, records or other heavy items
- ✚ Cleaning and maintenance of premises, furniture and fittings

5.1. Minimising risk

If manual handling is unavoidable appropriate equipment is used including:

- ✚ Hoists and slings
- ✚ Slide sheets
- ✚ Appropriate beds and wheelchairs
- ✚ Pat slide
- ✚ Trolleys

Consultation with patients will be undertaken to ensure dignity, comfort, choice and safety at all times.

Manual handling training forms part of the mandatory training programme for all staff and forms part of the induction programme. The theoretical and practical aspects are done on induction. Staff are required to attend the annual mandatory update training to cover the theoretical knowledge. The practical skills are reassessed every two years in the practical refresher trainings conducted several times throughout the year.

A manual handling team of clinical and non-clinical staff, including 'champions', act as coordinators and provide training to other members of staff.

6. SPECIFIC RESPONSIBILITIES

6.1. Chief Executive

- ✚ Overall responsibility for implementation of policy
- ✚ Ensure adequate appropriate resources are available

6.2. Director of Clinical Services

- ✚ In consultation with the manual handling team:
 - Ensure risk assessments are undertaken and recommendations implemented
 - Review generic risk assessments at least annually
- ✚ Ensure all new staff receive manual handling training as part of induction
- ✚ Ensure staff annual theoretical and biannual practical refresher training is available for all staff

- ✚ Pass on reports of accidents/incidents/faulty equipment to manual handling team for investigations and ensure recommendations are implemented

6.3. Senior Clinical and Non Clinical Staff

- ✚ In consultation with the manual handling team develop and implement safe systems of work to avoid or reduce need to carry out manual handling
- ✚ Ensure staff attend annual mandatory training
- ✚ Ensure appropriate equipment is available, taking advice or making recommendations to Manual Handling Team
- ✚ Ensure risks and control measures are clearly documented
- ✚ Ensure aids/equipment is fit for purpose, removing faulty aids/equipment from service and reporting to appropriate person
- ✚ Ensure staff having difficulty understanding risks and control measures receive further training or appropriate input from manual handling team
- ✚ Ensure care plans relating to manual handling are completed and up to date

6.4. Employee's Responsibilities

- ✚ Attend manual handling training as indicated by the training schedule
- ✚ Assess risks when undertaking manual handling tasks
- ✚ Follow manual handling procedures correctly
- ✚ Complete care plans and ensure they remain up to date
- ✚ Check manual handling aids e.g. slings, slide sheets are fit for purpose prior to using
- ✚ Use manual handling aids as recommended
- ✚ Report any faulty aids or equipment immediately
- ✚ Ensure risks and control measures within area of work are understood
- ✚ If not, report to line manager
- ✚ Report incidents according to Health & Safety incident report policy
- ✚ Report any ill health, injury, pregnancy to line manager so risk assessment can be undertaken
- ✚ Wear clothing and footwear that is unrestrictive and safe (e.g. non slip soles)

6.5. Health and Safety Officer

- ✚ Provide advice relating to legal aspects of manual handling
- ✚ Work with the manual handling team to develop and implement policy
- ✚ Maintain awareness of manual handling risks when conducting health and safety audits

6.6. Special Interest Group (SIG)

- ✚ Overall responsibility for developing and implementing manual handling and related policies
- ✚ Monitor control measures by a system of audit
- ✚ Provide advice on safe systems of work
- ✚ Provide advice on manual handling issues
- ✚ Provide advice on purchase of appropriate aids/equipment
- ✚ Investigate incidents relating to manual handling making recommendations to avoid a recurrence
- ✚ Liaise with all departments and personnel as necessary including external advisors and inspectors, agency staff, visiting professional staff, volunteers and other visitors.
- ✚ Keep up to date with new developments, practices and technologies within the field of manual handling, making recommendations for changes as appropriate

6.7. Champions

Champions are clinical and non-clinical members of staff who are assessed to be competent in patient moving and handling and manual handling of objects at level 4.

- ✚ Provision of manual handling training and supervision for all staff
- ✚ Assessing individual competencies
- ✚ Provide advice on manual handling issues on the ward in liaison with Safe Manual Handling special Interest group

6.8. Occupational Health Nurse

- ✚ Provides advice on fitness of staff to fulfil their job role safely
- ✚ Reports any risks to Director of Clinical Services who will take advice from manual handling team

6.9. Maintenance Department

- ✚ Make arrangements for lifting equipment which comes under LOLER to be maintained and tested by a competent person as required by insurance or regulation
- ✚ Keep accurate maintenance records and liaise with managers and the manual handling team

7. TREATMENT HANDLING

The Health and Safety Executive (HSE) in its guidance on regulations, Manual Handling Operations Regulations 1992 (MHOR)(33, 44) defines a manual handling operation as:

‘transporting or supporting a load (including lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force’. To the HSE definition may be added guiding, facilitating, manipulating, stretching or providing resistance. Thus, any treatment where force is applied through any part of the therapist’s body to or from any part of the patient constitutes manual handling.

Any manual handling involved in a physiotherapy treatment programme may be defined as treatment handling, whoever is involved in its delivery. A risk assessment will be carried out by the physiotherapist and documented prior to the treatment. Training will be provided as appropriate to ensure staff are safe and competent.

8. REVIEW

This policy has been reviewed for overt or implied discrimination within the scope of the Hospital’s policies on equality and diversity and none was found.

The policy will be reviewed every two years to ensure that the system described continues to provide an effective framework for safe Moving and handling.