

Manual Handling Policy

This Policy outlines the health and safety arrangements in place to comply with the Manual Handling Operations Regulations of 1992 (as amended).

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Which Relevant CQC Fundamental Standards?		

CONTRIBUTION LIST

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Version Control and Summary of Changes

Version number	Date	Comments (description change and amendments)
1	03.11.2011	New Policy
2	19.02.2013	Updated NHSLA Monitoring and Self Assessment Form
3	01.07.2013	Planned review and rewrite Changes to training delivery model Changes to risk assessment to meet with NHSLA standards New Inanimate Load Handling Assessment Form Changes to roles and responsibilities Updated NHSLA Monitoring and Self Assessment Form
4	24.04.2015	Update of CQC standards New Sections: Quick Reference Guide Section 11 Rehabilitation Section 12 Manual Handling the Heavy patient Section 13 Specialist Services Section 14 Training - additional training added
5	02.03.17	Updated sections Section 8.1 Manual Handling Risk Assessment- Inanimate Load Handling Risk Assessments generic and individual will be completed and recorded on the risk register on the safeguard system Section 14 Training-Moving and Handling Level 2 training frequency changed from annual to 2 yearly Section 20 Compliance with LOLER 1998 Appendix 1 Manual Handling Steering Group Terms of Reference New Sections Section 19 Compliance with PUWER 1998 Section 21 Planned Preventative Maintenance and Servicing of Equipment Appendix 2 TILE Risk Assessment Help Checklist
6	05.09.19	- Removal of term NHSLA from Definitions and Acronyms section and section 23. Monitoring - Section 14.1 Mandatory Induction Training. Additional text referring to new starter follow up sessions required for staff who require Moving and Handling level 2 training and are new to providing healthcare.

All LPT Policies can be provided in large print or Braille formats, if requested, and an interpreting service is available to individuals of different nationalities who require them.

Did you print this document yourself?

Please be advised that the Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version.

For further information contact:

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Definitions and Acronyms that apply to this Policy

Manual Handling	The transporting or supporting of a load, including lifting, lowering, pushing, pulling, carrying or moving thereof by hand or bodily force (Manual Handling Operations Regulations 1992 (as amended))
Load	A load will be a separate, moveable object (either inanimate or a person) but not an implement, tool or machine while in use for its intended purpose. (Manual Handling Operations Regulations 1992 (as amended))
Inanimate Object	A non-living object e.g. a box, a computer, a chair
Animate Object	A living object e.g. a patient, a child
Manual Handling Key Worker	Clinically based staff working within the organisation that monitor and promote best practice.
Reasonably Practicable	The level of risk is balanced against any potential resource input that is required to remove or reduce the risk.
Ergonomics	Designing the task, workplace and equipment to fit the individual and reduce the risk of strain and injuries.
Risk Assessment	Written document-May be generic completed for an area or department or individual completed as an assessment of any moving and handling risks for employees or when providing care or rehabilitation for a patient.
Dynamic Risk Assessment	Dynamic risk assessment is the continuous process of identifying hazards in rapidly changing circumstances of an operational incident, in order to identify hazards and controls (if any) and evaluate risk and where necessary , implement further control measures necessary to ensure an acceptable level of safety. At the earliest opportunity the dynamic risk assessment should be supported by a written risk assessment
TILE Risk Assessment	TILE Risk Assessment is a way to assess manual handling activities looking at four specific areas-Task, Individual, Load and Environment (easily remembered by the acronym TILE)
Musculoskeletal (MSK)	Relating to or involving the muscles and the skeleton

Safe Working Load (SWL)	Is the weight which a given piece of equipment can safely hold, lift, suspend or lower, sometimes referred to as safe working limit
Bariatric, Heavy or Plus Size Patient	For Trust purposes a patient who weighs over 152kg (24 stone), or in some cases a patient who weighs less than 152kg but whose overall size and shape may require the use of specialist equipment
Patients	Refers to a community patient, inpatient/outpatient, deceased patient. For the purpose of the policy the term 'patient' has been used throughout to describe patient, service user, client, child or young person.
TILE	Task, Individual. Load, Environment
ICELS	Integrated Community Equipment Loan Service
NHS	National Health Service
DH	Department of Health
CQC	Care Quality Commission
MHRA	Medicines and Healthcare Products Regulatory Agency
SWL	Safe Working Load
NRS	NRS Healthcare
PUWER	Provision and use of Work Equipment Regulations
PPM	Planned Preventative Maintenance
LOLER	Lifting Operations and Lifting Equipment Regulations
MHSG	Manual Handling Steering Group
LPT	Leicestershire Partnership NHS Trust
EPB	Electric Profiling Bed
HSE	Health and Safety Executive

Equality Statement

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all.

This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

In carrying out its functions, LPT must have due regard to the different needs of different protected equality groups in their area.

This applies to all the activities for which LPT is responsible, including policy development and review.

Due Regard

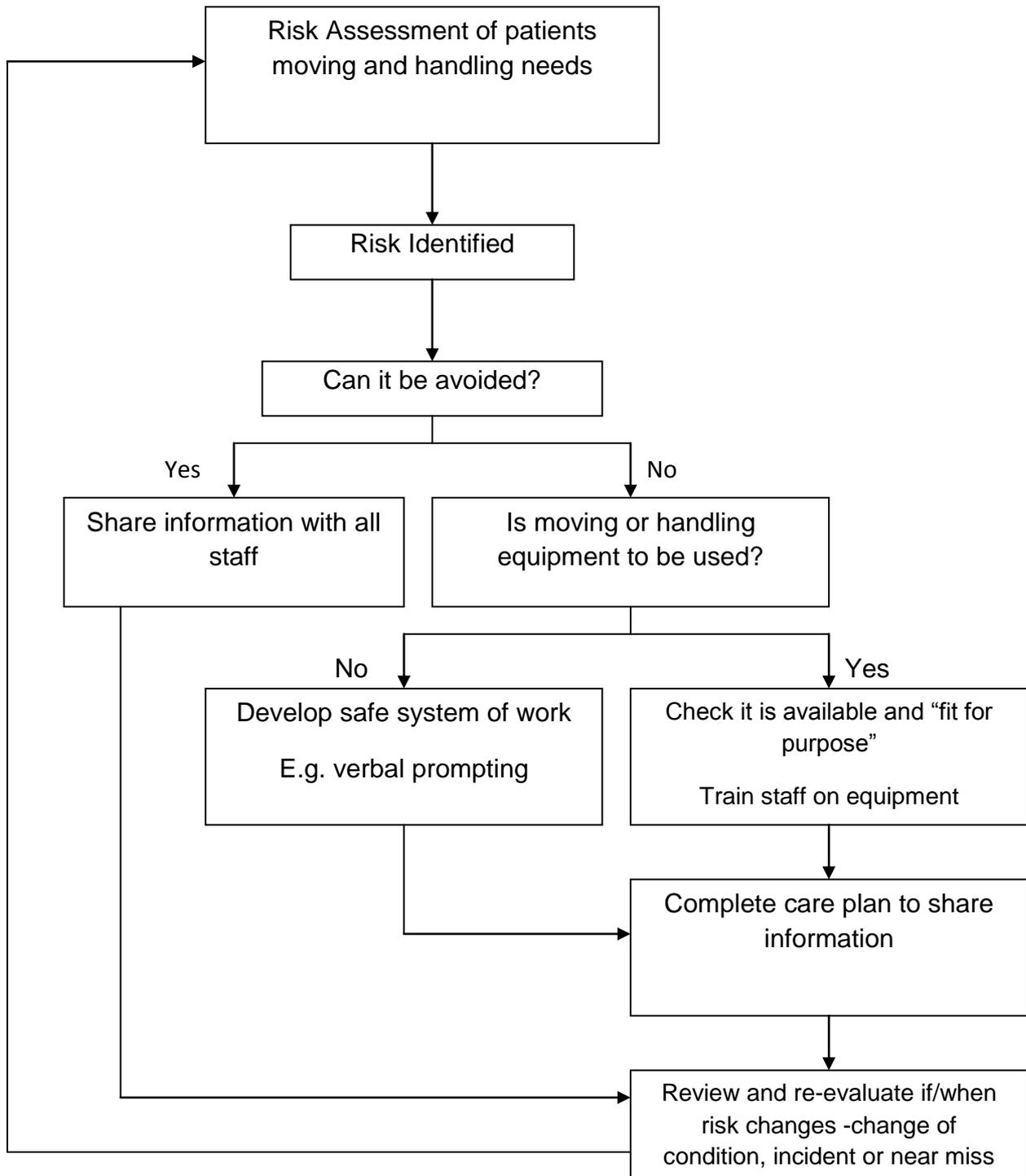
The Trusts commitment to equality means that this policy has been screened in relation to paying due regard to the Public Sector Equality Duty as set out in the Equality Act 2010 to eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity and foster good relations.

QUICK REFERENCE GUIDE

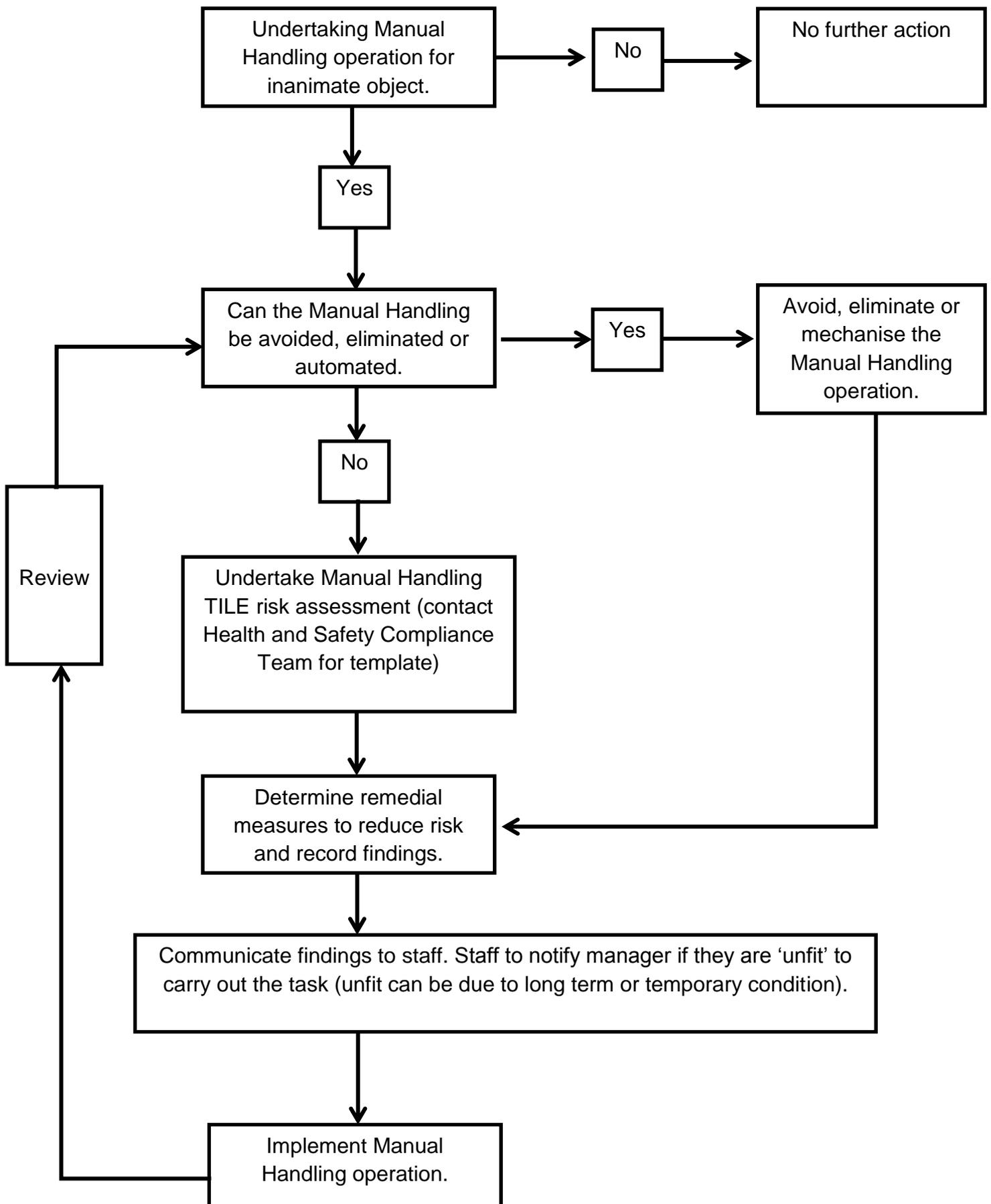
For quick reference the guide below is a summary of actions required. This does not negate the need for all involved in the process to be aware of and follow the detail of this policy.

1. All managers are responsible for ensuring that hazardous manual handling activities are clearly identified through the process of risk assessment. They must ensure that where significant risks are identified, appropriate action is taken to reduce the risk to the lowest level reasonably practicable.

2. Moving and Handling Process Patient Handling



3 Moving and Handling Process Inanimate Load Handling



1.0 Summary

This policy provides information on how Leicestershire Partnership NHS Trust to be referred to throughout as 'the organisation' aims to eliminate the risks of manual handling in relation to both patient and inanimate load handling within the workplace and if this is not reasonably practicable any residual risks will be minimised to the lowest level reasonably practicable through the application of risk assessment and training.

2.0 Introduction

- 2.1 Manual handling affects every employee of the organisation. It is recognised that health workers are amongst the highest risk occupation group to suffer injuries from manual handling. Manual handling accounts for 54% of all accidents in the health care sector and most of these will affect the musculoskeletal system with the low back being the most common area affected.
- 2.2 The organisation acknowledges its responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, and The Manual Handling Operations Regulations 1992 (as amended), to monitor, assess and reduce all manual handling activities carried out by all of its employees and implement control measures accordingly.
- 2.3 The organisation acknowledges its responsibilities to meet the Care Quality Commission (CQC) outcome 12 and 15:
 - 12 Safe care and treatment.
 - 15 Premises and equipment

3.0 Associated Policies and Procedures

- 3.1 This policy has many associations with other organisational policies and procedures and should not be read in isolation. All staff should be aware of related policies and procedures (section 25).
- 3.2 This policy is supported by additional guidance in the form of procedures, pathways and guidelines. These documents will give staff and managers more specific information and guidance on manual handling situations that may arise and can be found via the [Policy and Document Store](#)

4.0 Purpose

- 4.1 The organisation is committed to minimising the risk of musculoskeletal injuries to all employees. The organisation will, as far as is reasonably practicable, provide a safe working environment, safe system of work and safe equipment to comply with the Manual Handling Operations Regulations 1992 by:

- Ensuring that all employees are aware of their responsibilities and apply the requirements of this policy
 - Providing information and training
- 4.2 This policy covers all manual handling activities undertaken by employees during the course of their work including the moving and handling of patients and inanimate loads.
- 4.3 The Manual Handling Policy applies to all employees employed by the organisation including bank staff. It also applies to agency staff, volunteers, contractors and visitors. Medical, nursing and allied health care professional students are also expected to comply with organisational policies and procedures as appropriate, to ensure their health, safety and welfare whilst undertaking work for the organisation.

5.0 Legal Framework

- 5.1 The policy is based on and reflects the requirements of relevant legislation including:
- The Health and Safety at Work Act, etc 1974 (HSAWA)
 - The Manual Handling Operations Regulations 1992 (MHOR) (as amended 2002)
 - Medical Devices Regulations 2002 (as amended)
 - Human Rights Act 1998 (HRA)
 - Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
 - Provision and Use of Equipment Regulations 1998 (PUWER)
 - Mental Capacity Act 2005 (MCA 2005)
 - Reporting Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR)
 - Care Standards Act 2000
 - Care Act 2014
 - Equality Act 2010

- 5.2 Each employer and employee has responsibilities under the Manual Handling Operations Regulations 1992 (as amended) as follows:

- 5.2.1 **Employers Responsibility.** Regulation 3 (1) of the Management of Health and Safety at Work Regulations 1999 requires employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees while at work. Where this general assessment indicates the possibility of risks to employees from the manual handling of loads, the requirements of the present Regulations should be observed as follows:-

Regulation 4 (1) of the Manual Handling Operations Regulations 1992 states that the HIERARCHY OF MEASURES is as follows:

- Avoid hazardous manual handling operations so far as is reasonably practicable.

- Assess any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury so far as is reasonably practicable.
- Review and Monitor.

5.2.2 Extent of Employers Duties. The extent of the employer's duties to avoid manual handling or to reduce the risk of injury is determined by reference to what is "reasonably practicable". Such duties are satisfied if the employer can clearly demonstrate that the cost (measured in terms of time, effort, financial and inconvenience) of any further preventative steps would be grossly disproportionate to the benefit that would be achieved by their introduction.

The manual lifting of patients where at all practicable should not take place. Patients should be encouraged to assist in their own transfer as appropriate.

5.2.3 Working away from the employer's premises. The Regulations impose duties upon the employer whose employees carry out manual handling. However, manual handling operations may occur away from the employer's premises in situations over which little direct control can be exercised, for example, in patient's own homes.

Where possible the employer will seek close liaison with those in control of such premises. There will sometimes be a limit to the employer's ability to influence the working environment; but the task and perhaps the load will often remain within their control, as will the provision of effective training; therefore it is still possible to establish a safe system of work.

5.2.4 Employees Duties. Regulation 5 of the Manual Handling Operations Regulations 1992 states that:

(a) 'Each employee while at work shall make full and proper use of any system of work provided for his use by his employer in compliance with Regulations 4 (1) (b) (ii) of these Regulations'.

Duties are already placed on employees by Section 7 of the Health and Safety at Work Act 1974, under which they must:-

- (a) Take reasonable care for their own health and safety and that of others who may be affected by their activities and
- (b) Co-operate with their employers to enable them to comply with their health and safety duties.

6.0 Organisational Responsibilities

All employees have a responsibility for ensuring that the principles outlined within this policy are universally applied.

6.1 Trust Board has a legal responsibility for Trust policies and for ensuring that they are carried out effectively.

6.2 **Chief Executive** accepts overall responsibility for all matters including health, safety and welfare; this includes all aspects associated with the manual handling policy. The responsibility includes a consideration of health and safety matters on an equal basis with other organisation commitments. The Chief Executive will ensure that financial resources are made available to support this policy based on a risk assessment of priorities. The Chief Executive has given delegated responsibility at board level to the Director of HR and OD who is the nominated executive director responsible for ensuring that the manual handling policy is implemented throughout the organisation.

6.3 **Directors, Divisional Directors and Heads of Services** are responsible for all aspects of manual handling within their directorate. This will include ensuring:

- Manual Handling policies and procedures approved by the organisation are implemented within their area
- Employees receive appropriate manual handling training
- Manual handling assessments are available to ensure employees work in a safe manner
- Adequately trained persons are identified in each department/area in order to support risk assessment.

6.4 **Head of Service/Locality Service Managers /Line Managers**

Safety management legislation (Management of Health and Safety at Work Regulations 1999) clearly puts responsibility not just with the employer but also the manager.

It is the responsibility of all managers to:

- Ensure the implementation of the Manual Handling Policy, monitoring and reviewing of practice within their management area.
- Being aware of the manual handling tasks that occur within their area(s) of responsibility and where possible avoiding the need for employees to undertake any manual handling tasks which involve injury. Managers must ensure that adequate control measures are in place to eliminate or reduce the risk of injury
- Ensure inanimate load and individual patient manual handling risk assessments have been completed accurately by a competent person/s. Ensure the originals of the patient and inanimate load manual handling assessments are kept readily available for inspection, and are accessible to all appropriate staff. Any risks identified must be placed on the areas Risk Register and managed in accordance with the risk management strategy and associated guidance
- Clinical areas appoint a manual handling key worker and ensure that they are given sufficient time to perform their duties, as specified in the Manual Handling Key Worker responsibilities, effectively and attend an annual

Manual Handling Key Worker Update

- Liaise with the manual handling key worker on any manual handling problems.
- Refer risks that cannot be addressed at ward or department level to the Moving and Handling Advisor for advice.
- Supervising employees to ensure that safe working practices are being followed and that equipment is being used where applicable.
- Act to reduce risks to individual staff notifying them of specific requirements and/or limitations
- Act on the advice of the Occupational Health department and support individuals who may require reasonable adjustments
- Address any budgetary and resource issues resulting from implementation of the policy
- Ensure that all employees within their area of responsibility attend manual handling training as specified in the organisation's Training Needs Analysis
- Making sure that equipment is only used by employees that have been trained in its use and are deemed competent
- Facilitate employee attendance to training sessions
- Attend training themselves and act as a role model
- Investigate and report all manual handling accidents / incidents and action plan any identified risks and manage accordingly
- Report via the organisation incident reporting system to the Health and Safety Compliance Team any injuries resulting from a single identifiable event deemed to have occurred 'out of' or 'in connection with work' in order to seek advice on which incidents are reportable to the HSE in compliance with The Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). For further details on RIDDOR see information on the Health and Safety web page via e source

Equipment Specific Responsibilities

These equipment responsibilities do not apply to equipment held by the Leicester, Leicestershire and Rutland Integrated Community Equipment Loan Service (ICELS) that is loaned in patients' homes through NRS Healthcare (NRS)

- Ensuring that suitable and sufficient equipment, mechanical aids are provided and that these are properly maintained, safely stored and easily accessible for employees to use

- Ensuring that all manual handling equipment is recorded on the medical devices central asset register
- Ensuring that all equipment used to move people and loads is serviced and maintained to comply with legal requirements (LOLER 98 and PUWER 98)
- Ensure that any defective equipment is withdrawn from use in line with the Medical Devices Policy.
- Reporting equipment deficiencies to Senior managers
- Co-operate with the Manual Handling Key Workers to facilitate the audit of manual handling equipment

6.5 **Moving and Handling Advisor** will act in an advisory capacity for Directors, Managers and Employees of the organisation. The main duties of the Moving and Handling Advisor are to:-

- Advise the organisation on any significant changes in legislation and guidance relevant to manual handling
- Regularly revise and continually develop the manual handling education programme for all employees and ensure compliance with current best practice and legislation
- Co-ordinate and support the Manual Handling Key Workers
- Maintain a core of Manual Handling Key Workers in clinical areas
- Chair the Manual Handling Steering Group, ensuring that it functions effectively and achieves its purpose.
- Co-ordinate audits of ward/department manual handling equipment and report deficiencies to the ward/department manager and Health and Safety Committee.
- Perform audit on manual handling risk assessments. Findings and action plan to be reported to the Health and Safety Committee
- Advise staff and departments on appropriate equipment needs and provision.
- Upon request investigate manual handling accidents/incidents and analyse patterns of occurrence
- Work with managers to identify and plan strategies for the reduction of risks within their workplace and to identify training requirements.

- Network with other professionals and coordinators, within the region, to collate and disseminate examples of good practice.
- Write policies, protocols, procedures and guidelines relating to manual handling and to continually monitor, review and audit their effectiveness.
- Advise Matrons, Ward or Department Managers in regards to the safe handling of bariatric / heavy patients.
- Attend the Health and Safety Committee.
- Provide a quarterly manual handling report to the Health and Safety Committee

6.6 **Manual Handling Steering Group** will so far as is reasonably practicable:

- Ensure that the Manual Handling Operations Regulations of 1992 (as amended 2002) are complied with.
- To promote safe systems of work and safe environments for employees when carrying out any manual handling activities.
- Direct the Strategy for Manual Handling within the organisation and review at least every two years.

Further details of the Manual Handling Steering Group are shown in the Terms of reference (Appendix 1)

6.7 **Health and Safety Committee** will oversee the monitoring of employee incidents and the arrangements to reduce the risk of manual handling to employees on behalf of the organisation. In addition the committee will act as the early warning mechanism of the escalation of any key risks identified. The Committee will receive quarterly reports from the Moving and Handling Advisor and agree policies and best practice guidance in relation to manual handling within the organisation to give the organisation assurance that they are meeting requirements in regard to the Manual Handling Operation Regulations 1992. Exception reports will go to the Healthy Organisation Group (HOG).

6.8 **Patient Safety Group** will oversee the monitoring of patient incidents and arrangements to reduce the risk of manual handling to patients. The group will agree policies and best practice guidance in relation to manual handling within the organisation.

6.9 **Manual Handling Key workers** are clinically based staff within the organisation. Manual handling key workers will receive full support of their manager to enable them to be released to carry out their duties.

6.9.1 General roles and responsibilities of Manual Handling Key Workers

Manual Handling Key Workers have the following general roles and responsibilities

- Co-operate with other local manual handling key workers with a view to provide a consistent local approach to manual handling
- To act as a communication link between the Moving and Handling Advisor and employees in the work area
- Co-operate with the Line Manager and the Moving and Handling Advisor with the auditing of manual handling equipment as required.
- Co-operate with the Line Manager and the Moving and Handling Advisor with the auditing of manual handling risk assessments as required
- Attend yearly update sessions provided by Learning and Development.
- Advise where appropriate on problem solving manual handling issues in local areas.
- Monitor and promote best practice in patient handling techniques within their work area and report any problems to their manager

6.10 **Employees.** Health and Safety Legislation places specific responsibilities on employees and it is essential that each individual is aware of his or her responsibilities under the different sections of legislation.

Employees must therefore:

- Act in accordance with the requirements of this policy and maintain their competency with regard to Health and Safety and specifically manual handling
- Recognise their limitations with regards to technique and using equipment and report these to their line manager. This includes existing injuries which may be exacerbated by the application of certain techniques or the use of specific equipment.
- Report any medical conditions that may affect their ability to undertake manual handling tasks that are reasonably expected as part of their role. This includes reporting under New and Expectant Mothers Regulations.
- To attend manual handling training in accordance with the organisations training needs analysis.
- Seek advice from the Moving and Handling Advisor in any circumstances where they are unsure of correct procedures
- Co-operate with their manager in performing risk assessments for manual handling
- Alerting their manager of any manual handling hazards that may pose a risk to the Health, safety and wellbeing of employees and patients

- Undertake dynamic risk assessments on manual handling tasks before moving a person or a load
- Wear suitable work clothing and footwear (clothing should be well fitting and restrict movement as little as possible, footwear should provide adequate support, a stable, non-slip base and proper protection) for moving and handling and comply with the organisations Dress Code and Uniform Policy
- Report any accidents, incidents and near misses as per organisational incident reporting procedure. Work related musculoskeletal injuries that cause absence from work must be reported to the Occupational Health Department.

6.11 Occupational Health Department. The role of occupational health in relation to manual handling is:

- To assess employee fitness for work, advising members of staff and management of any restrictions and/or limitations as appropriate
- To screen all work related musculoskeletal injuries that have resulted in absence from work
- To assess musculoskeletal injuries and consider relevant referrals to other agencies, i.e. Physiotherapy
- Provide specialist advice and support to staff and managers
- Provide the Trust Health and Safety committee and Healthy Organisation Group with reports to assist in the monitoring of musculoskeletal trends whilst maintaining staff confidentiality
- Will notify staff's manager and Health and Safety Compliance Team of any notifiable disease that requires reporting under RIDDOR. Further information is available from the E-source or by clicking the following link [RIDDOR Information](#)
- Maintain occupational health records in line with the organisations Records Management Policy.

6.12 Learning and Development must ensure:

- That suitable and sufficient training is made available for all staff groups in consultation with the managers following the training needs analysis.
- That the level of training is appropriate to the staff group.
- Provide quarterly reports to the Health and Safety Committee to assist the monitoring of compliance against organisational targets set for manual handling.

7.0 Risk Assessment

Where a manual handling operation which involves a risk of injury cannot be avoided, the guidance on the manual handling operations (1992) requires a documented risk assessment to be carried out.

8.0 Categories of Manual Handling Risk Assessment

8.1 Manual Handling Risk Assessment

Local Managers will perform generic and individual manual handling TILE risk assessments for their areas of responsibility.

The generic risk assessment will be broad based ergonomic assessment to identify manual handling hazards in relation to moving and handling objects and to highlight the control measures needed to reduce the risks to the lowest level reasonably practicable. Record all findings on to the organisations risk register.

If upon completion of the generic risk assessment the residual score is a likelihood of 8 or above a further individual TILE risk assessment will need to be completed

To aid in the completion of this an unconfirmed template risk will be added to your local risk register on the safeguard system (contact the Health and Safety Compliance Team for template to be added)

An assessment of the hazards identified must include information concerning:-

- The task, (description of the task performed).
- Individual's capabilities (stating an individual's ability to perform the task).
- Load (a description of loads involved).
- Environment (a description of environmental factors).

An assessment help checklist (appendix 2) is available to guide staff through the TILE process

The process also requires documentation of:-

- Action to be taken to avoid or reduce the risk.
- The name of the person who is responsible for completing the action.
- Date of completion.
- Review Date

Information on conducting a manual handling risk assessment can be found via the [Policy and Document Store](#)

Information on the standard operating procedure for handling an inanimate load can be found via the [Policy and Document Store](#)

8.2 Patient Handling Risk Assessment and Treatment Plan. Areas in which patients have manual handling needs must also have a documented patient handling risk assessment and treatment plan. It is the responsibility of the practitioner who is

responsible for the patients care to ensure that this is carried out as part of the admission process or initial assessment and reviewed on a regular basis. This must include:-

- An assessment of the patient's capabilities.
- A prescribed plan of manual handling activities i.e. number of carers required to assist patient.
- Equipment required.
- Emergency evacuation plan.

Consideration should be given to the patient's cultural views, opposite gender nursing, considerations for capacity issues and vulnerable adults. These issues must be addressed in patients' treatment plans.

It may be necessary for practitioners to seek assistance with the assessment from other members of the multi-disciplinary team where appropriate e.g. Physiotherapist, Occupational Therapist, Moving and Handling Advisor.

If a heavy patient requires manual handling due to the patient's specialised care needs, assessments will require a multi-disciplinary approach so that all care needs are properly considered

The assessment and care plan must be reviewed on any change in condition of the patient that might change their ability to move themselves and therefore increase the need for staff intervention and equipment

Where possible, the weight of the patient should be established once admitted as this will impact on the choice of equipment and service provision used to support the patient.

Particular attention to delegation of tasks must be given by therapists and the risk assessment should involve the staff and the patient, and needs to be clearly recorded and communicated in line with the Delegation of Tasks Process Policy

Where appropriate other Trust's and partner organisations/agencies/services directly involved in the patient care delivery should also be advised on "a need to know" basis. The information will also help to assess the level of measures required to prevent an incident occurring.

Patient Handling risk assessments will be recorded using the relevant assessment form for the specific area of work. A variety of forms will be used across clinical services. These forms will follow the ergonomic approach but will differ in content to meet the specific needs of individual service areas.

A patient handling risk assessment screening form (Appendix 2) is available for employees to use to assess patients.

All actions prescribed to reduce risk must have a review time or date. At that time the plan should be updated to reflect any change. This will include new

handling actions with new review dates. Any action that has been prescribed but no longer applies or has been stopped on review should have an end date and a valid signature from a member of staff.

8.3 Dynamic Risk Assessment. The nature of work in the community and inpatient services is such that the patient's condition may vary and this may impact on the patient's ability to assist in the move. All employees undertaking handling activities must ensure that they carry out a dynamic risk assessment at the time of delivering care or service. Where the methods used to manage the patient vary to those prescribed in the risk assessment, the user must ensure that this is recorded and reported and that the risk assessment is reviewed.

8.4 Arrangements for the organisational overview of risk assessments for the manual handling of patients and objects. Generic, inanimate load and individual patient manual handling risk assessments are to be completed by competent persons. Copies of the assessments must be retained on the ward/department at all times and kept readily available for all employees to access including new staff.

Details of any significant problems or deficiencies arising from risk assessments which cannot be resolved at local level must be escalated in accordance with the Risk Management Strategy

9 Arrangements for Access to Specialist Advice

9.1 The Moving and Handling Advisor is available for specialist advice on all aspects of manual handling. This will include any or all of the following: risk assessment, advice on equipment, problem solving and bespoke training.

9.2 The Moving and Handling Advisor will also have strategic involvement through the Health and Safety Committee

9.3 The Moving and Handling Advisor will present a quarterly report to the Health and Safety Committee identifying a divisional breakdown of specialist advice.

10 Techniques for Safer Handling of Patients and Objects.

Guidance is available for techniques to move and handle patients and objects as follows:

- Procedure for the Moving and Handling of Patients found via the [Policy and Document Store](#)
- [Manual Handling at Work: A brief guide](#)

11 Rehabilitation

Rehabilitation handling is aimed at promoting or maintaining patient function and independence, in accordance with individual treatment goals (Guide to the Handling of People V5 2005 and V6 2011).

A risk assessment must be carried out as part of the overall assessment and treatment plan by the relevant Therapy Team.

Handling methods must be realistic for all those carrying out the tasks. Less skilled people should not be expected to compromise their safety or that of their patients by working outside of their capabilities in carrying out handling tasks.

In accordance with the risk assessment, equipment should be used to complement handling methods.

Therapists should not be using controversial handling methods as routine practice. Therapists may have to work from a position in front of the patient, and their greater skill and knowledge may make this less of a risk than for those who are unskilled. However the risk assessment must consider any additional risks.

Therapists must when delegating therapeutic handling to staff, ensure the health and safety and competence of those involved and follow the Trust's Delegation of Tasks Policy.

Patient handling assessments must be constantly monitored and adjusted, where required, to indicate assessment decisions, which is the responsibility of the assessing clinician.

12 Moving and Handling of the Heavy patient

This section must be read in conjunction with the Heavy Patient Pathway found via the [Policy and Document Store](#)

The obese population in the UK is growing and is presenting an increased risk for manual handling in the NHS. Although the morbidly obese population is relatively small they are considerably over-represented in their use of health and social care services. When a hospital admission is required the pathway for transporting the patient from their home is complex and can be very hazardous for both the patient and all employees involved.

12.1 Admission

Heavy patients should be cared for in a ground floor ward or on the ground floor of their home.

Transfer of the heavy patient to and from hospital will need to be planned in advance wherever possible, giving the Ambulance Service as much detailed information as available prior to their input.

The Locality Manager / Modern Matron should be informed at the earliest opportunity that a heavy patient has been, or is about to be admitted.

Consideration should be given to the suitability of the hospital environment (i.e. sites with narrow doorways and corridors may be unsuitable to manage heavy patients with dignity) (Refer to Heavy Patient Pathway for LPT hospitals that can accommodate heavy patients)

12.2 Discharge Planning

The discharge planning of a heavy patient must commence as soon as possible after admission, to ensure all necessary assessments, equipment provision or staffing levels are implemented by the appropriate agencies / personnel (district nursing, intermediate care, social services, therapies and ambulance service), especially if the patient's condition or circumstances change during their hospitalisation. This will ensure a safe and seamless return to the community. Each stage of the discharge process should be documented in the clinical notes. Ward staff should co-ordinate the discharge.

Discharge into the community from hospital of a heavy patient may necessitate the provision of specialist equipment into the home prior to discharge. Ward staff should co-ordinate discharge regarding equipment with the agency taking over the care.

The Ambulance Service ideally will require 5 days' notice in order to undertake a risk assessment and exit strategy. Ward staff should liaise with the Ambulance Service to arrange (see ARRIVA non urgent transfer document in the Heavy patient Pathway).

12.3 Staffing

Consideration must be given to manpower requirements associated with the care of the heavy patient. Sufficient staff must always be available to ensure the safe manual handling, as well as to rotate staff to prevent repetitive strain injuries and fatigue.

Staff must have completed the Trusts mandatory moving and handling level 1 and 2 training and feel confident and competent to undertake the safe system of work for the patient handling required in their area

12.4 Equipment

Most standard hospital equipment and community equipment loaned from NRS is not designed to take excessively heavy patients. All equipment must be checked for the SWL and not used if the weight or shape of the patient exceeds it.

If the patient's weight exceeds the SWL of existing equipment, bariatric equipment will need to be obtained or hired. The hiring of equipment to meet the patients' needs may be essential.

All risk factors need to be considered and added to the overall weight when requesting equipment

All new equipment must be registered on the Trusts Medical Devices Central Asset Register and appropriate arrangements made for servicing and maintenance. Please refer to the medical devices policy located on the Trusts Intranet, or contact the Medical Devices Asset Manager for advice and support.

For information on companies who hire electric profiling beds, mobile hoists and pressure relieving equipment refer to the Heavy Patient Pathway found via the [Policy and Document Store](#)

Once the admission of a heavy patient is known, employees must access Bariatric equipment as needed e.g. beds, hoists, commode, wheelchair, armchair, walking frame.

All equipment used must be suitable for the intended purpose and must be checked thoroughly before use to ensure it has been maintained appropriately and functions properly. All equipment should have a valid service sticker to show when it was last serviced and when the next service is due. If this is out of date please contact the trusts maintenance provider for a service visit, remove the device from use until the service has been completed.

It is the clinical staff's responsibility to carry out the pre use equipment checks

A suitable hoist must be made available to assist with all handling tasks. Manual handling must be kept to a minimum until a hoist is procured.

If a mobile hoist is used then there must be no attempt to move the patient horizontally in the hoist i.e. the furniture should be moved towards the hoist and not the hoist moved towards the furniture. The sling must be the correct size, shape and weight capacity for the patient and compatible with the hoist. This should be kept with the patient. For more information on hoisting refer to the Using Hoists to Move Patients Policy.

Staff using hoists supplied by NRS refer to ICELS Code of Practice for Using Hoists to Move Service users.

Where the patient requires care/treatment from staff for example Therapists detailed information must be given to the staff prior to their input. The patient handling risk assessment must accompany the patient (see section 8.2).

Consideration may have to be given to the patient receiving any necessary treatment on the bed

Electric profiling beds must be provided for all heavy patients requiring nursing or therapy interventions. Please refer to the code of practice for using electric profiling beds found via the [Policy and Document Store](#)

Measures to obtain the correct bed must be taken as a matter of urgency. These patients should not be cared for in small side rooms. However, if the risk assessment identifies the need for isolation, advice should be sought from the Infection

Prevention and Control Team

Following a documented risk assessment to ensure that the patients' individual needs are met, it may necessitate the closure of the adjoining bed space.

12.6 In the event of death

To minimise the risk of manual handling a deceased patient, and to preserve privacy and dignity, direct transfer to the undertaker is required. The undertakers must be informed of the hazards prior to the removal of the deceased as they may require a vehicle with specialist equipment on board (for further information see Heavy patient Pathway found via the [Policy and Document Store](#))

13 Specialist Services

In areas where there is a rapid through put of patients it may not be practicable to carry out a risk assessment on each patient. In these circumstances a generic risk assessment of handling situations, where there is likely to be a significant risk of injury must be carried out (MHOR as amended).

If at an appointment/pre assessment meeting, a patient is identified as having a specialist handling need, then a full risk assessment must be completed in line with section 8.2

Areas where generic risk assessments may be required include:

Day Units
Outpatient Clinics
ECT Outpatients

This list is not exhaustive.

14 Training

All staff must have the skills necessary to carry out their jobs without exposing themselves or others to unreasonable risk. Due to the range of work undertaken by the organisation different staff groups will require different skills.

Training will be provided to make sure that staff obtain and maintain these skills.

New starters must possess skills in the areas identified before working unsupervised in those areas.

All staff are required to undertake appropriate training for their individual training needs and as identified in the Trust's Training Needs Analysis.

For Techniques to be used in the moving and handling of patients, including the use of appropriate equipment, refer to the Procedures for the Moving and Handling of Patients via the [Policy and Document Store](#)

For information on the manual handling of inanimate loads, including the use of appropriate equipment, follow the link [Manual Handling at Work: A brief guide](#)

For Information on the use of hoists to move patients, refer to the Using Hoists to Move Patients Policy via the [Policy and Document Store](#)

Internal mandatory manual handling training will be divided into basic induction for all new employees, a 2 yearly update for patient handling employees, and a Back Injury Prevention update every three years for non-patient and patient handling employees.

All training packages will be designed by Learning and Development and Moving and Handling Advisor to ensure a co-ordinated approach across the organisation. This will reflect changes in local and national policy and legislation.

All participants in patient handling training will complete a declaration of health form prior to training.

14.1 Mandatory Induction Training. Induction training sessions are held twice a month. All staff will receive Moving and Handling Level 1 (Back Injury Prevention) Training.

In addition Moving and Handling Level 2 (patient handling) training will be delivered to appropriate groups.

Any staff identified as requiring Moving and handling level 2 training, and are new to providing healthcare (e.g no previous experience or experience only within another sector such as education or social care) are also required to attend a new starter follow up session within 12 weeks of commencing.

14.2 Mandatory Update Training. All employees must receive update training in manual handling. This is divided into the following groups:

(a) Moving and Handling Level 2 Update Training

This is for employees whose role includes the manual handling of patients e.g. nurses, healthcare assistants and therapists. Identified employees must receive a 2 yearly update. This may be received on a more frequent basis subject to local risk assessment and /or following any moving and handling incident where retraining has been identified. This will be provided by Learning and Development. The contents of training will be decided between the Moving and Handling Advisor, MHSG, local Managers, Learning and Development, depending on the needs of the staff group.

(b) Moving and Handling Level 1 Update

All employees must receive Moving and Handling Level 1 Update training at least every three years. This may be received on a more frequent basis subject to local risk assessment and/or following any moving and handling incident where retraining has been identified. This training will be delivered by Learning and Development as part of the core mandatory training programme.

It is the individual employees responsibility to attend Manual Handling update training as required by the Mandatory Training Policy. Any difficulty in meeting this requirement should be made to known to their line manager

14.3 Manual Handling Key Worker Course

The Moving and handling Advisor with Learning and Development will provide specialist training for staff to be Manual Handling Key Workers. This will provided areas that undertake patient handling with staff that can monitor manual handling practices in the work area, assist with audits and skill up key staff to be able to problem solve more complex manual handling issues in their local area.

14.4 Manual Handling Key Worker Update

The Moving and handling Advisor with Learning and Development will provide specialist update training for Manual Handling Key Workers. This will ensure that staff maintain the skills to undertake the Manual Handling Key Worker role.

14.5 Manual Handling Risk Assessment Training

The Health and Safety Compliance team incorporate manual handling risk assessment training as part of the Health and Safety Inspection and Risk Assessment Training. This training offers the principles of risk management and the acquisition of knowledge and skills to undertake risk assessment in the work environment

14.6 Learning and Development Manual Handling Trainer Update

The Moving and Handling Advisor will provide specialist training for staff that work for Learning and Development and deliver mandatory moving and handling level 1 and 2 courses to LPT staff. This training will provide Learning and Development employed trainers with the skills to deliver induction and update training.

15 Monitoring Training Attendance and Follow-Up arrangements

- 15.1 It is the line mangers responsibility to identify all the employees they manage attend the Manual Handling update training as specified by the Mandatory Training Policy
- 15.2 This should be monitored in accordance with the Mandatory Training Policy.
- 15.3 Employees who have been booked onto Manual Handling update training and

fail to attend should be managed by their manager in accordance with the Mandatory Training Policy.

16 Records of Manual Handling Training

All manual handling training will be recorded on the organisations training database.

The following information will be recorded on the database:

- The names of those employees attending from the registers and their work base and grade / title / assignment number
- The type of training received, i.e. induction, update, specialist.
- If the person completed the practical training.
- The date of the training and the name(s) of the trainer(s).
- Duration of the course
- When the next update is required
- Signature of delegate

17 Promoting Safe Handling Practices

All staff will be made aware of the components of manual handling risk assessment and basic injury risk reduction methods

This will be achieved by the organisation providing Moving and Handling Level 1 and 2 training

18 Supply, Purchase, Maintenance and Safe Use of Equipment

This section should be read in conjunction with the 'Medical Devices Policy' which describes the organisation's arrangements for purchasing, maintenance and repair of all medical equipment, including manual handling aids.

- All equipment purchased must have been recommended following risk assessment.
- All requests for equipment must go through the organisations procurement process.
- Planned preventative maintenance contract must be agreed at the point of order / purchase.
- The Medical Devices Policy must be followed on all manual handling equipment that is classified as a medical device and information on that equipment must be kept on a Medical Devices Central Asset register.
- If manual handling equipment is purchased from Capital Funds that has a value of over £5000 for a single item then it must be entered on to the central asset register held by finance.

- The organisation is aware that there may be patients whose weight exceeds the safe working load of the mechanical patient handling equipment that is available on site. To minimise the risk of injury to employees and patients there is the 'Heavy Patient Pathway' which provides comprehensive guidance on delivering care to heavy patients found via the [Policy and Document Store](#)
- The organisation has a policy for the safe use of hoists to move patients Using Hoists to Move Patients Policy available via the [Policy and Document Store](#)

19 Compliance with Provision and Use of Work Equipment Regulations 1998 (PUWER Regulations)

PUWER regulations deal with the work equipment used every day in workplaces and aims to keep people safe whenever equipment is used at work.

They place duties on people and organisations that own, operate or have control over work equipment. This means that the Trust and its employees have a responsibility to ensure that the equipment they use is

- Suitable for the intended use
- Safe for use, maintained in a safe condition and inspected
- Used only by people who have received adequate information, instruction and training
- Accompanied by suitable health and safety measures such as the protective devices and controls, these may include emergency stop devices, clearly visible markings and warning devices
- Used in accordance with specific requirements, such as manufacturer's instructions

In practice this means that all medical device users must ensure that the device being used is visually inspected prior to use, is safe for use, has appropriate markings such as in date service inspection stickers and LOLER inspection tags and is only used for its intended purpose.

If you are unsure how to use a device safely or do not feel competent to use the device please do not use it, report your concerns to your line manager so that appropriate training or demonstration can be completed.

If the device doesn't appear to be working correctly or safe for use please take it out of use and report any service or repair requirements to the maintenance contract provider outlined in section 21.1

If the equipment is held by the Leicester, Leicestershire and Rutland Integrated Community Equipment Loan Service (ICELS) loaned in patients' homes through Nottingham Rehab Supplies (NRS) report any service or repair requirements directly to NRS

20 Compliance with Lifting Operation and Lifting Equipment Regulations 1998 (LOLER regulations)

The trust must comply with the LOLER regulations and the approved code of practice and guidance. LOLER applies to all lifting equipment and builds on the requirements of the Provision and Use of Work Equipment Regulations. In practice this means that all patient lifting equipment used within LPT must have a 6 monthly inspection completed by an independent body. Currently LPT use Bureau Veritas for this purpose.

Bureau Veritas inspect all lifting equipment including passive and active hoists, fabric slings (not disposable slings), lifting baths and bath hoists every 6 months on behalf of LPT to ensure the equipment is safe for use, is compliant with regulations and for insurance purposes.

If your equipment does not have a valid coloured tag attached to the device you are using, please take the equipment out of service and contact the Medical Devices Asset Manager who will arrange a site visit from Bureau Veritas.

LOLER inspections are in addition to any servicing or maintenance visit completed by LPT's maintenance contract provider.

These responsibilities do not apply to equipment held by the Leicester, Leicestershire and Rutland Integrated Community Equipment Loan Service (ICELS) that is loaned in patients' homes through Nottingham Rehab Supplies (NRS)

21 Planned Preventative Maintenance and Servicing of Equipment

LPT has a servicing and maintenance contract in place to ensure that all equipment used for the moving and handling of patients has been tested and calibrated (where required).

This service contract has been awarded to Avensys UK Ltd and all equipment must have a valid service sticker attached to the device advising when it was last serviced and when the next service is due.

If there is not a valid service sticker visible, please take the equipment out of use and report it directly to Avensys who will arrange a service visit. Please refer to the Medical Devices Policy on the Intranet for more information, or contact the Medical Devices Asset Manager for advice and support.

Ensure that equipment sent for planned preventative maintenance and servicing are appropriately cleaned and decontaminated following the Cleaning and Decontamination of Equipment, Medical Devices and the Environment Policy

21.1 Patient Lifting Equipment

Patient lifting equipment must be serviced annually to ensure it meets the recommendations in the manufacturer's instructions and is safe for use. As stated in section 21 above, if the device you are using does not have a valid service sticker stating the last service and next service dates, please take it out of use and contact Avensys for a service visit.

21.2 Other Manual Handling Equipment

All other manual handling equipment must be serviced annually to ensure that it meets the recommendations in the manufacturer's instructions and is safe for use. Please refer to Section 20 and 21.1 and follow the process for reporting any devices that are out of service date.

These responsibilities do not apply to equipment held by the Leicester, Leicestershire and Rutland Integrated Community Equipment Loan Service (ICELS) that is loaned in patients' homes through Nottingham Rehab Supplies (NRS)

22 Audit of Equipment

A full audit of manual handling equipment which is used for the moving of patients will be carried out every two years. This will be conducted by a manual handling key worker or a suitably nominated person.

23 Monitoring Compliance with the Policy

For information on how this policy will be monitored please refer to the monitoring table (Appendix 4).

24 Process for Review of this Document

This policy will be reviewed three yearly or earlier depending on:-

- Organisational or significant legislative changes
- Significant changes to practice which require a change in policy
- If a significant incident, or a series of incidents, concerning the operation of the policy occurs
- Highlighted concerns from the enforcement authority – the Health and Safety Executive
- Consideration of accident incident trend analysis, by reviewing the efficacy of this policy and associated appendices / manual handling risk assessment tools
- If significant findings of assessments of risk indicate that this policy is not effective.

25 Dissemination and Implementation

The policy is agreed by the Leicestershire Partnership NHS Trust Health and Safety Committee and is accepted as a Trust wide policy. This policy will be disseminated immediately throughout the Trust following adoption.

- The dissemination and implementation process is:
- Line-Managers will convey the contents of this policy to their staff
- Staff will be made aware of this policy using existing staff newsletters and team briefings
- The policy will be published and made available on resource

26 Links to Standards/Performance Indicators

The table below details the standard and performance indicators that relate to this policy:

TARGET/STANDARDS	KEY PERFORMANCE INDICATOR
Care Quality Commission fundamental standards (regulation 12) Safe care and treatment (regulation 15) <i>Premises and equipment</i> and regulation 17 Good Governance of the Health and Social Care Act (2008) (Regulated Activities Regulations 2010)	That the Trust maintains compliance with CQC registration standards, this policy supports outcome standard 12 and 15

27 Legislation, Bibliography and Associated Documentation

This policy was drafted with reference to the following:

Legislation

This section gives examples of legislation that may apply to LPT, it is not an exhaustive list.

Health and Safety at Work, etc Act 1974
Human Rights Act 1998
Mental Capacity Act 2005
Care Standards Act 2000
Care Act 2014
Equality Act 2010
Management of Health and Safety at Work Regulations 1999 (as amended (2006))
Manual Handling Operations Regulations 1992 (as amended 2002)
Medical Devices Regulations 2002 (as amended)
Lifting Operations and Lifting Equipment Regulations 1998
Provision and Use of Work Equipment Regulations 1998
Reporting Injuries, Diseases and Dangerous Occurrence Regulations 2013

The Health and Social Care Act 2008 (Regulated Activities) Regulations 2010. Regulation 16 Safety, availability and suitability of equipment

Bibliography

Manual Handling in the Health Service (Health Services Advisory Commission 1998)
The Guide to the Handling of People a Systems Approach 6th Edition
(Backcare 2011)

Manual Handling at work: A brief guide Health and Safety Executive 2012

Handling Assessments in Hospital and Community (RCN 1999)

Introducing a Safer Patient Handling Policy (RCN 1999)

RCN Code of Practice for Patient Handling (1999)

Handling Home Care: Achieving safe, efficient and positive outcomes for care workers and clients (HSE 2002)

Mental Capacity Act 2005 Code of Practice, London 2007

Guidance on Manual Handling in Physiotherapy 4th Edition 2014, Chartered Society of Physiotherapy

Manual Handling, College of Occupational Therapists 2006

Leicestershire Partnership NHS Trust Policies

Health and Safety Policy

Medical Devices Policy

Incident Reporting Policy

Records Management Policy

Consent Policy

Dress Code and Uniform Policy

Mandatory Training Policy

Trust Induction Policy

Delegation of Tasks Process Policy

Risk Management Strategy

Policy for the Safe Use of Bedrails

Falls Policy Guide

Infection Prevention and Control Policy

Using Hoists to Move Patients Policy

Mental Capacity Act Policy

Deprivation of Liberty Safeguards Policy

Code of Practice for the Using Electric Profiling Beds

Cleaning and Decontamination of Equipment, Medical Devices and the Environment Policy

All policy documents are available via the [Policy and Document Store](#) available on E-source. **Web Links**

Manual handling at work: A brief guide (HSE 2012)

<http://www.hse.gov.uk/pubns/indg143.pdf>

Leicestershire Partnership NHS Trust Manual Handling Procedures, Pathways, Guidelines, Codes of Practice and associated documentation are available via the [Policy and Document Store](#)

Manual Handling Steering Group

Terms of Reference

References to “the Group” shall mean the Manual Handling Steering Group

1.0 Purpose of Committee

- 1.1 Ensure that the Manual Handling Regulations of 1992(as amended) are complied with.
- 1.2 Promote safe systems of work and safe environment for staff when carrying out any manual handling activities.
- 1.3 Direct the strategy for Manual Handling within Leicestershire Partnership NHS Trust and review as necessary.
- 1.4 Report to the Leicestershire Partnership NHS Trust Health and Safety Committee.
- 1.5 The group will cover ALL staff employed by Leicestershire Partnership NHS Trust

2.0 Clinical Focus and Engagement

- 2.1 The Trust considers clinical engagement and involvement in Board decisions to be an essential element of its governance arrangements and as such the Trust’s integrated governance approach aims to mainstream clinical governance into all planning, decision making and monitoring activity undertaken by the Board

3.0 Authority

- 3.1 The Group is authorised by the Health and Safety Committee to conduct its activities in accordance with this Terms of Reference
- 3.1 The Group is authorised by the Health and Safety Committee to seek any information it requires from any employee of the Trust in order to perform its duties.

4.0 Membership

- 4.1 The group will be chaired by the Moving and Handling Advisor.
- 4.2 Members will be nominated by the Leicestershire Partnership NHS Trust Health and Safety Committee and Local Health, Safety and Security Action Groups.
- 4.3 Multi professional representation is required from Community Health Service Directorate, Adult Mental Health and Learning Disability Directorate, Families Young People and Children Directorate and Enabling Service

- 4.4 The group will be made up of members who must attend regularly and meet the 75% attendance criteria
- 4.5 Only members of the group or their nominated representative have the right to attend the meetings. However other individuals may be invited to attend for all or part of the meeting as deemed appropriate.
- 4.6 Membership of the group will be reviewed and agreed annually.

5.0 Secretary

Secretarial support will be provided by the Health and Safety Compliance Team

6.0 Quorum

The quorum necessary for the transaction of business shall be four, but must include divisional representatives. A duly convened meeting of the Group at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Group. It is the responsibility of each division to ensure representation at each meeting.

7.0 Frequency of Meetings

The group will meet every three months. Additional meetings may be requested by members through the chairperson. Meetings will only be cancelled or postponed if less than four members can attend.

8.0 Agenda/Notice of Meetings

- 8.1 Notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed shall be forwarded to each member of the group, and any other person required to attend.
- 8.2 Any other Business must be notified to the Chair in advance of the meeting and cannot be tabled on the day unless considered urgent by the Chair.

9.0 Minutes of Meetings

- 9.1 The proceedings and resolutions of all group meetings will be minuted including the names of those present and in attendance.
- 9.2 Minutes of the meetings shall be circulated to all members and shall be issued within ten working days of the meeting. The minutes will be open to scrutiny by the Trust's auditors.
- 9.3 The group minutes will be disseminated through the Health and safety committee and Health, Safety and Security Action Groups and be made available on the LPT Intranet.

10.0 Duties

The group shall:-

- 10.1 Develop, implement and evaluate an on-going Manual Handling Strategy.
- 10.2 Advise and assist the Moving and Handling Advisor in developing the Manual Handling Strategy.
- 10.3 Address specific manual handling issues identified by the group. The issues identified are training, equipment, risk assessment and therapeutic handling.
- 10.4 The group will act as a local operational group and monitor and review the performance of the Trust in line with the Manual Handling Policy.
- 10.5 Receive and monitor manual handling incidents to identify trends and areas of the Trust that may require further investigation and possible remedial work.

11.0 Reporting Responsibilities:

- 11.1 The group shall make recommendations to the Health and Safety Committee
- 11.2 Send minutes to the Health and Safety Committee
- 11.3 Determine any issues that need escalating to the Health and Safety Committee

12.0 Annual Review

- 12.1 The group shall, at least once a year, review its own performance and terms of reference (including membership) to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Health and Safety Committee for approval.

13.0 Risk Responsibility

- 13.1 The risk areas the Group has special responsibility for will be those that fall within the remit of this Group.

TILE Risk Assessment Help Checklist

<p>Problems to look for when Making an assessment</p>	<p>Ways of reducing the risk of injury</p>
<p><i>The tasks: do they involve:</i></p> <ul style="list-style-type: none"> ▪ Holding loads away from the body? ▪ Twisting, stooping or reaching upwards? ▪ Large vertical movement? ▪ Long carrying distances? ▪ Strenuous pushing or pulling? ▪ Repetitive handling? ▪ Insufficient rest or recovery time? ▪ A work rate imposed by a process? 	<p>Can you:</p> <ul style="list-style-type: none"> ▪ Use a lifting aid? ▪ Improve workplace layout to improve efficiency? ▪ Reduce the amount of twisting and stooping? ▪ Avoid lifting from floor level or above shoulder height, especially heavy loads? ▪ Reduce carrying distances? ▪ Avoid repetitive handling? ▪ Vary the work, allowing one set of muscles to rest while another is used? ▪ Push rather than pull?
<p><i>The loads: are they:</i></p> <ul style="list-style-type: none"> ▪ Heavy, bulky or unwieldy? ▪ Difficult to grasp? ▪ Unstable or likely to move unpredictably (like animals)? ▪ Harmful? e.g. sharp or hot ▪ Awkwardly stacked? ▪ Too large for the handler to see over? 	<p>Can you make the load:</p> <ul style="list-style-type: none"> ▪ Lighter or less bulky? ▪ Easier to grasp? ▪ More stable? ▪ Less damaging to hold? <p>If the load comes in from elsewhere, have you asked the supplier to help, e.g. provide handles or smaller packages?</p>
<p><i>The working environment: are there:</i></p> <ul style="list-style-type: none"> ▪ Constraints on posture? ▪ Bumpy, obstructed or slippery floors? ▪ Variations in levels? ▪ Hot/cold/humid conditions? ▪ Gusts of wind or other strong air movements? ▪ Poor lighting conditions? ▪ Restrictions on movements or posture from clothes or personal protective equipment (PPE)? 	<p>Can you:</p> <ul style="list-style-type: none"> ▪ Remove obstructions to free movement? ▪ Provide better flooring? ▪ Avoid steps and steep ramps? ▪ Prevent extremes of hot and cold? ▪ Improve lighting? ▪ Provide protective clothing or PPE that is less restrictive? ▪ Ensure your employees' clothing and footwear is suitable for their work?

Problems to look for when making an assessment	Ways of reducing the risk of injury
<p>Individual capacity: does the job:</p> <ul style="list-style-type: none"> ▪ Require unusual capability, e.g. above-average strength or agility? ▪ Endanger those with a health problem or learning/physical disability? ▪ Endanger pregnant women? ▪ Call for special information or training? 	<p>Can you:</p> <ul style="list-style-type: none"> ▪ Pay particular attention to those who have a physical weakness? ▪ Take extra care of pregnant workers? ▪ Give your employees more information, e.g. about the range of tasks they are likely to face? ▪ Provide more training
<p>Handling aids and equipment:</p> <ul style="list-style-type: none"> ▪ Is the device the correct type for the job? ▪ Is it well maintained? ▪ Are the wheels on the device suited to the floor? ▪ Do the wheels run freely? ▪ Is the handle height between the waist and shoulders? ▪ Are the handle grips in good order and comfortable? ▪ Are there any brakes? If so, do they work? 	<p>Can you:</p> <ul style="list-style-type: none"> ▪ Provide equipment that is more suitable for the task? ▪ Carry out planned preventive maintenance to prevent problems? ▪ Change the wheels, tyres and/or flooring so that equipment moves easily? ▪ Provide better handles and handle grips? ▪ Make the brakes easier to use, reliable and effective?
<p>Work organization factors:</p> <ul style="list-style-type: none"> ▪ Is the work repetitive or boring? ▪ Is work machine or system-paced? ▪ Do workers feel the demands of the work are excessive? ▪ Have workers little control of the work and working methods? ▪ Is there poor communication between managers and employees? 	<p>Can you:</p> <ul style="list-style-type: none"> ▪ Change tasks to reduce the monotony? ▪ Make more use of workers' skills? ▪ Make workloads and deadlines more achievable? ▪ Encourage good communication and teamwork? ▪ Involve workers in decisions? ▪ Provide better training and information?

GUIDELINES FOR PATIENT HANDLING RISK ASSESSMENT SCREENING FORM

1	This form is mainly for inpatient use.
2	If you are a staff member working in the community and a client requires moving and handling, a patient handling risk assessment will need to be completed to accompany the plan of care.
3	If the patient is independent in all areas, no further assessment is necessary unless any of the factors on the Patient Moving and Handling and Evacuation Screening Form change.
4	It is the responsibility of a trained nurse, a trained therapist or a social care manager to complete the moving and handling documentation.
5	Named Nurses / Home Managers are accountable for ensuring information is up to date and completed.
6	It is the responsibility of all members of staff to make themselves aware of a patient's moving and handling plan prior to any kind of moving or handling.
7	It is the responsibility of all members of staff e.g. health care support worker to inform a trained member of staff about any difficulties / concerns they may have after following a moving and handling plan
8	The decision of when to review the patient's / client's moving and handling needs will be made by the clinical staff in the department.

PATIENT HANDLING RISK ASSESSMENT SCREENING FORM

HOW TO USE THIS FORM

If patient is independent in all areas, no further assessment is necessary, except if any of the below factors change. For specific action plan refer to care plan

PATIENT DETAILS:	
ID NUMBER	WEIGHT.....
NAME.....	HEIGHT.....
WARD / AREA.....	DATE.....

ASSESSMENT OF PATIENTS CONDITION			
HANDLING CONSTRAINTS	YES	NO	COMMENTS
Mental State			
Challenging Behaviour			
Understands commands			
Difficulty with upper Limbs			
Difficulty with Lower Limbs			
Previous known handling issues			
Previous falls			
Pain			
Lines / Tubes Catheter			
Waterlow score / Tissue Viability – Assessment required.			

Assessor:

Review: Date:

Signature: Date:

Are you going to manually assist the patient? If yes – proceed with handling factors

No patient handling situation is ever truly risk free

Moving and Handling Factors

	Date	Date	Date	Date
Walking (Please Tick)				
Independent				
Supervision				
Aid Required				
Unable to Mobilise				
Number of Handlers				
Signature				
Bathing (Please Tick)				
Independent				
Supervision				
Hoist				
Other				
Number of Handlers				
Signature				
Emergency Evacuation (Please Tick)				
Independent				
Supervision				
Wheeled Transport				
Other				
Number of Handlers				
Signature				
Transfer Bed to Chair / Commode to Chair / Chair to Toilet / Wheelchair (Please Tick)				
Independent				
Supervision				
Aid required				
Other				
Number of Handlers				
Signature				
Moving Patient up the Bed and Positioning in Bed (Please Tick)				
Independent				
Supervision				
Aid required				
Other				
Number of Handlers				
Signature				
Transfer Bed to Bed / Trolley (Please Tick)				
Independent				
Supervision				
Aid required				
Other				
Number of Handlers				
Signature				

Take into account the environment, the task being completed and the individual (Staff Member) when completing this form.
 NOW DEVISE YOUR CARE PLAN

GUIDELINES ON COMPLETING THE PATIENT HANDLING RISK ASSESSMENT SCREENING FORM

1	PATIENT DETAILS	<p>To include name and/or identification number</p> <p>The name of the location where the actual moving and handling manoeuvres will actually be completed. E.g. for community this may be their own home or a relative's home, this should be the place where the client's spends most of his/her time.</p>
2	WEIGHT	Record weight, and the date of when the weight was recorded as this may change (This information could be updated several times).
3	HEIGHT	Record height if known, it may be desirable to add details of the client's build
4	DATE	This is the date for when form was completed
5 - 6	ASSESSMENT OF CLIENTS CONDITION	<p>Tick 'Yes' or 'No' box if applicable. Comments should include, information that may help the carer with handling moves / techniques. EXAMPLES BELOW OF SUGGESTED HANDLING CONSTRAINTS. (THIS IS NOT AN EXHAUSTIVE LIST)</p>
	a. Mental state	<ul style="list-style-type: none"> - Well motivated - Unmotivated - Apprehensive - Disorientated - Suffers with dementia - Unpredictable
	b. Challenging Behaviour	<p>Identifiable triggers</p> <p>What does the behaviour consist of?</p>
	c. Understanding Commands	<ul style="list-style-type: none"> - What are the client's communications skills like? - Is English their first language? - May have visual or hearing defects / disabilities. - May respond to special signs.
	d. Difficulties with upper limbs	<ul style="list-style-type: none"> - Unable to grasp with right or left hand. - Does not have full range of movement in one arm or both arms. - Unable to use right or left arm.
	e. Difficulties with lower limbs	<ul style="list-style-type: none"> - Needs to wear shoes when standing. Right or left leg has a tendency to give way following five minutes of standing. – One leg shorter than other. – Unable to weight-bear.

	f. previous known handling issues	<ul style="list-style-type: none"> - Has specialist equipment been required I hired I purchased? - Have staff had any difficulties
	g. Previous Falls	<ul style="list-style-type: none"> - Long history of falls. - Reason for previous falls I history of falls (if known) for example epilepsy related falls.
	h. Pain	<p>What may be causing pain?</p> <ul style="list-style-type: none"> - Pain relief that may need to be given and when.
	i. Lines/Tubes Catheter	<ul style="list-style-type: none"> - May have a leg bag. - May have colostomy. - May have an intravenous infusion I enteral feeding.
	J. Waterlow Score Tissue Viability	<p>Taken from Waterlow risk assessment.</p> <ul style="list-style-type: none"> - (May give an indication of pressure area care required). - Please refer to tissue viability assessment.
7.	SIGN NAME	
8.	REVIEW DATE	
9.	Environment and Individual	<p>It is the duty of each EMPLOYEE to take reasonable care of their own health and safety and that of others, and to co-operate with the employers in discharging their duties under the act. Under the Health and Safety at Work Act (1974).</p> <p>Please inform your manager if you are unable to undertake a moving and handling task.</p> <p>As the environment can constantly change staff members need to be aware of:</p> <p>Space availability Floor surface uneven, slippery or stable Variations in level of floors, work surfaces, or steps Temperature, humidity or air movement – Lighting</p> <p>In line with the Manual Handling Policy 2015 Section 8, general risk assessments should be completed in your area so you have an idea of which patients can use which room.</p> <p>For example, it can be said that with the hoist and space available it is not possible to toilet non mobile patients in the toilets and that these people must be toileted on commodes.</p>

<p>10.</p>	<p>Moving and Handling Factors</p>	<p>The date of filling out the factors. Tick the box under each heading that applies.</p> <p>Independent = Patient is able to do moves without help.</p> <p>Supervision = Patient may require slight assistance which could be instructions on how to move.</p> <p>Aid required = any equipment the ward has purchased and the staff need to use must be highlighted e.g.</p> <p>Frame Handling Belt Hoist Sliding Sheet Raised Toilet Seat Profiling Bed Transfer Board Stand Aid</p> <p>Number of Handlers = Number of staff required for moving and handling needs.</p> <p>Other = Other is a place in each section so any additional equipment that is not listed may be added e.g. under the "walking" heading other may staff protective head wear.</p> <p>Signature = Your signature.</p> <p>If any of the headings do not apply, please state 'not applicable'</p>
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Appendix 4

Policy Monitoring Section Criteria Number & Name: **4.5 Moving & Handling**

Duties outlined in this Policy will be evidenced through monitoring of the other minimum requirements

Where monitoring identifies any shortfall in compliance the group responsible for the Policy (as identified on the policy cover) shall be responsible for developing and monitoring any action plans to ensure future compliance Reference	Minimum Requirements	Self assessment evidence	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
4.5 (b)	techniques to be used in the moving and handling of patients and objects, including the use of appropriate equipment	Procedure for the Moving and Handling of patients Link to HSE Manual handling at work: A brief guide Using Hoists to Move Patients Policy Heavy Patient Pathway Code of Practice for Electric Profiling Beds Standard Operating Procedure for Inanimate Load Handling	Incident Reporting Process RIDDOR reportable inju	Moving and Handling Advisor onward reporting to the Health and Safety Committee	Quarterly
4.5 (c)	arrangements for access to appropriate specialist advice	Moving and Handling Advisor provides specialist advice and manual handling key workers Section 9	Moving and Handling Advisor records all referrals for monitoring of specialist advice. Quarterly report to Health and Safety Committee	Moving and Handling Advisor onward reporting to the Health and Safety Committee	Quarterly
4.5 (d)	how the organisation risk assesses the moving and handling of patients and objects	Manual Handling Risk Assessments Patient Handling Risk Assessments Section 8	Local responsibility for reviewing local risk assessments Review of Trust Risk Register Spot audit checks of risk assessments by Moving and Handling Advisor.	Risk owners Moving and Handling Advisor onward reporting to the Health and Safety Committee	In accordance with identified review dates on risks All investigations and referrals
4.5 (e)	how action plans are developed as a result of risk assessments	Action requirements identified in Manual Handling /Patient Handling Risk Assessment s Section 8.4 and 8.5	Local responsibility for reviewing local risk assessments Review of Trust Risk Register	Risk owners	In accordance with identified review dates on risks
4.6 (f)	how action plans are followed up	Action requirements identified in Manual Handling /Patient Handling Risk Assessment Section 8.4 and 8.5	Local responsibility for reviewing local risk assessments Review of Trust Risk Register	Risk owners	In accordance with identified review dates on risks

Policy Training Requirements

The purpose of this template is to provide assurance that any training implications have been considered

Training topic:	Manual Handling
Type of training:	<input checked="" type="checkbox"/> Mandatory (must be on mandatory training register) <input checked="" type="checkbox"/> Role specific <input type="checkbox"/> Personal development
Division(s) to which the training is applicable:	<input checked="" type="checkbox"/> Adult Learning Disability Services <input checked="" type="checkbox"/> Adult Mental Health Services <input checked="" type="checkbox"/> Community Health Services <input checked="" type="checkbox"/> Enabling Services <input checked="" type="checkbox"/> Families Young People Children <input checked="" type="checkbox"/> Hosted Services
Staff groups who require the training:	All staff groups
Update requirement:	As stated in Section 14
Who is responsible for delivery of this training?	Mandatory training – Learning and Development Manual Handling Key Workers-Moving and Handling Advisor Risk Assessment-Health and Safety Compliance Team Local induction training – Line Managers or delegated responsibility PDR Process – Line Managers
Have resources been identified?	YES
Has a training plan been agreed?	YES
Where will completion of this training be recorded?	<input checked="" type="checkbox"/> Trust u-Learn Training System <input checked="" type="checkbox"/> Other (please specify) PDR Process
How is this training going to be monitored?	Learning and Development Via the PDR Process

The NHS Constitution

NHS Core Principles – Checklist

Please tick below those principles that apply to this policy

The NHS will provide a universal service for all based on clinical need, not ability to pay.
The NHS will provide a comprehensive range of services

Shape its services around the needs and preferences of individual patients, their families and their carers	<input type="checkbox"/>
Respond to different needs of different sectors of the population	<input checked="" type="checkbox"/>
Work continuously to improve quality services and to minimise errors	<input checked="" type="checkbox"/>
Support and value its staff	<input checked="" type="checkbox"/>
Work together with others to ensure a seamless service for patients	<input checked="" type="checkbox"/>
Help keep people healthy and work to reduce health inequalities	<input checked="" type="checkbox"/>
Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance	<input type="checkbox"/>

Due Regard Screening Template

Section 1		
Name of activity/proposal	Manual Handling	
Date Screening commenced	August 2019	
Directorate / Service carrying out the assessment	Health and Safety Compliance Team	
Name and role of person undertaking this Due Regard (Equality Analysis)	Mark Dearden, Moving and Handling Advisor	
Give an overview of the aims, objectives and purpose of the proposal:		
<p>AIMS: The aim of this policy is to eliminate the risks of manual handling in relation to both patient and inanimate load handling within the workplace and if this is not reasonably practicable any residual risks will be minimised to the lowest level reasonably practicable through the application of risk assessment and training.</p>		
<p>OBJECTIVES: To provide clear processes and procedures for the management of manual handling activities</p>		
<p>PURPOSE: The organisation will, as far as is reasonably practicable, provide a safe working environment, safe system of work and safe equipment to comply with the Manual Handling Operations Regulations 1992 by:</p> <ul style="list-style-type: none"> • Ensuring that all employees are aware of their responsibilities and apply the requirements of this policy • Providing information and training 		
Section 2		
Protected Characteristic	Could the proposal have a positive impact Yes or No (give details)	Could the proposal have a negative impact Yes or No (give details)
Age	Yes-Support young people with reasonable adjustments to role	No
Disability	Yes-supporting individuals with reasonable adjustments to role	Yes-May present restrictions to individuals who cannot effectively demonstrate or conduct patient handling techniques
Gender reassignment	No	No
Marriage & Civil Partnership	No	No
Pregnancy & Maternity	Yes-Support individuals with	No

	reasonable adjustments to role	
Race	No	No
Religion and Belief	No	No
Sex	No	No
Sexual Orientation	No	No
Other equality groups?	No	No

Section 3

Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please tick appropriate box below.

Yes		No	
High risk: Complete a full EIA starting click here to proceed to Part B		Low risk: Go to Section 4.	✓

Section 4

It this proposal is low risk please give evidence or justification for how you reached this decision:

This policy describes the arrangements in place for all staff across the Trust. All staff will receive appropriate training to minimise all foreseeable risks of harm from manual handling

Signed by reviewer/assessor	Mark Dearden	Date	27/08/19
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Sign off that this proposal is low risk and does not require a full Equality Analysis

Head of Service Signed		Date	27/08/19
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PRIVACY IMPACT ASSESSMENT SCREENING

<p>Privacy impact assessment (PIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet individual’s expectations of privacy. The first step in the PIA process is identifying the need for an assessment.</p> <p>The following screening questions will help decide whether a PIA is necessary. Answering ‘yes’ to any of these questions is an indication that a PIA would be a useful exercise and requires senior management support, at this stage the Head of Data Privacy must be involved.</p>			
Name of Document:	Management of Building/Premises Ventilation Systems		
Completed by:	Christian Knott		
Job title	Health and Safety Advisor	Date	29/08/19
			Yes / No
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.			No
2. Will the process described in the document compel individuals to provide information about themselves? This is information in excess of what is required to carry out the process described within the document.			No
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?			No
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?			No
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.			No
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?			No
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.			No
8. Will the process require you to contact individuals in ways which they may find intrusive?			No
<p>If the answer to any of these questions is ‘Yes’ please contact the Head of Data Privacy Tel: 0116 2950997 Mobile: 07825 947786 Lpt-dataprivacy@leicspart.secure.nhs.uk In this case, adoption n of a procedural document will not take place until approved by the Head of Data Privacy.</p>			
IG Manager approval name:			
Date of approval			

Acknowledgement: Princess Alexandra Hospital NHS Trust