



Moving and Handling Policy

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Introduction

This policy provides guidance to staff to minimise risk associated with moving and handling of inanimate loads and people.

It defines arrangements by which Re-Pat Ltd discharges its duties under the Manual Handling Operations Regulations 1992 (as amended) and related Health and Safety legislation and associated guidelines.

Objectives

- To ensure that Re-Pat Ltd and its staff abide by the Manual Handling Operations Regulations 1992 (as amended) by adopting an ergonomic approach to manual handling tasks.
- To ensure that all hazardous manual handling tasks are avoided where possible.
- To ensure that all hazardous manual handling tasks that cannot be avoided are assessed in accordance with the Manual Handling Operations Regulations 1992 (as amended) and where appropriate, consideration is given to mechanising or automating tasks.
- To ensure that all manual handling related risks are reduced to their lowest level reasonably practicable using an ergonomic approach.
- To ensure that line managers and staff receive appropriate training to carry out manual handling risk assessments and make appropriate changes as required in their workplace.
- To define how staff receive training in the moving and handling of inanimate loads and patients appropriate to their needs.
- To ensure that moving and handling equipment and aids are fit for purpose and available to staff when required.

Scope

This policy applies to all employees and addresses work involving both inanimate loads and people handling in the course of their duties within Re-Pat Ltd.

Roles and Responsibilities

Registered Manager:

- To ensure that manual handling tasks are eliminated, and that all hazardous manual handling tasks that remain are subject to an ergonomic risk assessment. Any assessments must be documented and maintained in accordance with Re-Pat Ltd.'s Health and Safety Policy.
- All risk assessments must adequately address hazards arising from both patient and inanimate load handling activities.
- Must ensure that adequate control measures are devised, implemented, and monitored for all manual handling practices and procedures, and that they are designed to reduce the risk of injury to the lowest practicable level if they cannot be eliminated.

- Must ensure that all manual handling assessments are reviewed when they are suspected to be no longer valid and updated appropriately. As a matter of good practice this should be no less than annually.
- Managers must ensure that all staff work in accordance with any safe systems of work concerning manual handling operations which are in place. All instances of noncompliance with those systems must be investigated and corrective action taken as appropriate.
- Must consider the necessity for individual risk assessments to safeguard staff members, in relation to their duties, where their capabilities may have changed or be compromised due to ill health, injury, or are a new or expectant mother or any other factors.
- Must ensure that information, instruction, and training is given to all staff on safe manual handling, relevant to the tasks they undertake at work, and before such tasks are undertaken, in particular when new staff join the organisation.
- Must ensure that appropriate moving and handling equipment is available and that they are competent in its use by means of suitable information, instruction, and training.
- Must ensure that any incidents or work-related injuries relating to manual handling are properly reported via Re-Pat Ltd.'s incident reporting system, investigated and remedial action taken in order to prevent further occurrence. If the incident concerns a RIDDOR reportable injury or staff sickness absence of over 7 days, the investigation will be instigated by the management team.

Staff must ensure:

- They take reasonable care of their own health and safety and that of others that may be affected by their acts or omissions when involved in any manual handling operations whether concerning patients or inanimate loads.
- They use safe methods of moving and handling, whether concerning patients or inanimate loads, in accordance with their instruction and training and as outlined in The Guide to the Handling of People. This includes use of equipment, awareness of unsafe moving and handling practices and awareness of their own limitations and capabilities.
- They must report immediately to their manager any shortcoming in their training, knowledge, skill, competency, or experience, which compromises their safe working practice relative to manual handling, working postures and documented risk assessments.
- They must report promptly to their line manager any manual handling or work-related injury, ill health, pregnancy, or other matters which may affect their ability to handle loads or patients safely in accordance with Re-Pat Ltd.'s incident reporting procedures.
- They cooperate with Re-Pat Ltd by attending their Induction, Core Clinical Skills Statutory and Mandatory, and any other manual handling-related training when asked to do so by their manager.

- They ensure all mechanical and smaller handling aids are inspected prior to every use.
- They must report to their manager any faulty lifting equipment and/or handling aids and remove them from use while awaiting inspection or repair.

Definitions

These definitions are drawn from HSE's guidance to the Manual Handling Regulations 1992 (as amended).

Manual Handling is any transportation or supporting of a load, (including the lifting, putting down, pushing, pulling, carrying, or moving thereof) by hand or bodily force. This is often referred to as a manual handling operation.

Moving and Handling includes manual handling but also moving a load with mechanical assistance or mechanical means.

Load is a discrete animate or inanimate object which can be moved by hand or bodily force and includes people.

Patient Handling is the movement of patients by hand or mechanical device in a safe and controlled manner. A patient within the context of Re-Pat Ltd can be an in or outpatient, deceased patient, patient or client.

Reasonably Practicable is when the level of risk is balanced against any potential resource input that is required to remove or reduce the risk.

Ergonomics is designing the task, workplace, and equipment to fit the individual.

Safe Working Load (SWL) is the maximum load that equipment or accessories can safely support or lift.

Procedures

Accidents and Injuries

Any moving and handling related accidents, incidents, injuries or near misses must be reported using the Re-Pat Ltd.'s incident reporting system. They must be properly investigated, to identify any patterns of occurrence, and remedial action is taken in order to prevent further occurrences. If appropriate they are reported to the Health and Safety Executive (HSE). A moving and handling risk assessment may be generated because of an incident report.

Any occurrence of musculoskeletal disorder/injury or other ailments possibly associated with manual handling or poor working postures should be reported and investigated by the manager, a referral to occupational health may be required.

Manual Handling Risk Assessments

For all hazardous load handling and generic patient handling tasks which cannot be eliminated, managers must ensure manual handling risk assessments are undertaken using the appropriate risk assessment tool, and all necessary control measures are introduced and monitored.

Generic Risk Assessment for Handling Loads:

Is suited to lifting/carrying and pushing/pulling tasks, identifies the hazards and risks associated with the moving and handling of inanimate loads and the control measures required to reduce the risk to its lowest acceptable level.

This process will include:

- Examination of the current manual handling operations being undertaken, taking into account the Task, Individual, Load and Environment, Equipment, Other. (TILEEO). The risk assessor should adopt an ergonomic approach to problem solving.
- The completed assessment shall highlight any likely risks of injury that may be present.
- Measures necessary to reduce the risk to the lowest practicable level shall be identified, with subsequent recommendations made regarding implementation within an action plan.
- The generic risk assessment will be reviewed whenever there is a significant change in process or equipment, or following an incident or work-related injury, and not less than annually. The local risk assessor will be responsible for taking this action.

The management of all risks will be in accordance with the Risk Scoring Matrix and Risk Management Strategy.

Risk Assessments for Handling of Patients (Patient Handling Plan):

A risk assessment will be completed at the time of booking Re-Pat Ltd.'s services. If a risk is identified, a manager will attend the property and look to put control measures in place to ensure the risk is mitigated. Individual patient plans can then be implemented if required.

Individual Assessments will:

- Be undertaken and reviewed on each patient in consultation with the patient and/or family and carers wherever possible.
- Ensure that specific patient handling strategies, and appropriate handling equipment is identified and available, for the use by all staff when handling individual patients.
- Be followed by staff when delivering care, including the correct use of patient handling equipment and aids where appropriate. Staff must inform patients and family/carers that hazardous lifting activities will be avoided and must take care to explain the need for certain handling techniques and equipment which may be used as part of their care.

The prevailing principle must be that patients are encouraged to move independently to the best of their ability, consistent with their clinical needs and their own safety, but agree to be moved with aids or by mechanical means such as hoists in the interest of their own safety and that of Re-Pat Ltd staff.

Equipment should be readily available, and all staff must make the correct use of patient handling equipment in accordance with operating instructions and training undertaken.

Patient handling risk assessment/handling strategies must be reviewed every 6 months or when required post incident.

Staff carrying out inappropriate or unsafe techniques and/or exposing them and others to risk of injury, will be referred for further training and may be subject to disciplinary action in line with Re-Pat Ltd Disciplinary policy.

Techniques to use in the moving and handling of Patients and Objects

Equipment

Re-Pat Ltd have access to the following equipment:

- powered stretchers
- wheelchairs
- carry chairs
- scoop stretchers
- lifting belts
- sliding sheets
- banana boards
- turn tables
- pat slides

The equipment will be visually checked every time a vehicle is used, and this is a part of the vehicle check completed by the crew. If any faults or damage have been noted, the equipment will be placed into isolation, marked, recorded and sent to the registered manager. The registered manager will then be responsible for actioning the replacement or the repair, as well as ensuring the maintenance checks are carried out efficiently.

An independent company will be used to ensure the equipment complies with the British Standards and the Provision and Use of Work Equipment Regulations (1998). Appropriate information including test certificates, instructions and maintenance manuals will accompany any equipment supplied and that lifting equipment fully complies with the Lifting Operations and Lifting Equipment Regulations (1998).

All equipment will be kept clean and in a good working order and appropriate decontamination protocols will be used to avoid cross-infection. It will be subject to statutory safety and maintenance checks.

This is then recorded and audited at our regular governance meetings

Patient Care and Dignity

Each individual situation and personal preferences should be respected. Care should be taken to avoid tender and painful areas whilst moving patients. Staff should inform patients about the equipment which will be used and the tasks required. Blankets and/or privacy screens should be used to maintain privacy and dignity. Doors, blinds and curtains should be closed where applicable. Staff should be mindful of each patient's individual situation and the sensitive aspects of the task. Patients should be fully informed and able to make decisions regarding the support that they receive. Patient's religious and/or cultural preferences must always be considered.

Unsafe Handling Techniques

Certain patient handling techniques are identified as unsafe and on no account must these practices be used in the Re-Pat Ltd. Use of such methods renders patients and staff liable to serious injury, and staff should be aware that their use may lead to disciplinary action.

Details of the current unsafe techniques are provided during moving and handling training.

Emergencies

Emergencies (unforeseen circumstance or occurrence that calls for immediate action) in which unsafe handling practices may be unavoidable are extremely rare and are generally excluded from the manual handling operations regulations.

These include situations in the following circumstances:

- Area on fire – filling with smoke,
- In water – imminent danger of drowning
- Electrocution
- In danger of collapsing structure
- In danger from bomb / bullet

Where genuinely unforeseen emergency situations do occur, safety should be maintained as far as possible on a dynamic risk assessment basis.

All foreseeable situations must be planned for, and appropriate risk assessments undertaken.

Managers and staff must complete an incident report as part of the review and de-briefing process following such an incident and a review of the relevant risk assessment(s) must be conducted.

Records

Anyone undertaking a formal risk assessment must record the significant findings, recommendations, and any related written procedure / protocols / Standard Operating Procedure (SOP) in accordance with this policy.

Retention of records will be, in general, in accordance with the Re-Pat Ltd Policy and procedures, but as a guide the following should be considered:

- Keep new risk assessments and the previous risk assessment (to which the new one replaces); however, if someone was injured during the period when the old risk assessment was operational and live, then that assessment must be kept for at least 5 years from the date of injury.
- Individual staff training records should be kept in their personnel file for the period the member of staff was employed by the Re-Pat Ltd plus 5 years.
- Training course plans, etc. should be kept for 5 years. Staff health records should be kept for 40 years.

Training

Re-Pat Ltd.'s Learning and Development Policy gives details on the management of moving and handling training. This training is provided by an external company and is mandatory. Refresher training will be provided annually or every 2 years.

Monitoring

This policy will be reviewed at least annually, or more frequently if circumstances such as incidents or injuries indicate this need to be the case.

Relevant Policies and Procedures

Health and Safety Policy

Guidance and Legislation

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