

# Manual Handling Policy

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## Scope

This policy sets out the requirements for ensuring all moving and handling tasks are carried out safely, both inanimate objects and people moving, in line with the Manual Handling Operations Regulations 1993. This policy covers both manual handling assessments and training.

## Policy Summary

The purpose of this policy is to explain how managers and others are to deal with the lifting, lowering, pushing, pulling and moving of loads. It explains the need for assessments.

## Responsibilities

### ***Management Responsibilities***

As with all work place risks the manager has a responsibility to ensure that significant hazards arising from manual handling tasks are properly assessed and managed. The specific requirements with regard risk assessments are that managers:

- Avoid manual handling activities;
- Assess the risk of manual handling activities that cannot be avoided;
- Reduce the risk posed by manual handling activities, following this hierarchy;
- Regularly review the risk assessments.

The manager's responsibilities includes ensuring that the risk control measures prescribed in the risk assessments are properly implemented and checking that they are followed by all staff.

The manager of each NAS school, adult service or department/team must ensure that staff have received appropriate basic training and refreshers and

that any requirement for skill based training (identified in the risk assessments) is provided in a timely manner.

Managers must only request suitably trained and competent staff to carry out manual handling risk assessments and skills based training. If in doubt, please seek advice from the Health and Safety Team regarding the status of moving and handling risk assessors and trainers.

### ***Moving and Handling Assessors/Trainers Responsibilities***

Manual handling/HOP assessors and trainers act on behalf of managers to provide suitable and sufficient moving and handling risk assessments for tasks that involve both people moving or moving inanimate objects. The staff who perform this role will also carry out any training that arises from the risk assessments. Only competent assessors and trainers who have completed a centrally arranged and appropriate training course are allowed to fulfil this role. A mandatory refresher course will be arranged at intervals not exceeding 27 months.

## **Manual Handling Training**

All training must be recorded on the current electronic HR recording system and refreshed at least once every 3 years. Guidance for trainers can be found in Appendix 1.

### ***Basic/Induction Training***

All NAS employees and volunteers must receive basic moving and handling information at induction. For most staff this will be delivered as part of the classroom based basic H&S induction/refreshers, but for some staff (eg non-operations teams and departments) this will be online via the NAS e-learning zone: [www.nas.clcmoodle.org](http://www.nas.clcmoodle.org)

As per the legislation - where possible manual handling operations should be avoided, and this is the message the NAS should convey.

### ***Technique Training***

This task and technique specific training must be delivered, by a competent NAS Moving and Handling Trainer, when it has been identified by risk assessment as an appropriate risk control measure. Please see below for more information about manual handling risk assessments.

Training does not replace the need for a safe system of work, and the procedures described in the risk assessment must still be adhered to.

There are two types of technique training that may need to be delivered:

- **Inanimate Object Training:** For inanimate object tasks the training should ideally be delivered in the workplace as the worker completes the specific tasks for which they require training e.g. loading and unloading items such as shopping into and out of a vehicle. It is better to deliver the training in a realistic working environment as this takes into account all

factors, such as lighting, space, working height, etc. Training may also be needed for two person or team lifts, and the use of trolleys etc.

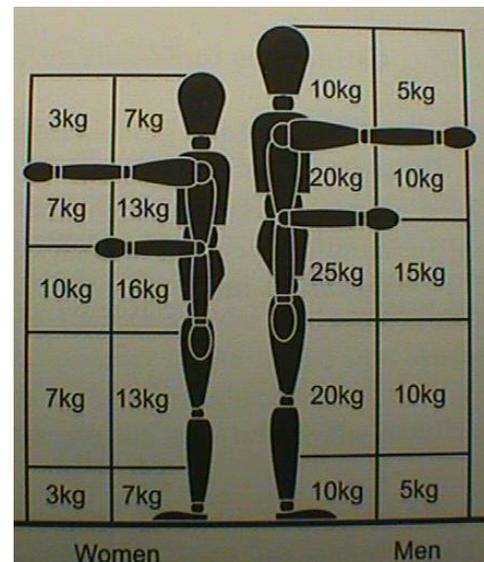
- **Handling of People:** This training must be completed away from the work setting to allow staff time to practice the required moves in a safe manner. The training may include techniques used to help support people move around and the use of hoists and slings designed to help move people. Hoists and slings will differ according to manufacturer and training must be specific to the equipment that is to be used.

## Moving and Handling Assessment

Where it is necessary for a manual handling risk assessment to be carried out then these should be carried out by a competent person and recorded on the appropriate assessment form (Appendix 1 or Appendix 2).

### *Inanimate Object Moving Tasks*

An assessment of risk from a manual handling task must be undertaken where there is a significant risk. This diagram should be used as a guide to determine when a formal risk assessment should be undertaken. It is not foolproof and a degree of common sense is required to ensure that risk assessments are carried out whenever necessary. However, the diagram illustrates the point that it is not necessary to undertake a risk assessment before drinking a cup of tea! However, if a man were to be required to manually handle a 5kg load with an outstretched arm then a risk assessment should be undertaken. The same load when handled close to the trunk would not normally constitute a hazard requiring a risk assessment.



The risk assessment will focus on TILEe and prescribe the actions necessary to minimise risk:

- **T**ask
- **I**ndividual
- **L**oad
- **E**nvironment
- **e**quipment and other factors

The hierarchical measures, which should be considered in order to reduce the risks, associated with manual handling are as shown below:

- Automate
- Mechanise
- Ergonomics

- Training

### ***Handling of People tasks***

Tasks such as supporting somebody up and down stairs, helping them up from the floor, and so on, fall into the category of people moving no matter how simple or infrequent. Even when minimal effort is required by the staff member it is important that such support is carried out correctly so as not to injure staff nor the people they support. These support tasks must be risk assessed to determine the correct way to offer support and the training needed by staff.

### **Key Management Actions**

- Ensure basic training is completed during induction and then refreshed at intervals not exceeding three years.
- Ensure that manual handling assessments are carried out and reviewed at intervals not exceeding one year.
- Ensure that staff follow the safe system of work described on the assessments.
- Provide hands-on training, as necessary.

## Appendix 1 Guidance for Trainers

Before the training is carried out the trainer must check that the trainee does not have any pre-existing medical conditions that could put them at risk.

The trainer must demonstrate how to do the task correctly, including the use of any lifting and transporting equipment prescribed in the manual handling risk assessment. The trainer should then ask the trainee to complete the task and the trainer should coach them through the correct lift and correct safe lifting and carrying techniques as required. The trainer should be satisfied that the trainee understands how to carry out the task safely.

This training must include:

- Assessing the lift / carry / put down
- Direction of movement
- Stance
- Grip
- Posture
- Head
- Knees / Mechanical advantage
- Arms / Elbows
- Body movement

There is no need to carry out any classroom training based on PowerPoint, or similar, as general moving and handling information is covered at induction and during refreshers. Removing the need for PowerPoint etc allows individuals to receive training as soon as is practicable after a need has been identified by risk assessment.

Hoists and slings designed to help move people will differ according to manufacturer. When a trainer is not familiar with a piece of equipment the basic principles can be delivered but this must be reinforced with training provided by the manufacturer.

## Appendix 2 Manual Handling Risk Assessment: Inanimate Objects

### Section A - Preliminary

\*Circle as appropriate

Job description:	Is an assessment needed? (i.e. is there a potential risk for injury, and are the factors beyond the limits of the guidelines?)  Yes / No*
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If "Yes" continue. If "No" the assessment needs go no further.

Operations covered by this assessment (detailed description):  Locations:  Personnel involved:  Date of assessment:	Diagrams (other information):
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### Section B - See over for detailed analysis

**Section C - Overall assessment of the risk of injury?**      Low / Med / High\*

### Section D - Remedial action to be taken:

Remedial steps that should be taken, in order of priority:  1  2  3  4  5  6  7  8	
Date by which action should be taken:	
Date for reassessment:	
Assessor's name:	Signature:

**TAKE ACTION... AND CHECK THAT IT HAS THE DESIRED EFFECT**

Section B - More detailed assessment, where necessary:					
Questions to consider	If yes, tick appropriate level of risk			Problems occurring from the task. (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action. (Possible changes to be made to system/task, load, workplace/space, environment. Communication that is needed)
	Low	Med	High		
The tasks - do they involve: <ul style="list-style-type: none"> <li>• holding loads away from the trunk?</li> <li>• twisting?</li> <li>• stooping</li> <li>• reaching upward?</li> <li>• large vertical movement?</li> <li>• long carrying distances?</li> <li>• strenuous pushing or pulling?</li> <li>• unpredictable movement of loads?</li> <li>• repetitive handling?</li> <li>• insufficient rest or recovery?</li> <li>• workrate imposed by a process?</li> </ul>					
The loads - are they: <ul style="list-style-type: none"> <li>• heavy?</li> <li>• bulky/unwieldy?</li> <li>• difficult to grasp?</li> <li>• unstable/unpredictable?</li> <li>• intrinsically harmful (eg sharp/hot)?</li> </ul>					

<p>The working environment - are there:</p> <ul style="list-style-type: none"> <li>• constraints on posture?</li> <li>• poor floors?</li> <li>• variations in levels?</li> <li>• hot/cold/humid conditions?</li> <li>• strong air movements?</li> <li>• poor lighting conditions?</li> </ul>				
<p>Individual capabilities - does the job:</p> <ul style="list-style-type: none"> <li>• require unusual capability?</li> <li>• hazard those with health a problem?</li> <li>• hazard those who are pregnant?</li> <li>• call for other special information/training?</li> </ul>				
<p>Equipment and other factors:</p> <ul style="list-style-type: none"> <li>• is movement or posture hindered by clothing or personal protective equipment?</li> <li>• have manual handling aids been provided?</li> <li>• are they suitable to the task and well maintained?</li> </ul>				

## Appendix 3 Manual Handling Risk Assessment: People

Page 1 of \_\_\_\_\_

Person's Name:		Date:	
Location:		Relevant Medication:	

Date for reassessment	Are there any changes since the last assessment?	Signatures
Anticipated date		Signature of Assessor
		Print Name
Actual date reviewed		Signature of Manager
		Print Name
Anticipated date		Signature of Assessor
		Print Name
Actual date reviewed		Signature of Manager
		Print Name
Anticipated date		Signature of Assessor
		Print Name
Actual date reviewed		Signature of Manager
		Print Name
Anticipated date		Signature of Assessor
		Print Name
Actual date reviewed		Signature of Manager
		Print Name

Person's Name:

Page \_\_\_\_ of \_\_\_\_

Date:

Physical Hazards	Yes	No	Comments
Could the person's height cause a problem?			
Could the person's weight cause a problem?			
Does the person have swollen/fixed/ flaccid limbs?			
Are there any orthopaedic considerations?			
Does the person have poor state of feet?			
Is skin condition poor?			
Is the person difficult to hold?			
Is the person in pain when moving?			
Is the person hearing impaired?			
Is the person sight impaired?			
Is the person speech impaired?			
Does the person experience seizures/involuntary movements?			
Is the person unstable/uncoordinated?			
Are there 'attachments' to consider e.g. IVIs/catheters/oxygen cylinders/false limbs etc.?			

Is the person wearing inappropriate clothing and footwear?			
Others			
Others			
<b>Psychological Hazards</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Is the person uncooperative/noncompliant?			
Is the person unpredictable?			
Does the person have difficulty following instructions?			
Is the person anxious?			
Is the person prone to mood swings?			
Does the person display challenging behaviour?			
Others			
Others			
Others			
<b>Environmental Hazards</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Is the environment space restricted?			
Is the lighting inadequate?			

Is the temperature uncomfortable? Is ventilation poor?			
Are there constraints on posture due to room design or layout?			
Is the bed/chair the wrong height?			
Is there a risk of slips/trips/falls?			
Is the environment noisy?			
Others			
Others			
Others			

N.B. The amount of space allocated to the text of this risk assessment is insufficient to accommodate the detail required for an effective written assessment. This document is merely an indicator of the proposed content of a general people handling risk assessment.

Person's Name:

Page \_\_\_\_ of \_\_\_\_

Date:

<b>Safer System of Work</b>	
List methods used and precautions taken, number of staff involved, frequency of task, equipment used and any further precautions taken. If using a hoist - detail hoist type, sling type and size, and hoist-sling fastening arrangements. Highlight with * tasks that are, in your opinion, of particularly high risk to the person and/or carers.	
Moving in bed/movement up the bed	
In/out bed	
Sitting balance	
Bed/chair to wheelchair/commode/toilet	
Bathing/showering	
Walking (inside/outside)	
The use of stairs/steps	
Dressing/undressing	
Others	
Others	

N.B. The amount of space allocated to the text of this risk assessment is insufficient to accommodate the detail required for an effective written assessment. This document is merely an indicator of the proposed content of a general people handling risk assessment.

**Person's Name:**  
**Date:**

**Page** \_\_\_\_ **of** \_\_\_\_

**Action Required**

The risk assessor should always detail what, in their opinion, is the right answer to the problem, regardless of their feelings as to whether the organisation would have the resources to implement it. In the meantime the assessor should consider some interim action(s).

Eg training, equipment, environmental changes	Priority Level (tick as appropriate)	
	High	
	Medium	
	Low	

Assessor to detail who these are to be actioned by and set target date for completion.  
Action to be signed off when completed.

Name	Target date
Completion signature	Date action completed

**COMMENTS**

Use this space for notes relating to the assessment that may be relevant for reassessment

Person's Name:  
Date:

Page \_\_\_\_ of \_\_\_\_

<b>People Moving Risk Assessment – Approval</b>	
<i>"I have been fully consulted in respect of the contents of this assessment."</i>	Signature of Person/ Representative
	Print Name
	Date
<i>A moving &amp; handling assessment has been carried out and the highlighted action is required to comply with the 'Manual Handling Operations Regulations, 1992 (as amended)'</i>	Signature of Assessor
	Print Name
	Date
<i>Any other person involved in the assessment process, e.g. key worker. "I have been fully consulted in respect of the contents of the assessment."</i>	Signature
	Print Name
	Date
<i>I will ensure that the moving and handling risk assessment completed on my behalf will be communicated to all staff supporting the person it is written for. I will ensure that the safer systems of work are followed and that all action necessary will be carried out in a timely manner.</i>	Manager Signature
	Print Name
	Date

**After completing this form please ensure that the person's name, the date and the page numbering is included on every page before printing off a copy for the person's file.**