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**Moving and Handling Policy**

**[Date of Issue]**

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# Introduction

When not performed safely, the moving and handling of people and inanimate objects is a regular task that could cause serious injury to both clients and staff. Poor moving and handling practice can lead to:

* Back pain and musculoskeletal disorders.
* Accidents, which can injure both the client being moved and the member of staff.
* Discomfort and a lack of dignity for the client being moved.
* Potential financial implications to both staff and [Company Name].

1. **Policy Statement**

[Company Name] is committed to reducing risk and ensuring staff and client safety in all matters relating to the moving and handling of patients and inanimate objects.

1. **Scope**

This policy and the procedures apply to all staff undertaking any client moving and handling practices, any inanimate object moving and handling practices and using or maintaining any moving and handling equipment.

[Company Name] has overall responsibility for all matters of risk management, including any moving and handling activities and the Registered Manager is responsible for ensuring that the day-to-day work activities under their control are carried out with full regard to good health and safety management, along with being responsible for creating manual handling training material and providing regular staff training in line with best practice and Health and Safety Executive guidelines.

1. **Procedures**

[Company Name] is committed to ensuring both staff and client safety through the implementation of appropriate client moving and handling techniques, and inanimate object moving and handling techniques. To achieve this [Company Name] will:

* avoid moving and handling tasks that could result in injury, where reasonably practicable
* assess the risks for moving and handling tasks that cannot be avoided
* put measures in place to reduce the risk as much as possible, where reasonably practicable
* where possible, put in place mechanical aids to assist in moving and handling duties
* provide appropriate staff training.

In addition, all staff must:

* follow appropriate systems of work and use the equipment provided
* co-operate with [Company Name] and report any problems to their manager
* take reasonable care to ensure that their actions do not put themselves or others at risk.
* attend all relevant training provided.

**Training**

[Company Name] will provide regular training on best practice for moving and handling procedures, including the use of any necessary equipment. This training is mandatory, and all staff must attend refresher training annually.

Staff are also responsible for attending any additional training sessions provided upon the introduction of new equipment, and no staff should use a piece of equipment for which they have not been adequately trained.

**Risk Assessment**

An initial assessment of a client needs, both day and night, where relevant, must be completed before any acceptance or undertaking of care and account for:

* what the client is able/unable to do independently
* the extent of the client’s ability to support their own weight and any other relevant factors (e.g., disability, spasm, fatigue, tissue viability or a tendency to fall)
* the extent to which the client can participate in/co-operate with transfers
* whether the client will need assistance to reposition themselves/sit up when in their bed/chair and how this will be achieved
* any specific equipment or handling equipment needed, specifying the type
* the level of assistance needed for different types of transfer, including the number of staff needed
* the arrangements for reducing risk and managing falls if the client is at risk.

This should be performed on an individual, person-centred basis and, where possible, include client and family wishes on how these needs can be met. All assessments must be clearly recorded in the client’s care plan and be accessible to all members of the multidisciplinary team. Any changes to the client’s condition throughout the day, not accounted for in the care plan, such as tiredness or deterioration, must be considered and assessed before attempting to manoeuvre them. This aims to reduce any associated risks and prevent client agitation.

Staff should also complete task-based risk assessments before undertaking any moving and handling (of either a person or inanimate object) accounting for the risks associated with pushing and pulling a load, categorised as follows (task, individual, load, environment and other (TILEO):

* **Task**: does the activity involve any potentially adverse movements, e.g., twisting, stooping, or bending.
* **Individual**: does the individual have any restrictions, e.g., are they pregnant, disabled or suffering from a health problem and on restricted duties?
* **Load**: is the load heavy, unwieldy, difficult to grasp, sharp, hot, cold, difficult to grip, are the contents likely to move or shift? If a person considers their weight, shape, size, unpredictable movements, and their ability to assist
* **Environment**: is there anything that can hinder safe movement, e.g., space constraints and uneven, slippery, or unstable floors? (Any environmental risks must be escalated to a manager).
* **Other**: consider any other factors, e.g., is equipment clean, fit for purpose and been regularly maintained?

Where there are any new circumstances effecting the client’s care plan, for better or worse, alternative methods of moving and handling should be considered, and the client’s care plan must be updated. Where there are no perceived changes to the client’s condition, care plans should be reviewed periodically. Every member of the multidisciplinary team is responsible for updating client care plans and ensuring that moving and handling plans for that client remain safe and fit for purpose. Where necessary, additional specialist support and advice can be obtained internally, or externally, from:

* occupational therapists
* physiotherapists
* moving and handling advisers
* ergonomists with experience in health and social care
* professional bodies
* organisations, such as the National Back Exchange or Chartered Society for Physiotherapists.

**Use of Equipment**

[Company Name] aims to provide equipment where needed to meet the needs of each client and support independence where possible, and to ensure the safety of both clients and staff. Where any specialist equipment is needed, such as bariatric beds, this should be requested as soon as practicable.

Use of any equipment should only be introduced after an individualised risk assessment has been completed and then in accordance with the care plan and manufacturer’s instructions.

Where hoists are required as a part of the client’s care plan, it must specify:

* which hoist is to be used for which task
* the type and size of the sling and any configurations of loops or leg attachments
* use of any additional safety devices, such as safety belts
* number of people needed to carry out the task
* any other relevant information specific to the person being hoisted.

**Maintenance of Equipment**

All lifting equipment, equipment which lifts or lowers loads as its principal function (e.g., hoists), are subject to the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). When using a piece of lifting equipment, staff are responsible for undertaking an examination and risk assessment at each point of use to ensure that:

* the equipment is safe to use and fit for purpose
* equipment has been serviced in line with the manufacturers guidelines and periodically examined by a competent person in line with the LOLER guidelines
* there has been no change to the client’s condition since the latest care plan update
* the environment for the procedure is safe.

For equipment not defined as lifting equipment, the Provision and Use of Work Equipment Regulations 1998 (PUWER) applies, and staff must ensure at each point of use that the equipment is:

* suitable for the intended use
* safe for use and maintained in a safe condition
* used only by people who have been adequately informed, instructed and trained
* accompanied by suitable safety measures, e.g., protective devices, markings and warnings.

If a fault with any moving and handling equipment is identified, the equipment must not be used and reported appropriately in line with [Company Name]’s Incident Reporting Policy and Procedures.

**Reporting Injuries**

Any injuries obtained because of moving and handling procedures should be reported to the Registered Manager and in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Any staff suffering from work-related pain or injuries must be referred to the Registered Manager and/or Occupational Health Team.

As equipment for moving and handling used in health and social care can be classified as a medical device, any defects, adverse incidents or problems with the equipment should also be reported to the Medicines and Healthcare products Regulatory Agency (MHRA).

1. **Monitoring**

All adverse incident reports raised in response to injuries sustained during incidents at work, staff complaints and management requests will be analysed to identify any trends and ensure compliance with this policy.

Staff managers, competent in moving and handling practice, will regularly review and identify any poor practice and either correct these or provide provisions for additional training.

Attendance of staff to moving and handling training will be audited by the Registered Manager and any staff member failing to attend will be identified and training rearranged.

1. **Related Policies**

* Bariatric Persons Policy
* Complaints Policy
* Consent Policy
* Dignity and Privacy Policy
* Disciplinary Policy
* EDHR Policy
* Falls Policy
* Governance and Risk Policy
* Grievance Policy
* Handover Policy
* Health and Safety Policy
* Incident Management Policy
* Information Governance and Record Keeping Policy
* Lone Working Policy
* Quality Assurance Policy
* Safeguarding Policy
* Safety Alert (MHRA) Policy
* Supervision Policy
* Training and Induction Policy
* Whistleblowing Policy

1. **Legislation and Guidance**

**Relevant Legislation**

* [Health and Safety at Work etc Act 1974](https://www.hse.gov.uk/legislation/hswa.htm)

**Guidance**

* [Manual Handling Operations Regulations 1992 (as amended 2002)](https://www.hse.gov.uk/pubns/books/l23.htm)
* [The Management of Health and Safety at Work Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/contents/made)
* [Provision and Use of Work Equipment Regulations 1998](https://www.hse.gov.uk/pubns/books/l22.htm)
* [Lifting Operations and Lifting Equipment Regulations 1998](https://www.hse.gov.uk/pubns/books/l113.htm)
* Manual Handling Operations Regulations 1992
* Health and Safety Executive Guidelines: <https://www.hse.gov.uk/healthservices/moving-handling.htm#know>

# Summary of Review

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