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Moving and Handling Policy

Live  Care

Date Written	14.07.2017
Author(s)	Registered manager
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Reviewed by	

Unit 1 Chandos House,
Hankridge Way,
Taunton,
Somerset
TA1 2LR

Review Data

Initial Production

Name	Role/Department	RACI	Date
Registered manager	Registered Manager	RA	14.07.2017
Registered manager	Registered Manager	RA	04/12/2017

R = Responsible for document production; A = Accountable; C = Consulted; I = Informed

Change History

Version	Date	Details of Change	Author
2.0	14.07.2017	Re-write and re-structure of original policy in line with most recent legislative updates.	Registered manager

Emergency Contact Details

Name	Email	Mobile
Registered manager	fran@livein.care	

Regulation Number	Regulation Details
Regulation 12: Safe Care and Treatment	The intention of this regulation is to prevent people from receiving unsafe care and treatment and prevent avoidable harm or risk of harm. Providers must assess the risks to people’s health and safety during any care or treatment and make sure that staff have the qualifications, competence, skills and experience to keep people safe

Key Lines of Enquiry

KLOE	How this applies to COSHH
Safe	This policy falls under the category of ‘Safe’ as it Encourage the establishment of a safe and ergonomically sound working environment for Client movement and manual handling systems, based on a programme of risk assessment.

Related Documents

This policy should be read in conjunction with our:

- **Risk Assessment**
- **Lone Working**
- **Incident Reporting Policy**

Policy Statement

Policy Aims

The purpose of this policy is to:

- Encourage the establishment of a safe and ergonomically sound working environment for Client movement and manual handling systems, based on a programme of risk assessment.
- Provide guidance for safe Client movement and manual handling of loads in the work place based on the use of safer handling principles.
- Establish a programme of training, coaching, supervision and education for all employees and volunteers involved in manual handling tasks.
- Establish a system for monitoring both practice and progress.
- Assist managers to include appropriate improvements to manual handling systems in their annual health & safety plan

In compliance with the Manual Handling Operations Regulations 1992, Living Carers Ltd will, so far as is reasonably practicable, avoid the need for staff to undertake any manual handling operations at work that involve the risk of injury.

Where hazardous manual handling operations cannot be avoided, Living Carers Ltd will carry out a risk assessment and reduce the risk of injury so far as is reasonably practicable.

Key Question: What exactly do you mean by Manual Handling?

Manual Handling is defined as the transporting or supporting of any load (including lifting, putting down, pushing, pulling and carrying), by hand or by bodily force.

Load is defined as a discrete moveable object. Clients are classified within this definition.

Manual Handling Injury is defined as an injury sustained by an individual during the undertaking of a manual handling operation or task.

Hazard is defined as the ability to cause harm to someone or something.

Risk is defined as the probability or likelihood of that hazard occurring

Responsibilities

Management

- Ensuring that written risk assessments are completed for all manual handling tasks.
- Carrying out a risk assessment for any member of staff or volunteer who may be at an increased risk of injury as a result of carrying out MH tasks e.g. during pregnancy.
- Implementing all reasonable improvements identified by risk assessments.
- Ensuring that all staff have received manual handling training appropriate to their needs.
- Providing staff with equipment checklists, to ensure the equipment remains fit for purpose and is serviced as required.
- Carrying out an annual audit of manual handling activities.
- Ensure all risk assessments and manual handling specifications are recorded in a Client's care plan

Managers should consider an assessment made of:

- Training, coaching and supervision and continual education for all staff.
- Epidemiology – staff sickness absence, incident and accident reporting.



All Staff

- Follow the safe systems of work and laid down procedures identified by manual handling risk assessments.
- Use equipment only as prescribed in manual handling risk assessments.
- Take responsibility for their own coaching and supervision.
- Be responsible for their own health and safety at work and that of others.
- Be aware of their own limitations.
- Report any changes to either their own capability or that of a Client and request a new risk assessment when necessary.
- Complete equipment checklists to ensure equipment is fit for purpose and serviced as required.
- Report all untoward incidents/accidents to their manager as soon as possible.
- Report any manual handling risk or failure of system of work.

Risk Assessment

Identify manual handling operations that present a significant risk of injury to staff.

Where risk is perceived as medium or high and injury is a possibility, a written risk assessment must be undertaken using a standardised form.

Where a Client is the load, an individual Client handling risk assessment must be undertaken in each case using a standardised form. This must include recording whether one or two care workers are required for manual handling.

Assessments must be carried out by competent persons and consider the four aspects of the Moving and Handling Theory; Task, Individual Capability, Load and Working Environment. Information on the outcome must be fed back to staff as part of the risk assessment process.

Assessment must clearly identify the hazard, the level of risk and the corrective action that needs to be taken. Where equipment is required to reduce the risk, a suitable and sufficient assessment must be undertaken to ensure that any such equipment is appropriate for the task for which it is intended.

A planned preventative maintenance programme for all equipment used to reduce the risks associated with manual handling must be agreed, implemented and maintained.

All manual handling risk assessments must be reviewed on a regular basis, to ensure risks are kept to the lowest level reasonably practicable. Assessments must also be reviewed and updated if there is a change to either the task, equipment, working practices, working environment or staff undertaking the task.

Also, following the occurrence of an accident or near miss, or a change in guidance from a manufacturer or the Health and Safety Executive. Where the review process identifies an increase in the level of risk, appropriate additional measures must be developed and implemented to reduce the risk to an acceptable level, so far as is reasonably practicable.

Separate risk assessments must be undertaken for members of staff who are pregnant/nursing mothers. A record of all risk assessments undertaken must be maintained.

Key Question: Will I receive any Manual Handling Training?

Staff will be directed to attend mandatory manual handling training on an annual basis. Training sessions will include theoretical and practical elements and cover as a minimum: current legislation, spinal awareness, principles of safe handling and base movement techniques.

Mandatory training sessions will be monitored to meet the continuing and changing needs of Living Carers Ltd and its staff.

Managers are responsible for ensuring staff are directed to, *and attend*, mandatory training sessions on an annual basis.

Please provide your line manager with a copy of your booking confirmation. Please ensure a copy of your training certificate is sent to Living Carers LTD.

Principles of Safer Practice

- Avoid manual handling where possible.
- Assess what needs to be done (risk assess the task, individual capability, load and working environment)
- Use appropriate equipment whenever possible to reduce the risk of injury.
- Know your personal limitations and do not try to exceed them.
- Prepare your working area e.g. remove obstacles, plan your route.

When adopting an appropriate position:

- **Feet wide apart to create a stable base. Place your leading foot in the direction of travel.**
- **Maintain a natural upright posture with your spine in line ensuring the natural curves are present.**
- **Avoid twisting and static stooping.**
- **Keep close to the load.**
- **Bend at knees and hips to maintain the spine's natural upright posture.**
- **Bending the knees allows you to reach lower while still maintaining a natural upright posture. This also allows you to support the load closer to**

your body and reduces the strain on all structures of your body, particularly the back, shoulders and arms.

- **Ensure you have a secure grip on the load.**
- **Keep your elbows tucked in.**
- **Use abdominal muscles to help support your back.**
- **Perform the manual handling operation.**
- **Evaluate your actions.**

Please note: Pregnant workers and nursing mothers must undertake an individual risk assessment.

Emergency Situations

Safe systems of work must be planned for all foreseeable emergency situations including:

- **Fire, bomb or other situations requiring evacuation from the premises.**
- **Collapsing building or other structure.**
- **Collapsed Client/guest, visitor or member of staff in a confined space or other situation.**
- **Client/guests suffering cardiac or respiratory arrest.**

Where an unforeseen emergency occurs, the senior member of staff on duty is responsible for selecting appropriate manual handling techniques and/or equipment to deal with the situation.

Key Points to Take Away

- Where hazardous manual handling operations cannot be avoided, the employing organisation will carry out a risk assessment and reduce the risk of injury so far as is reasonably practicable
- In compliance with the Manual Handling Operations Regulations 1992, Living Carers Ltd will, so far as is reasonably practicable, avoid the need for staff to undertake any manual handling operations at work that involve the risk of injury
- Know your personal limitations and do not try to exceed them. Prepare your working area e.g. remove obstacles, plan your route.

Policy Review

This policy will be reviewed by the Registered Manager at least annually to make any updates and amendments necessary to ensure the policy conforms to current legislation, reflects current practice and expectations.

Authorisation and Signature

This Policy is the official and authorised version agreed by the Directors of Living Carers Ltd. All employees are expected to work in accordance with this policy and failure to comply with this policy could result in disciplinary action.

Registered manager

Registered Manager

04.12.2017

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