## Moving & Handling (People) Policy and Procedure

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<th>Document Type</th>
<th>Moving &amp; Handling (People) Policy &amp; Procedure</th>
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<td>Author</td>
<td>Human Resources</td>
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<td>Owner (Dept)</td>
<td>Human Resources</td>
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<tr>
<td>Date of Review</td>
<td>September 2012</td>
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1. **Policy Statement**

This document advises managers and staff of The Mungo Foundation of the procedures required to manage the safe moving and handling of individuals we support and to reduce to the lowest practicable level the risk of musculoskeletal disorders associated with moving and handling activities.

2. **Scope**

This procedure is for any staff involved with any activity included in the scope of moving and handling of individuals.

The Manual Handling Operations Regulations 1992 advise that the scope of the regulations is not only lifting but any moving and handling task, which may include:

- Lifting;
- Lowering;
- Pushing;
- Pulling;
- Carrying.

3. **Definitions**

There are 2 categories of moving and handling:

- **Animate**: Moving and handling of a person or animal e.g. as carried out by Paramedics, Care Workers or Vets;
- **Inanimate**: Moving and handling any object such as boxes, furniture, changing the water cooler, pushing a trolley or putting an object in the boot of the car.

4. **Relevant Legislation and Guidance**

- Health and Safety at Work Act (HASAWA) 1974;
- Management of Health and Safety at Work Regulations 1999;
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998;
- Provision and use of Work Equipment Regulations (PUWER) 1998;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
5. Related Policy and Procedures

- Health and Safety Policy;
- Accident Reporting Procedure;
- Safe Use of Work Equipment (PUWER).

6. Procedure

6.1 Background

There are very few occupations that do not involve an element of moving and handling. According to the Health and Safety Executive, approximately one third of all accident reports that have incurred a 3 day absence from work are caused by moving and handling injuries.

Most of the injuries reported are back and neck related but any area of the body is vulnerable to a musculoskeletal injury.

Although injuries can be caused by the “one off” handling incident, accumulative injuries built up over a period of time affects most injured staff.

6.2 Employers’ Responsibilities

The employer must ensure that where moving and handling tasks are identified in the workplace, a suitable and sufficient assessment of the risks and the control measures required is carried out.

Training should also be provided for those staff who may be affected by the identified risks.

The Manual Handling Operations Regulations 1992 set out a clear hierarchy of control measures where there are identified risks:

   a) **Avoid** the need for hazardous moving and handling so far as is reasonably practicable;

   Where this cannot be avoided:

   b) **Assess** the risk of injury from any moving and handling task; and

   c) **Reduce** the risk of injury from moving and handling tasks to the lowest level possible.

Certain work activities will require staff to assist individuals we support with moving and handling such as working within residential and day services, home and individual support.
This may include the use of transport and access to recreational and learning facilities.

This procedure is based upon a minimal handling approach informed by risk assessment.

The avoidance of injury and minimisation of risk are central to this procedure, and high risk tasks should be avoided where practicable.

This may involve the use of moving and handling aids designed to minimise the risk. Individuals must not be lifted manually (i.e. one or two persons taking most of or all of the weight of another person) unless there is no or an insignificant risk to those involved i.e. employee and the individuals and only where this is an emergency or threat to life situation.

To meet its legal obligations The Mungo Foundation will:

- Ensure where possible the avoidance of moving and handling practices which could potentially lead to risk of injury;
- Ensure where such practices cannot be avoided a programme of risk assessment and management will be implemented;
- Implement fully the requirements of the Manual Handling Operations Regulations 1992 as the minimum standard of practice (hereafter referred to as MHOR 1992);
- Provide health and safety information, appropriate training and supervision to staff;
- Ensure all staff understand their responsibilities;
- Ensure a duty of care exists towards individuals we support and staff;
- Monitor and review practices as Legislation changes or where an accident occurs involving any moving and handling activity;
- Action and review equipment and practices where a hazard has been identified or an internal incident has occurred;
- Ensure managers take forward the implementation of this procedure and monitor practices in the areas for which they are responsible.

Employee Responsibilities

All staff will be expected to:

- Read this procedure and familiarise themselves with all relevant risk assessments;
• Conduct their moving and handling duties in accordance with any instruction, information, advice and training they have received;
• Use any lifting aids, handling equipment and accessories in accordance with any training, information and instruction they have received;
• Report any defects in lifting aids, moving equipment and accessories immediately to their manager to ensure that the appropriate actions can be taken;
• Bring to the attention of their manager any unsafe acts or conditions they should come across and to cease an activity where they consider the level of risk is significantly increased by such an act or condition;
• Encourage safe moving and handling practice at work and remind colleagues of such;
• Not take any unnecessary risks or shortcuts that could put their own or the safety of others in jeopardy and therefore at risk of injury;
• Inform their manager if their personal ability to carry out moving and handling tasks changes in any way.

7. Planning for Safer Moving & Handling Risk Assessments for Individuals we Support
(Refer to Appendix One)

• A suitable and sufficient risk assessment of all moving and handling activities will be completed where this has been identified as necessary;
• This must be carried out as soon as practicable to do so especially where the individual is new to the service and their specific needs have not yet been assessed and met;
• Hazardous moving and handling tasks that pose a significant risk will be eliminated where possible;
• Where it is not possible to eliminate any moving and handling task a detailed risk assessment must be completed, highlighting the actions required to minimise the risk of injury;
• The potential risk areas to be assessed are risk to the person doing the handling, risk to the person being handled, risk to others in the vicinity and the risk the environment may pose to any person;
• The risk assessments will cover the areas of:
- The task;
- The load;
- The working environment;
- The person carrying out the task;
- Any equipment or aids to be used; and
- Any other relevant factors involved.

- Each individual will have their own individual risk assessment completed and procedures specific to the person will be written in a clear and detailed way;
- Employee risks will be actioned through staff support meetings;
- The risk assessments will be carried out by competent Risk Assessors in the field of people moving and handling;
- Staff must be informed promptly of the significant findings from any risk assessment affecting their area of work;
- All risk reducing measures will be regularly monitored to ensure they are having the desired effect on working practices;
- All risk assessments will be reviewed when necessary i.e. when the individual needs change (including temporary changes), the work environment changes or a new piece of equipment is introduced;
- **Emergency Lifting Situations:** manual lifting of people is a high risk activity and can lead to injury. This type of manoeuvre should only be carried out in emergency or life threatening situations, and as a last resort. Staff must be trained on how to do this safely should the need arise;
- Contingency plans should be made in the event of equipment failure or breakdown.

8. **Employee Risk Assessments**

Where an employee reports any difficulties with any moving and handling task, the manager must discuss this with the employee and carry out an individual risk assessment.

**Issues** that can affect an employee risk assessment and therefore should be considered include the following:

- Health issues affecting performance of the moving and handling tasks;
- Changes in body shape during pregnancy;
• Lack of fitness;
• Lack of moving and handling training;
• Inability to put the principles of training into working practices;
• Inability to work as part of a team;
• Inability to comply with safe systems of work;
• Wearing of unsuitable clothing and footwear, dangling or chunky jewellery which may interfere with effective moving and handling practices.

9. Occupational Health

A referral may be made to an Occupational Health Physician, Nurse or Adviser where a member of staff has had a period of sickness absence related to a moving and handling injury and may require a phased return to work plan to be put in place.

10. Training

All staff who will be required to carry out moving and handling of individuals must have training which may include the following:

• Relevant anatomy, physiology, ergonomics and the importance of posture and back care;
• The safe moving and handling of people;
• The safe use of lifting aids and equipment;
• The principles of moving and handling risk assessments.

Managers should ensure compliance through regular monitoring, that staff are using the principles taught in training in every day practices and not taking any unnecessary risks or shortcuts.

Training will be periodically refreshed (as per risk assessment) to ensure all staff are up-to-date with the principles and practices of safe moving and handling.

11. Provision and Use of Aids and Equipment

(Refer to Appendix Two – Equipment Inventory and Maintenance Record)

Staff must be provided with suitable aids and equipment in accordance with the risk assessments. This is to assist them to reduce handling risks to the lowest level possible and therefore prevent injury to either themselves and/or the individual.
All aids and equipment must be purchased from a reputable supplier and advice sought that it is suitable for its intended use e.g. the working environment, the individual being supported and staff supporting them.

11.1 Maintenance and Inspection

All work equipment must be inspected, maintained and in safe working order.

This will include:

- Ensuring all lifting and handling aids and equipment (including slings) are clearly labelled and easily identified;
- Keeping an inventory of all aids and equipment in use;
- Ensuring staff carry out a visual check each time they use the aids or equipment to identify any obvious defects;
- Ensuring the battery charger is fully operational;
- Ensuring where a defect is identified that this is recorded and the aids or equipment are taken out of use until the defect has been corrected or a replacement provided;
- Ensuring all people lifting equipment (including slings) is on a twice yearly certificated maintenance cycle by qualified engineers (in accordance with LOLER Legislation);
- Ensuring guidance or Safety Action notices from external agencies are communicated to all managers for action;
- Ensuring where the equipment has been supplied by a non-The Mungo Foundation source i.e. outside agency, managers will assess that it is fit for use before staff use it. A written agreement stating who is responsible for maintaining the equipment in safe working order should be obtained;
- Ensuring all staff who use the aids or equipment are responsible for cleaning (i.e. infection control) and storing the aids and equipment appropriately;
- Ensuring staff follow the manufacturers instructions when washing slings, slide sheets etc.

12. Reporting of Accidents and Incidents

Any accident, incident or near miss involving any moving and handling task to either a member of staff (including agency/relief staff) or an individual must be reported and recorded in accordance with the Accident Reporting procedures.
All accidents and near misses (as a result of moving and handling) should be brought to the attention of the relevant manager to decide if further action is required.
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Individuals We Support Moving & Handling Risk Assessment Form

THIS FORM IS FOR INFORMATION AND/OR TRAINING PURPOSES ONLY (BUT CAN BE USED IF NECESSARY)

1. Individual’s
   Name: 
   Service: 
   Weight: _______ Height: _______ BMI: _______

   Pain (where, how severe)
   Skin (condition, lesions, ulcers, sores or breaks)
   Aids & Appliances
   Catheters
   Peg Tubes
   Space
   Others:

2. Potential Issues/Hazards/Risks:
3. Comprehension/Communication/Sight/Hearing Ability of the Person being Supported:

4. Cultural/Religious/Language/Gender Considerations:

5. Behaviour(s) which may affect Safe Handling:
6. Equipment normally used by the individual being supported: | Details of how the equipment will be used:
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7. Name of Assessor: | Signature: | Date of Assessment: | Date of Review:
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Use the following pointers when considering the support needs and capabilities of the individual being supported and how they may affect moving and handling.

1. **Postural Stability:**
   - Balance?
   - Head Control?
   - Trunk Control?
   - Sitting Ability?

2. **Comprehension:**
   - Do they understand instruction?
   - Do you understand them?
   - Do they use a communication device? Is it present/working?

3. **Control of Voluntary Movement:**
   - Handgrip?
   - Muscle Spasm?
   - Startle?
   - Flaccid Limbs?
   - Involuntary Movement/Epilepsy?

4. **Experience of Movement:**
   - Has this individual ever walked or is movement frightening and disorientating?
   - Walking aids – compliance with?

5. **Restriction of Movement:**
   - Joint Contracture?
   - Dislocation?
   - Fixed Deformity?
   - Pain?

6. **Any Attachments:**
   - Presence of splints, plasters, prosthesis, catheters?

7. **Fragility:**
   - Fragile Bones?
   - Delicate Skin?
   - Generalised Weakness?

8. **Willingness/Ability to Assist:**
   - To what extent can the supported individuals help during the manoeuvre?
   - Are there unfamiliar surroundings or individuals that may affect handling?
   - Will the supported individual help? (Consistently?)
   - Will the supported individual adversely affect the manoeuvres or tasks/staff?
   - What if the supported person is ill/tired/in a mood?
   - Is the supported individual receiving medication that affects handling?
   - Are they likely to get up at night and potentially fall?

9. **Hearing:**
   - Is the individual we support capable of hearing the instructions?
   - Is there a hearing aid? Is it working?

10. **Sight:**
    - Can they see?
    - How well can they see where they are going?
    - Do they normally wear glasses?
### Individual Support Needs and Capabilities (actions required to ensure safe moving and handling of individuals we support)

<table>
<thead>
<tr>
<th>Task</th>
<th>Actions required to ensure safe moving and handling (including no. of staff and equipment required)</th>
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<tbody>
<tr>
<td>Getting up</td>
<td></td>
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<tr>
<td>Bathing/showering</td>
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<tr>
<td>Dressing/undressing</td>
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<td>Using the toilet</td>
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<tr>
<td>Standing and sitting</td>
<td></td>
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<tr>
<td>Walking (inside and out)</td>
<td></td>
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<tr>
<td>Assisted Mobility (wheelchair, zimmer, rollator, sticks etc)</td>
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</tr>
<tr>
<td>Activity</td>
<td>Action</td>
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<tr>
<td>-----------------------------------------</td>
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<tr>
<td>Chair to chair/sofa</td>
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<tr>
<td>Going to bed/moving in bed</td>
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<tr>
<td>In/out of vehicle</td>
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<td>Using public transport</td>
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<tr>
<td>Getting up from a fall (inside and out)</td>
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<td>Others</td>
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If after carrying out this assessment, is specialist assistance required?  

Yes  [ ]  No  [ ]
### Moving and Handling Equipment Inventory & Maintenance Record

List all handling aids on the record below and ensure this document is updated as required. Examples will be all hoists and slings, stand turners, transfer boards and discs, one way slide sheets, sliding sheets, standing frames etc. (each service should have its own inventory).

<table>
<thead>
<tr>
<th>Name of Handling Aid</th>
<th>Serial No.</th>
<th>Is it in good working order with all the necessary attachments available?</th>
<th>If it is not in good working order state why and what actions are required</th>
<th>Date of last maintenance check (LOLER)</th>
<th>Actions required from the last check</th>
<th>Additional Comments</th>
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