



Western Health
and Social Care Trust

Moving & Handling Policy

October 2019

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1.0 INTRODUCTION

- 1.1 The purpose of this policy is to provide an outline of the requirements of the Manual Handling Operations Regulations (NI) 1992.
- 1.2 The objective of this Policy is to reduce the risk of injury to those persons who may be involved in moving and handling activities “as far as is reasonably practicable”.

2.0 POLICY STATEMENT

The Western Health & Social Care Trust (The “Trust”) will comply with the Manual Handling Operations Regulations (NI) 1992, (the “regulations”) which place a requirement on the employer and employee to reduce the hazards to health associated with moving and handling operations.

3.0 DEFINITIONS

“MOVING AND HANDLING” in this policy refers to “any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving therefore) by hand or bodily force” (The Manual Handling Operations Regulations 1992 (as amended) MHOR Guidance on Regulations HSE)
http://www.hse.gov.uk/foi/internalops/ocs/300-399/313_5.htm

A “LOAD” includes any person, animal or movable object.

“ASSESSED NEED” in this policy refers to any documented needs of a service user or staff member arising from a formal assessment of those needs carried out by a health, occupational health or social care professional and/or within a formal health, occupational health & safety and/or social care needs assessment framework including an individual clinical risk assessment.

4.0 RESPONSIBILITIES OF WESTERN TRUST

- 4.1 The Trust aims to ensure, “so far as is reasonably practicable”, the health; safety and welfare of all employees. This includes the health, safety and welfare of employees involved in the moving and handling of patients as well as instruction and training on the handling of plant and equipment loads to ensure a safe system of work. All decisions in relation to moving and handling will consider the best interests of the patient, their dignity and the promotion of their independence. **In addition to considering the health and safety of vulnerable groups as defined in the Management of Health & Safety at Work Regulations 1999 the Trust will take account of its responsibilities as a designated public authority in relation to categories listed in Section 75 of the Northern Ireland Act through ensuring staff training and awareness, and the consideration, in relation to moving and handling, of the assessed needs of specific groups.**
- 4.2 The Trust has a duty of care to ensure that:
- 4.2.1 All hazardous moving and handling operations are assessed to avoid risks wherever possible.
 - 4.2.2 When it is not possible and appropriate to avoid moving and handling, a thorough risk assessment must be carried out to reduce the associated risks.
 - 4.2.3 Assessment of moving and handling operations will take into account factors which include; the task, the individual, the characteristics of the load, the environment, the equipment and any other relevant factors including the **assessed** needs of **staff and/or service users** who **may** fall into one or more of the Section 75 Categories of the Northern Ireland Act.
 - 4.2.4 Training is provided to employees and managers on safer moving and handling and risk assessment.
 - 4.2.5 Sufficient provision of appropriately designed handling equipment is available when needed.
 - 4.2.6 That all handling equipment is regularly serviced and maintained for safe use in accordance with Lifting Operations and Lifting Equipment Regulations (NI) 1999 (LOLER) and Provision and Use of Work Equipment Regulations (NI) 1999 (PUWER).
- 4.3 While the Chief Executive has ultimate responsibility to ensure the Trust complies with all relevant legislation, the responsibility for implementation and undertaking of risk assessments is delegated to individual Managers.

5.0 RESPONSIBILITIES OF THE MANAGER

The Manager/Head of Department must:-

- 5.1 Ensure that this policy is implemented and effective in the area for which they are responsible.
- 5.2 Avoid the need for employees to undertake any moving and handling operations which involve a risk of injury, so far as is reasonably practicable.
- 5.3 Identify hazardous moving and handling operations that require assessment.
- 5.4 Make an assessment of any hazardous moving and handling operations that cannot be avoided in order to reduce the risk of injury.
- 5.5 Ensure the appropriate risk assessment form is completed.
- 5.6 Make a clear record of the risk assessment and communicate the findings to all staff involved, including any risk reduction measures i.e.
 - elimination of the risk
 - re-designing the operation
 - the use of appropriate handling aids
 - issue of Personal Protective Equipment
- 5.7 Ensure risk assessments are undertaken and reviewed on a regular basis (annually or when significant changes occur).
- 5.8 Ensure that risk assessments take account of any assessed need or identified safety risk of a staff member, patient or carer which may require specific measures to promote their safety or access to the service.
- 5.9 Ensure that all employees are made aware of the Moving & Handling Policy and sign to confirm they have read it. (see Appendix 3).
- 5.10 Ensure that safe systems of work are developed and being followed in the workplace.
- 5.11 Develop a plan for preventing and/ or responding to foreseeable emergency situations with regard to manual handling. Such emergencies will include:
 - Guidance for Safer Handling During Resuscitation in Healthcare Settings. Working Group of the Resuscitation Council (UK). <http://www.resus.org.uk/resuscitation-guidelines/>
 - Collapsed persons in a range of situations.
 - Rapid Response Report NPSA/2011/RRR001 Essential Care After an Inpatient Fall. <http://www.fallsawareness.co.uk/wp-content/uploads/2015/09/Essential-care-after-an-inpatient-fall-supporting-information1.pdf>

- Contingency plans in the case of evacuations.
 - Unstable Loads.
 - Failure of equipment/ faulty lifting equipment.
- 5.11 Ensure that all staff are familiar with the procedures, techniques and equipment and guidance that they may be required to use in the execution of safe moving and handling tasks.
- 5.12 Ensure that new staff (including temporary and bank staff) receive appropriate training, as far as is reasonably practicable before any moving and handling tasks are undertaken.
- 5.13 Ensure all staff receive update moving and handling training on a regular basis as outlined in Appendix 2 (training requirements with e-learning programme).
- 5.13.1 **Ensure all staff undertake Trust equality & human rights training and disability awareness training on a required basis (e-learning modules)**
- 5.14 Training records must be kept by all managers (see 10.4), although the Moving and Handling Department will keep a central record of moving and handling training.
- 5.15 Ensure that staffing levels are appropriate to meet the requirements of moving and handling **assessed risks, and where additional assessed needs of staff, patients or carers apply such as those that may relate to Section 75 of the Northern Ireland Act..**
- 5.16 Ensure each department has suitable and sufficient moving and handling equipment available and easily accessible for use.
- 5.17 Ensure that moving and handling equipment is appropriately serviced and maintained in accordance with Lifting and Operations and Lifting Equipment Regulations (NI) 1999 (LOLER) and Provision and Use of Work Equipment Regulations (NI) 1999 (PUWER).
- 5.18 Ensure that moving and handling requirements are clearly identified when recruiting staff so that appropriate advice can be given when pre-employment health screening is undertaken by the Occupational Health Department.
- 5.19 Make allowance in consultation with the Occupational Health Department for any known health problems, which might have a bearing on an existing employee's ability to carry out moving and handling operations safely.
- 5.20 Refer to the Occupational Health Department if there is good reason to believe that an individual's state of health might significantly increase the risk of injury from moving and handling tasks.

- 5.21 Consider the safety of pregnant workers HSE Guidance:
<http://www.riskassessments.biz/guides/Booklets/pregnancy.pdf>
- 5.22 Consider the safety of workers who may fall into the category of 'vulnerable groups' as defined in the Management of Health & Safety at Work Regulations 1999
- 5.23 Consider the safety of staff who may fall into one or more of the categories listed in Section 75 of the Northern Ireland Act, including assessed needs.
- 5.24 Maintain records of accidents/incidents/near misses and ill health related to moving and handling operations, and investigate in accordance with the Trusts online reporting system via Datix-Web <http://wta-datix2016/live/index.php> or where staff have not yet been trained on the Datix-Web, Incident Report forms contained within the A3 incident report books are available from the Risk Management Department. <http://staffwest.westhealth.n-i.nhs.uk/directorates/medical/trustdocs/Incident%20Reporting%20Policy%20and%20Procedures.pdf>
- 5.25 Liaise with the Moving & Handling Advisors on issues relating to this policy.

6.0 RESPONSIBILITIES OF THE EMPLOYEE

Employees must:

- 6.1 Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions when involved in moving and handling.
- 6.2 Co-operate with their manager in completing risk assessments of hazardous moving and handling tasks.
- 6.3 Adhere to safe systems of work at all times, immediately reporting any deficiencies in existing arrangements to their line manager/supervisors.
- 6.4 Report any change in working conditions or a significant change in the nature of the task, which may necessitate a review of the assessment.
- 6.5 Use equipment safely according to instructions and training, immediately reporting any defects to their line manager/supervisors.
- 6.6 Check each item of moving and handling equipment is in safe working order before use.
- 6.7 Attend and participate in moving and handling training on a regular basis as outlined in Appendix 2 and implement safe practice.
- 6.8 Inform their manager or Occupational Health Department of any physical or medical condition, including pregnancy, which might affect their ability to undertake moving and handling tasks.
- 6.9 Inform their manager of any issues relating to their status as a member of a Section 75 group category, which might affect their ability to undertake moving and handling tasks.
- 6.10 Seek support and advice from Keyworkers/Link Workers in Moving and Handling or the Moving & Handling Advisors when unsure of correct practice to follow.
- 6.11 Report all incidents (refer to Trust Incident Reporting Policy and Procedures) arising from moving and handling tasks, which have resulted in injury or a near miss. <http://wta-datix2016/live/index.php>
<http://staffwest.westhealth.n-i.nhs.uk/directorates/medical/trustdocs/Incident%20Reporting%20Policy%20and%20Procedures.pdf>
- 6.12 Wear suitable work clothing and footwear for moving and handling tasks (in accordance with the Dress Code Policy [May 2016](http://staffwest.westhealth.n-i.nhs.uk/directorates/medical/trustdocs/Dress%20Code%20Policy.pdf)).
<http://staffwest.westhealth.n-i.nhs.uk/directorates/medical/trustdocs/Dress%20Code%20Policy.pdf>

7.0 ROLE OF MOVING & HANDLING ADVISORS

Moving & Handling Advisors have responsibility for planning, implementation and co-ordination of moving and handling training programmes and related matters.

The Moving & Handling Advisor will be responsible for:

- 7.1 Monitoring compliance with the Moving & Handling Policies across the Trust.
- 7.2 The provision of guidance on and assistance with the formulation of risk assessments.
- 7.3 Development of handling procedures for specific high risk categories.
- 7.4 The provision, organisation and delivery of training programmes.
- 7.5 The maintenance of central training records.
- 7.6 Supporting managers in the implementation of safe handling practice in the workplace.
- 7.7 Supporting managers in the investigation of moving and handling incidents and follow up on incidents recorded on Datix-Web.
- 7.8 Trial, evaluation and advice on the purchase of new moving and handling equipment.
- 7.9 Acting as a point of reference for ergonomic and moving and handling queries.
- 7.10 Providing advice to managers regarding compliance with Manual Handling Operations Regulations (NI) 1992.
- 7.11 Liaising with National Back Exchange on best practice and maintaining updating of own professional skills to fulfil CPD requirements.
- 7.12 Liaising with and updating link workers to ensure skills and knowledge are maintained.
- 7.13 Monitoring and evaluating the Manual Handling Awareness e-learning programme.
- 7.14 Undertaking of audits to review and improve the timeliness of completion of information provided on manual handling risk assessment forms and care pathways as well as identifying specialised equipment needed for different patient/client groups.
- 7.15 Communication of Key Performance indicators to relevant managers.

8.0 ROLE OF LINK WORKERS IN MOVING AND HANDLING

Across the Trust, link workers support the Moving and Handling Advisors with mandatory training.

8.1 Assistance is provided in the following areas

Northern Sector Community <ul style="list-style-type: none">• Client Handling updates
Northern Sector Acute <ul style="list-style-type: none">• Load Handling updates
Southern Sector Community <ul style="list-style-type: none">• Client Handling updates

8.2 Promote good handling practice **within their Sub-Directorate/Speciality/Service Area.**

8.3 First point of contact for the staff **within their area** for advice on moving/load handling issues.

8.4 Provide ad-hoc advice on completion of moving and handling risk assessments **for their area including any advice relating to assessed needs of patients/carers relevant to Section 75 categories.**

8.5 Participate in regular up-dates/training for Link Workers to ensure skills/knowledge are maintained.

9.0 MOVING AND HANDLING RISK ASSESSMENT

- 9.1 Moving and handling risk assessments must be completed for all moving and handling tasks that involve a risk of injury to staff. Patient handling risk assessment must consider both the best interests of the patient/client including their physical, emotional and psychological wellbeing as well as the health and safety of all employees. **Taking into consideration articles 2,3 and 8 of the Human Rights Act 1998.**
- 9.2 Risk assessments must be carried out by competent staff who have received the necessary training. **When required for complex cases a multidisciplinary meeting will be held which includes the patient/client, family and professionals involved in their care. At this meeting, all views are discussed to come to a balanced decision on the safe method of moving and handling the individual resulting in a workable solution, which is recorded. The result of this individual assessment would be to identify the risk, discuss and find the most appropriate system for the handling and recognise that at times a manual lift may be require. The person completing the risk assessment must balance the health and safety of the handler with the needs of the person being assessed.** The Moving & Handling Advisors are available to provide additional help and support to staff when required.
- 9.3 Guidance on completion of Generic/ Patient (acute) and Client (community) can be found on the Trust's intranet
<http://staffwest.westhealth.n-i.nhs.uk/directorates/medical/trustdocs/Western%20Trust%20Generic%20Manual%20Handling%20RA%20Form.pdf>

<http://staffwest.westhealth.n-i.nhs.uk/directorates/medical/trustdocs/Acute%20Patient%20Specific%20Moving%20Handling%20Risk%20Assessment%20AB.pdf>

<http://staffwest.westhealth.n-i.nhs.uk/directorates/medical/trustdocs/Community%20moving%20and%20handling%20RA%20Form%20for%20patient%20client%202017.pdf>
- 9.4 Moving and handling risk assessment must cover the following points:
- 9.4.1 *The task* – the job/operation being undertaken with reference to working postures, moving distance, frequency, etc.
 - 9.4.2 *The individual* – employees performing the task with reference to the need for information, training and supervision, health status, uniform/clothing.
 - 9.4.3 *The Patient/ Client* – with reference to their abilities, weight, motivation co-operation, etc.
 - 9.4.4 *The load* – inanimate objects – with reference to weight, bulk, etc.
 - 9.4.5 *The environment* – with reference to space, flooring, working heights, equipment, lighting etc.

9.4.6 Additional Factors – e.g. patient/client’s personal preference.

9.5 Control Measures

The risks identified in the assessment must be decreased “as far as reasonably practicable”. This may involve the use of specialised moving and handling equipment and adequate numbers of suitably trained staff.

9.6 Implementation

The findings of the assessment should be recorded and readily accessible to all staff. The risk assessment should be reviewed regularly and kept up-to-date as required. Any changes must be monitored and reported to ensure effectiveness of the risk assessment.

9.7 Communication

It is essential that the relevant findings of the risk assessment are shared with all relevant staff. It is the responsibility of all staff to read and comply with the findings of the completed risk assessment.

Where outcomes of risk assessments diverge from the patient preferences these should be explained to the patient/client to ensure consent with particular reference to Section 75 categories.

10.0 MOVING AND HANDLING TRAINING

10.1 The Trust provides a comprehensive moving and handling training programme based on the ergonomic approach. Training in moving and handling is mandatory for all staff involved in patient/ load handling and is an integral part of the risk management process.

10.2 **The Moving and Handling Advisors will:**

10.2.1 Develop training programmes meeting the needs of specific occupational groups. These will promote good practice based on assessment of current training status and the skills required to establish safe practice. **This will include an equality and human rights focus in providing awareness of good practice in relation to meeting the needs and promoting equality for staff and service users who may fall into one or more of the Section 75 category groups.**

10.2.2 Provide moving and handling training programmes as soon as is practicably possible after recruitment.

10.2.3 Provide update moving and handling training for groups of staff at all levels. The training requirements for different occupational groups is set out in Appendix 2.

10.2.4 Undertake training needs analysis regularly to ensure that all training programmes reflect changing needs.

10.2.5 Review and monitor training programmes to ensure they continue to meet the needs of patients, clients and staff and the Trust in meeting its statutory obligations.

10.3 **Training content**

10.3.1 Moving and handling training will be provided for all staff. The content of the training will be specifically tailored to the needs of the recipient staff.

10.3.2 The minimum training programme will include the following elements:

- Moving and handling legislation and professional guidelines.
- E-learning programme.
- Spinal mechanics and function.
- Ergonomic principles.
- Principles of normal movement and promotion of independence.
- Postural awareness and identification of risk factors for back pain.
- Risk assessment process.
- Training in safe moving and handling techniques and use of handling equipment.
- Local policies and procedures
- Post falls protocol.

10.4 Training Records

- 10.4.1 Training records must be kept by all managers to ensure compliance with legal requirements of Health and Safety legislation.
- 10.4.2 A copy of all moving and handling training records will be held by the Moving & Handling Advisor.
- 10.4.3 Training records will be used to audit training compliance throughout then Trust.
- 10.4.4 Records sheets must be dated, signed, legible and an accurate record of the moving and handling activities covered.
- 10.4.5 Managers will be informed of any staff that do not successfully complete all parts of the training course.
- 10.4.6 Information on courses is available from the Moving and Handling Office internal ext. 218550 or direct line 02871865292.
- 10.4.7 Course participants will be issued with a Certificate of attendance.
- 10.4.8 After successful completion of the Manual Handling Awareness e-learning programme, staff will be able to print off a theory certificate for their records.

11.0 RESPONSIBILITIES OF OCCUPATIONAL HEALTH DEPARTMENT

Occupational Health Department will:

- 11.1 Carry out routine pre-employment screening, to identify those people for whom moving and handling tasks would present a particular risk and advise managers of any restrictions.
- 11.2 Carry out an assessment in relation to the employee's medical condition which will include, if appropriate, a workplace assessment during the employee's period of employment if:
 - Requested by the employee
 - Referred by their manager
- 11.3 Provide early assessment by the Occupational Health Physician and/or the Occupational Health Physiotherapist following injury as a result of moving and handling.
- 11.4 Arrange a final assessment by the Occupational Health Physician/Physiotherapist regarding suitability for return to work duties.

12.0 MANAGEMENT OF MUSCULOSKELETAL INJURIES ARISING FROM MOVING AND HANDLING

12.1 Employees who have reported sustaining a moving and handling related injury must:

12.1.1 Complete Trust online reporting system via Datix-Web <http://wta-datix2016/live/index.php> or where staff have not yet been trained on the Datix-Web, Incident Report forms contained within the A3 incident report books are available from the Risk Management Department. <http://staffwest.westhealth.n-i.nhs.uk/directorates/medical/trustdocs/Incident%20Reporting%20Policy%20and%20Procedures.pdf>

12.1.2 Be offered a referral to A&E Department/Occupational Health Department or attend own GP if preferred.

12.1.3 If necessary undertake suitable alternative duties as directed by their line manager/Occupational Health Department, so as to ensure no further risk to health.

12.2 Managers should be advised by the Occupational Health Department of any long-term problems associated with the injury so that appropriate action can be taken.

12.3 Following any injury or incident every effort will be made to facilitate staff in rehabilitation, re-entry to work and redeployment, in accordance with the [Attendance at Work Policy and Procedures Sept 2017](http://staffwest.westhealth.n-i.nhs.uk/directorates/hr/trustdocs/Attendance%20at%20Work%20Policy%20&%20Procedures.pdf).
<http://staffwest.westhealth.n-i.nhs.uk/directorates/hr/trustdocs/Attendance%20at%20Work%20Policy%20&%20Procedures.pdf>

12.4 Additional refresher training will be provided after injury if this is deemed appropriate by the Moving & Handling Advisor in consultation with the Line Managers.

13.0 MANAGEMENT OF EQUIPMENT

- 13.1 Managers are responsible for ensuring that all equipment is maintained in a safe working order and that any defects are reported to Estates Department.
<http://wto-fmdata/backtraqfm/helpdesk/Login.asp>
- 13.2 Managers are responsible for completing the equipment checklist every year.
- 13.3 All adverse incidents associated with medical devices must be reported to the Northern Ireland Accident and Incident Centre (NIAIC) (see Policy for the Management of Medical Devices Policy Nov 2016 section 3.11) and Incident Reporting Policy and Procedures Aug 2014.
<http://staffwest.westhealth.n-i.nhs.uk/directorates/primary/trustdocs/Management%20of%20Medical%20Devices%20Policy.pdf>

<http://staffwest.westhealth.n-i.nhs.uk/directorates/medical/trustdocs/Incident%20Reporting%20Policy%20and%20Procedures.pdf>
- 13.4 Respond to Medical Device Alerts as per The Management of Medical Devices Policy (section 3.12).
- 13.5 All employees must check that each item of moving and handling equipment is in safe working order before use. In particular hoist slings should be visually checked for signs of wear before each use.
- 13.6 Any equipment found to be defective should be immediately reported to Line Manager and taken out of service.
- 13.7 The Estates Department shall, “so far as is reasonably practicable” will ensure that all equipment is maintained in an efficient and safe working order.
- 13.8 The Estates Department will ensure that lifting equipment and accessories are serviced in line with Lifting Operations and Lifting

Equipment Regulations (NI) 1999 (LOLER) and Provision and Use of Work Equipment Regulations (NI) 1999 (PUWER).

14.0 MANAGEMENT OF BARIATRIC PATIENTS

14.1 The moving and handling of a bariatric patient. That is a person weighing over 25 stone, or with BMI greater than 40, may pose additional risks to staff.

To address these risks a separate policy on the management of bariatric patients/clients has been developed. This Policy outlines the safe procedures and equipment available to safely minimise the risks to staff and patients.

[http://staffwest.westhealth.n-i.nhs.uk/directorates/medical/trustdocs/Moving%20and%20Handling%20of%20the%20Bariatric%20Patient%20\(Revised\)%20June%202018.pdf](http://staffwest.westhealth.n-i.nhs.uk/directorates/medical/trustdocs/Moving%20and%20Handling%20of%20the%20Bariatric%20Patient%20(Revised)%20June%202018.pdf)

15.0 DECONTAMINATION OF MOVING AND HANDLING EQUIPMENT

- 15.1 Inadequately decontaminated moving and handling equipment is a potential vehicle for transmitting infection. Sliding sheets, transfer boards, and hoist slings may act as a reservoir for pathogens which can be transmitted to patients. All manual handling equipment **plus accessories** must be decontaminated between patient use.
- 15.2 Prior to the purchase of Moving and Handling equipment, managers must follow the procurement guidelines as identified in section 2.0 of Policy of the Management of Medical Devices **Nov2016**.
<http://staffwest.westhealth.n-i.nhs.uk/directorates/primary/trustdocs/Management%20of%20Medical%20Devices%20Policy.pdf>
- 15.3 Small Moving and Handling Aids include:
- sliding sheets
 - handling belts
 - transfer boards
- 15.3.1 All small handling aids are considered to be for individual patient use only.
- 15.3.2 Reusable hoist slings and slide sheets suitable for laundering must remain with the patient for duration of need and laundered when no longer required, visibly soiled, or as deemed necessary.
- 15.3.3 Patient specific hoist slings and slide sheets are for single patient use only and remain with the patient for the duration of need. These slings must be used in accordance with the manufacturer's instructions and disposed of as per the Trusts Waste Manual August 2017. <http://staffwest.westhealth.n-i.nhs.uk/directorates/performance/trustdocs/Waste%20Manual%20%20v4.0%20August%202017.pdf>
- 15.3.4 To prevent cross contamination adequate quantities of small moving and handling equipment must be made available for use.

15.4 Hoists and Assisted Standing Aids:

All larger items of moving and handling equipment in the community must be considered as for individual patient use only. This equipment must be returned for cleaning before reissue to another patient.

In the Acute setting these items must be decontaminated between each patient use. Refer to the Trusts Disinfection and Decontamination Policy (Patient Care Equipment and Immediate Patient Environment) June 2013.

<http://staffwest.westhealth.nhs.uk/directorates/medical/trustdocs/Disinfection%20and%20Decontamination%20Policy.pdf>

16.0 IMPLEMENTATION OF THE POLICY

Managers will ensure that all staff read and are aware of the contents of this policy. Staff must sign the form at Appendix 6.

This policy applies to all staff of the Trust including agency/ bank staff and volunteers.

Appendix 1

This Moving & Handling Policy has been drawn up with Reference to:

- Health and Safety at Work Order (NI) 1978
- The Management of Health and Safety at Work Regulations 2000
- Manual Handling Operations Regulations (NI) 1992
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations (NI) 1997 RIDDOR
- Lifting Operations and Lifting Equipment Regulations (NI) 1999 (LOLER)
- Provision and Use of Work Equipment Regulations (NI) 1999 (PUWER)
- Human Rights Act 1998
- **Section 75 of the Northern Ireland Act**
- Disability Discrimination Act 1995
- Rapid Response Report NPSA/2011/RRR001 Essential Care After an Inpatient Fall.
- **Waste Manual August 2017 <http://staffwest.westhealth.n-i.nhs.uk/directorates/performance/trustdocs/Waste%20Manual%20%20v4.0%20August%202017.pdf>**
- HSE Guidance <http://www.riskassessments.biz/guides/Booklets/pregnancy.pdf>
- Guidance for safer handling during cardiopulmonary resuscitation in healthcare settings. Working Group of the Resuscitation Council(UK) July 2015 <http://resus.org.uk/resuscitation-guidelines/>

Other useful links for guidance on manual handling

- The guide to the handling of People – a systems approach 6th Edition - BACKCARE Publication.
- Manual Handling. Manual Handling Operations Regulations (NI) 1992 (as amended) Guidance on Regulations (Third Edition) HSE Books.

Appendix 2 Moving and Handling Training Requirements

Groups of Staff (this is not exhaustive list)	Initial (for New Staff or staff that never had M&H before) Length of classroom session	Update (Refresher) Length of classroom session	Frequency of Update
Group A - Direct Patient Care Staff	Face to Face classroom session plus Theory (E-learning or Booklet)	Face to Face classroom session plus Theory (E-learning or Booklet)	12-18 months
Community Home Carers	1 Day	½ Day	
Day Centre Staff	1 Day	½ Day	
Midwives	1 Day	½ Day	
Nursing (Hospital/ Community)	1½ Days	½ Day	
Nursing/ Residential Home Staff	1 Day	½ Day	
Occupational Therapy	1 – 1½ Days (dependant on work location)	½ Day	
Physiotherapy	1 Day	½ Day	
Radiographers	1 Day	½ Day	
Theatre staff/ DPU	1 Day	½ Day	
Group A2 - Load Handling & Assisted Patient/ Client Handling	Face to Face classroom session plus Theory (E-learning or Booklet)	Face to Face classroom session plus Theory (E-learning or Booklet)	18 months - 2 years
Cardiac Investigation	½ Day	3 hours	
Day Centre Staff	1 Day	3 - 4 hours	
Dental	½ Day	3 - 4 hours	
Health Visitors	2 hours	2 hours	
Hospital Porters - Northern sector Altnagelvin	½ Day	2 hours	
Hospital Porters - Southern sector	1 Day	3 - 4 hours	
Mortuary Staff	½ Day	2 hours	
Podiatry	½ Day	3 - 4 hours	
School Nurses	2 hours	2 hours	
Specialist Nurses (minimal handling)	2 hours	2 hours	
Speech & Language Therapists	½ Day	2 - 3 hours	
Treatment Room Nurses	½ Day	2 - 3 hours	
	Face to Face classroom	Face to Face classroom	Every 2-3

Group B - Load Handling Staff	session plus Theory (E-learning or Booklet)	session plus Theory (E-learning or Booklet)	Years
Estates	2 hours	2 hours	
HSDU/Pharmacy	2 hours	2 hours	
ICT staff (with load handling duties)	2 hours	2 hours	
Labs	2 hours	2 hours	
Support Services – Catering/ Laundry/ Domestic/ Caretakers	2 hours	2 hours	
Transport	2 hours	2 hours	

Group D - No Handling	Theory only (E-learning or Booklet)	Theory only (E-learning or Booklet)	Every 2 Years
Administration/ Clerical Staff			
Dietetics			
ICT staff (without load handling duties)			
Managers			
Medical Staff			
Social Work staff			
Specialist Nurses (with no handling of patient)			

*Group D- some staff in these categories may require practical load handling training depending on their daily work activities. Please contact Moving & Handling Office for further advice.

Specialist Nurses e.g. – Respiratory, Stoma, Epilepsy, Diabetic, Palliative, Stroke, Parkinson's.

NB. Course lengths will be reviewed following evaluation of courses by participants and trainers.

Moving & Handling Advisors will provide specialised courses (as required) to meet the needs of specific groups.

E-learning link: www.hsclearning.com

Appendix 3

MOVING & HANDLING POLICY RECORD SHEET

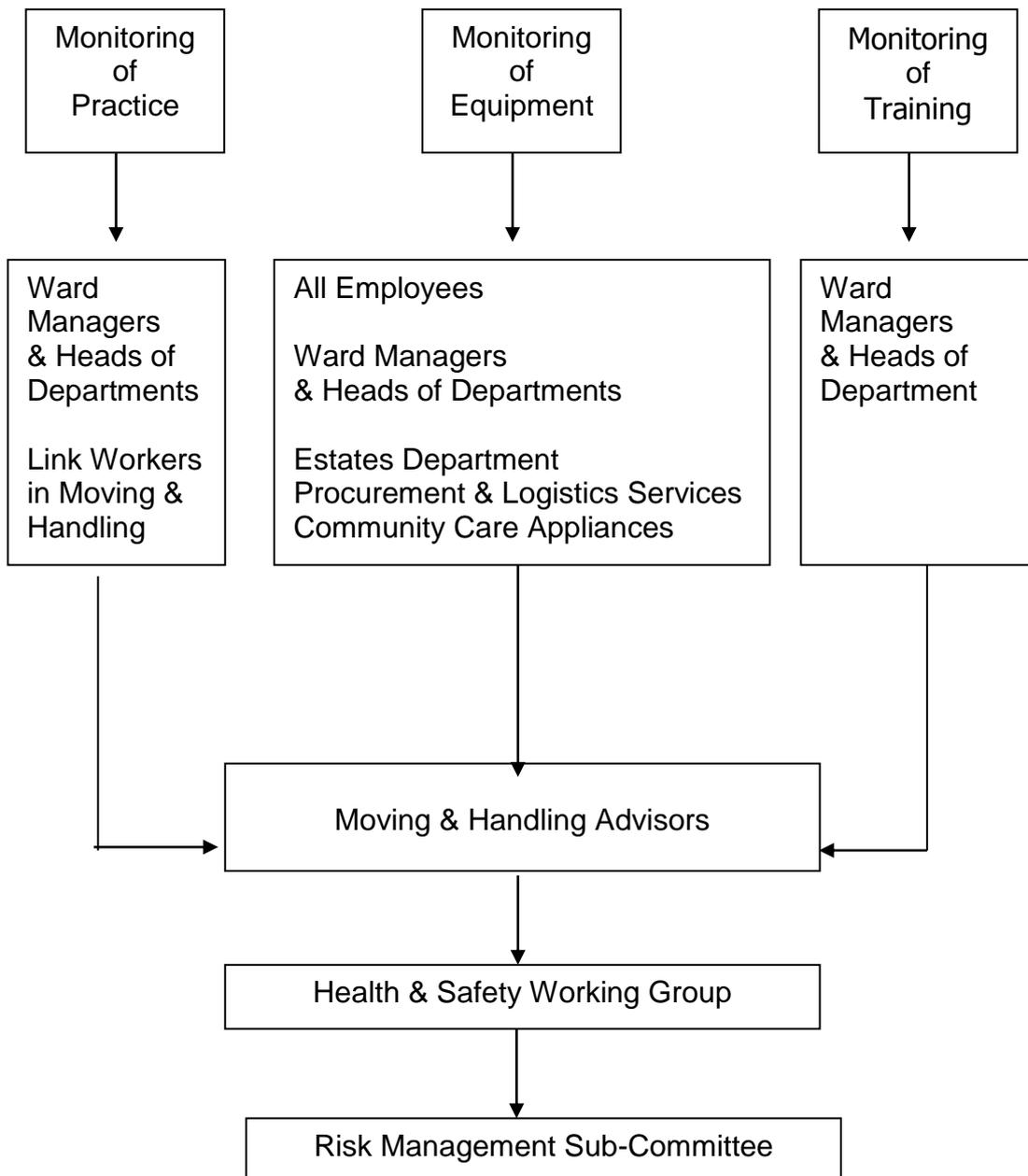
DIRECTORATE	
DEPARTMENT	

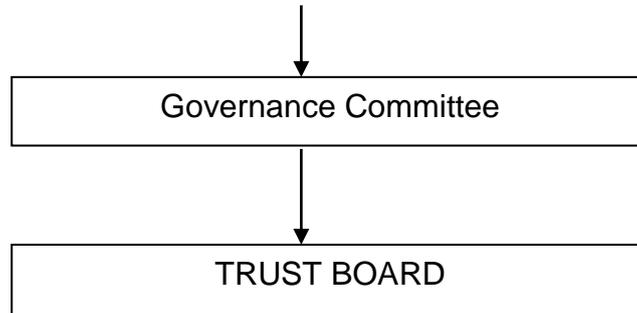
The members of staff listed below have read the Western Trust Moving & Handling Policy

NAME (PRINT)	SIGNATURE	JOB TITLE	DATE

Appendix 4

MONITORING RESPONSIBILITIES





Appendix 5

CONTACTS - NORTHERN SECTOR

- **Moving & Handling Advisor** – Moving & Handling Office, Oak Villa, Gransha Park, Londonderry Tel: (028) 71865 292 or Internal Ext. 218550
- **Moving & Handling Advisor** – Altnagelvin Hospital, Glenshane Road, Londonderry Internal Ext. 218550/ 214222
- **Estates Services** – Altnagelvin Hospital, Glenshane Road, Londonderry Internal Ext. 212222
- **Occupational Health Department** - Altnagelvin Hospital, Glenshane Road, Londonderry Tel: (028) 71611407
- **Community Equipment & Continence Delivery Service** – Unit 4 Campsie, Londonderry Tel: (028) 95360500
- **Procurement & Logistics Services** - Supplies Centre, Gransha Park, Londonderry Tel: (028) 71865164

CONTACTS - SOUTHERN SECTOR

- **Moving & Handling Advisor** - Moving & Handling Office, Tyrone and Fermanagh Hospital, Omagh, Co Tyrone Tel: (028) 8283 5075 or Internal Ext. 232703
- **Moving & Handling Advisor** - Moving & Handling Training Room, South West Acute Hospital, Enniskillen, Co. Fermanagh Internal Ext. 252709
- **Estates Department** – Tyrone and Fermanagh Hospital, Omagh, Co Tyrone Tel: (028) 8283 5284
- **Trust Equipment Help Desk** – South West Acute Hospital, Enniskillen, Co Fermanagh Internal Ext. 212222

- **Occupational Health Department** – for Omagh and South West Acute Hospital, Enniskillen, Co Fermanagh Internal Ext. 253603
- **Community Equipment Sub Stores** – Receipt and Distribution, Enniskillen, Co Fermanagh
- **Community Equipment Sub Store** - Tyrone and Fermanagh Hospital, Omagh, Co Tyrone
- **Electrical Materials Management (EMM)** - South West Acute Hospital, Enniskillen, Co Fermanagh Internal Ext. 254902

Appendix 6

EQUALITY AND HUMAN RIGHTS STATEMENT

The Western Health and Social Care Trust's equality and human rights statutory obligations have been considered during the development of this policy.

Signed: _____ (Chairman)

Date: _____