

TRUST POLICY FOR: Safety Management Standard Moving and Handling

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	1.1	Sept 2022	Back Care Team	Updated SMS
	1.2	November 2024	Back Care Team	Updated SMS
Intended Recipients: All Trust Staff				
Training and Dissemination: Staff will receive Local Induction Training: this will include Patient and Inanimate Load Handling. The Safety Management Standard Moving and Handling will be available on KOHA on the intranet to enable all staff to access.				
To be read in conjunction with: The Health & Safety Policy, and Derbyshire Inter Agency Group (DIAG) A Code of Practice.				
In consultation with and Date: Strategic Health Safety and Wellbeing Group.				
EIRA stage One	Completed Yes			
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Contact for Review			Back Care Team	
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Safety Management Standard Moving and Handling November 2024

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Document Control

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1. Introduction

University Hospitals of Derby and Burton NHS Foundation Trust recognises its duties under the *Health and Safety at Work Act (HASAWA) 1974*, the *Manual Handling Operations Regulations 1992*, and the *Lifting Operations and Lifting Equipment Regulations 1998* to provide suitable arrangements to ensure that patients and employees are not harmed in connection with moving and handling tasks.

2. Purpose and Aims

This Safety Management Standard (SMS) supplements the Health and Safety Policy and aims to improve awareness of the risks associated with moving and handling tasks, both patient, and non-patient related.

3. The Law

The Health and Safety at Work Act 1974, sets out the general duties of the employer to provide a safe place of work.

The Manual Handling Operations Regulations 1992 sets out far more specific duties of the employer such as risk assessment with regards to transporting or supporting loads by hand or bodily force.

The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, details the duties of the employer relating to the provision and safe use of lifting equipment, such as patient hoists, passenger lifts.

Profiling beds do not come under the requirements of LOLER, as although these beds have a lifting feature, this is not its primary function, therefore not classed as lifting equipment.

4. Definitions

Manual handling: is defined as transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

It is important to note that this SMS also includes activities that involve constrained postures and repetitive actions.

Load: This is any movable object. This includes a patient receiving medical attention or care, items of equipment, files/records, trolleys, carts, wheelchairs etc.

5. Employers' responsibilities

The Trust is responsible for ensuring that all moving and handling related legislation is complied with and that any non-compliance is identified and mitigated at the appropriate management level.

6. Managers' responsibilities

- To implement these manual safety management standards within their workplace.
- To ensure their staff are competent in matters relating to manual handling, posture and ergonomics, and records are kept of this training.
- To ensure full and sufficient risk assessments of manual handling activities within their departments are carried out. These must be documented and reviewed regularly.
- To ensure that only the Derbyshire Inter-Agency Group (DIAG) approved patient handling techniques are used, and that unsafe techniques are not used.
- To ensure that bank and agency staff are adequately trained and competent before commencing work.
- To use trust local audit process to provide assurance and report local compliance on moving and handling.
- To ensure patients manual handling needs are assessed and then documented on the Personal Handling Risk Assessment and Personal Handling Plan located in the patients care plan. This is required at the time of admission, reviewed on transfer, change of condition, after a fall, 7 days after previous assessment and when the patient is referred on to other care providers.
- To ensure that their departments are sufficiently provisioned with suitable equipment and staffing levels to facilitate safe handling and working postures.
- To ensure staff use the appropriate manual handling equipment to reduce risk of injury, whilst recognising the needs of the patient.
- To ensure the appropriate use of manual handling equipment in accordance with the manufacturer's instructions, provided by the manufacturer or trust intranet pages.
- To ensure that any manual handling equipment is in a good state of repair and maintained in accordance with the manufacturer's instructions.

- To ensure when any equipment faults are reported, the equipment is taken out of service and appropriate notification to clinical engineering is undertaken, as per the clinical engineering trust intranet pages.
- To ensure that colleagues check any manual handling equipment before use to ensure it is safe to use.
- To ensure that all accidents/incidents regarding manual handling operations are reported via Datix Cloud IQ (DCIQ), investigated and appropriate remedial action taken.
- To contact the Back Care Team for advice or guidance with any manual handling issues which present a significant risk to staff and/or patients.

7. Back Care Team responsibilities

- Provide a Trust-wide moving and handling strategy through this Safety Management Standard in conjunction with the DIAG Code of Practice and assure the Trust of its implementation through comprehensive reports. Link to DIAG available in section 12.
- Provide education to internal and external staff, on safe moving and handling techniques of inanimate and animate loads, following DIAG Code of Practice.
- Provide advice and guidance on request, to colleagues regarding safe manual handling techniques and manual handling equipment.
- Provide advice and support on request, to those investigating incidents through DCIQ relating to work-related musculoskeletal disorders, patient handling and falls. Including supporting with action plans resulting from this.
- Signpost staff to suitable equipment available through the Trust or to rent through the Trust's preferred provider.
- Where requested provide advice and guidance on generic moving and handling risks identified within the work environment.
- Work to drive the improvement in standards of manual handling practice to enhance patient care and experience and reduce risk of staff injury.

8. Employees' duties

- To work within their scope of practice and use manual handling techniques in accordance with the DIAG Code of Practice. Link to DIAG available in section 12.

- To report any defective equipment and ensure it is taken out of service. And appropriate notification to clinical engineering is undertaken, as per the clinical engineering trust intranet pages.
- To escalate any concerns relating to moving and handling to their line manager as well as reporting it as an incident on the DCIQ system.

9. Risk assessment

The Back Care Team is responsible for:

- Review trust local audits to identify areas that require improvement with Personal Handling Risk Assessments and Personal Handling Plans. Developing safe systems of work and supporting managers and employees to implement recommendations. Findings are included in the manual handling report to the Health, Safety and Wellbeing Group.
- On request provide advice on completion of Personal Handling Risk Assessments and Personal Handling Plans for the care of patients with complex needs.
- To provide advice on environments in which manual handling activities take place through the Establishment Risk Assessments.

10. Information, Instruction, Training and Supervision

10.1 Induction Training

All staff will receive Moving and Handling Training on commencement in the Trust.

- All staff will complete Moving and Handling level 1 Load Handling training through an e-learning module
- Clinical staff will receive face to face Moving and Handling level 2 Practical training unless specified otherwise.

10.2 Update Training

All staff will receive update training every two years including:

- Clinical staff will complete face to face Moving and Handling Level 2 with a Patient Handling Key Trainer or at a corporate One Stop Shop.

- All staff will update their Moving and Handling Level 1 Load Handling training through an e-learning module or a combined Level 1 and Level 2 Moving and Handling update.

10.3 Essential to Role Training

Hoverjack training (equipment used to assist fallen patients) is Essential to Role training for some clinical staff as indicated on My Learning Passport. Training can be provided by a Patient Handling Key Trainer or at a corporate One Stop Shop.

10.4 Bespoke Training

Areas where unique manual handling activities occur may require bespoke moving and handling training. This will be developed and delivered by the Back Care Team to ensure the advice and information provided is appropriate for the staff who work within the area.

10.5 Specialist Training and Advice

On request, The Back Care Team provides specialist advice and training regarding the management of patients with complex needs.

The Back Care Team signpost staff to suitable equipment available through the Trust or to rent through the Trust's preferred provider. A small stock of non-standard equipment is available to loan at RDH from the Back Care Team, this includes:

- Wheelchair
- Commode chairs
- Shower Chairs
- Zimmer Frames
- Hoists Walkers
- ReTurn 7600

Additional equipment for Bariatric Surgery (Situated in General Theatres):

- Maquet Theatre Trolley
- Additional attachments to lengthen and widen the trolley
- Black Fins
- Hovermatt

11. Monitoring & Review

This Safety Management Standard will be regularly monitored and reviewed by the Back Care Team to:

- Ensure it continues to comply with legislation
- Ensure it continues to comply with professional guidance
- Ensure that it is reasonably practicable to implement to all those concerned within the Trust

12. Further information

Trust moving and handling advice is based on the DIAG Code of Practice which is recognised by Joined Up Care Derbyshire Integrated Care System for the practice of managing manual handling risks within the local health and social care setting. Further advice regarding manual handling activity can be sought from the Back Care Team, referring to the DIAG Code of Practice which should be located in each clinical setting, or through the intranet pages on Koha via Net-i:

<https://derby.koha-ptfs.co.uk/cgi-bin/koha/opac-retrieve-file.pl?id=344728e23deb82626b92c9e1954014c8>

Additional general information regarding risk management can be found on the Health and Safety Executive (HSE) website at:

<https://www.hse.gov.uk/msd/manual-handling/index.htm>

And the Back Care Team on NET-i:

<https://neti.uhdb.nhs.uk/education-and-development-back-care-team>

13. Appendices

- **Appendix 1** - Flow chart 1 - Overview of Risk Assessment Process
- **Appendix 2** - Flow chart 2 - Personal Handling Risk Assessment
- **Appendix 3** - Flow chart 3 - Completing the Personal Handling Plan

We hope you find this SMS useful; if you require further information, please contact the Back Care Team:



01332 789535

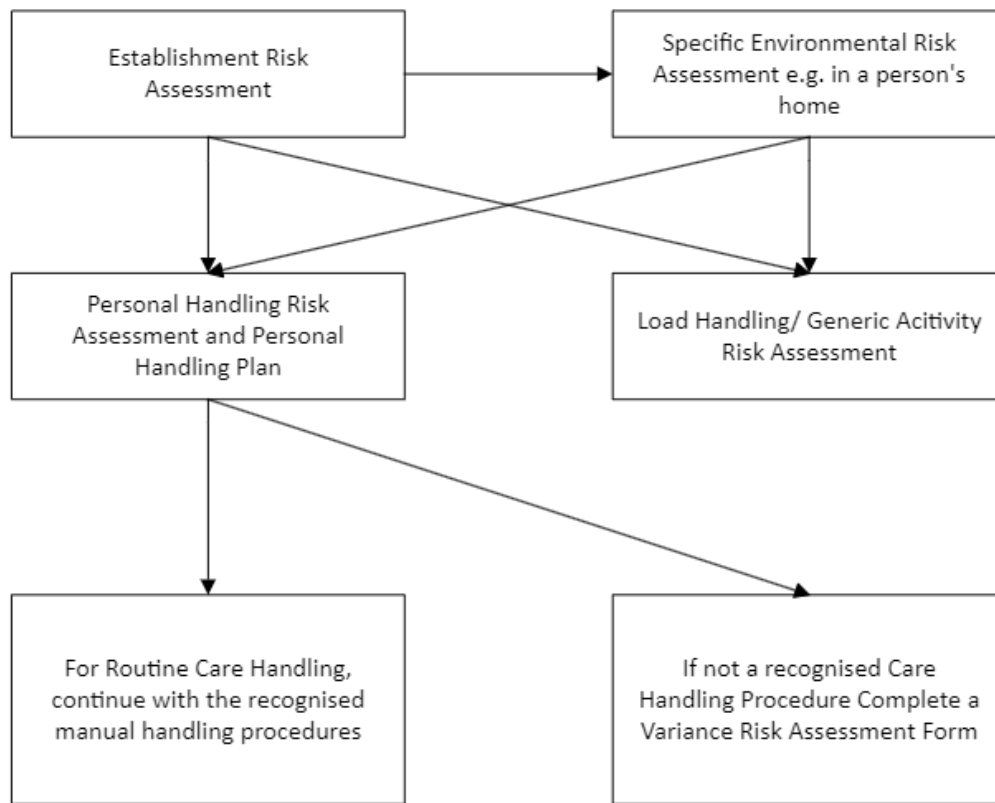


uhdb.backcareteam@nhs.net

Appendix 1



Flow Chart 1 - Overview of Risk Assessment Process



The Risk Assessment Flow Chart

The risk assessment process has been diagrammatically represented in the form of a flow chart. This chart includes the following assessment:

- Establishment Risk Assessment
- Specific Environmental Risk Assessment
- Load Handling Risk Assessment
- Personal Handling Risk Assessment and Personal Handling Plan
- Variance Risk Assessment

The flow chart allows each assessment situation to be explained and followed logically to an appropriate conclusion.

Managerial and Personal Responsibility

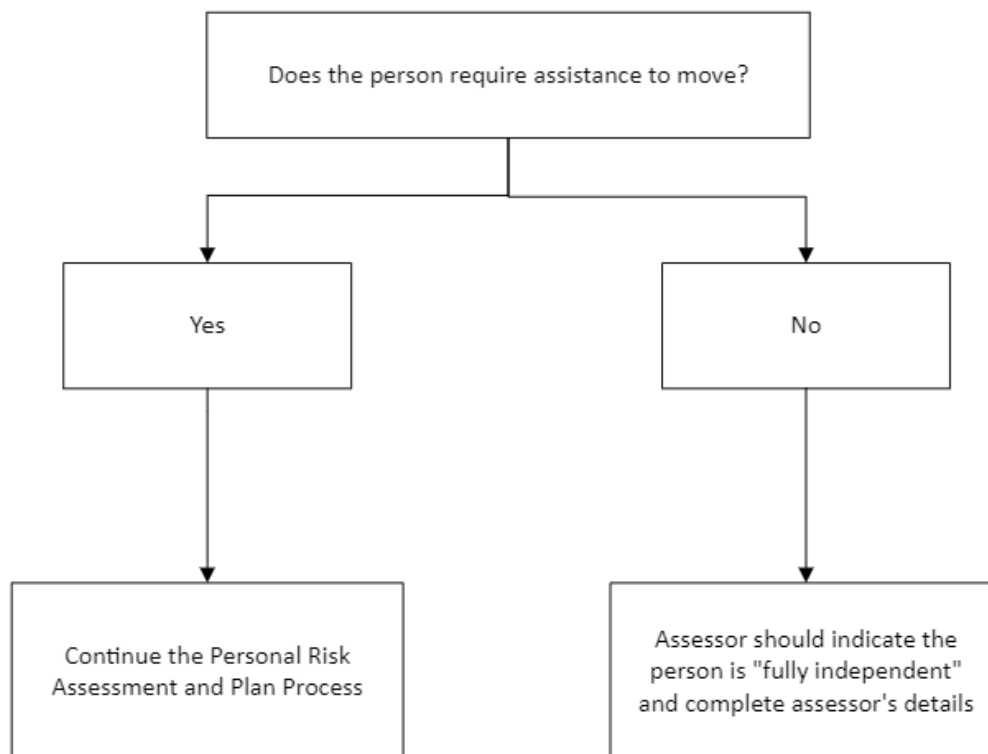
It is the responsibility of all concerned with the delivery of care to ensure that it is delivered in a safe way. This will result in the provision of care to the best quality, as poor handling practise for carers is also detrimental to the person receiving care. The management in each area should have systems in place to create an appropriate Personal Handling Plan, which avoids these unsafe practises. Each and every carer has a responsibility to not place themselves at risk, (HSAW ACT 1974, HSW 1999.) This requires them to find, read and follow the documented Personal Handling Plan.

Source: Derbyshire Inter Agency Group (2011) *A Code of Practice*. 2nd edn. Derby Hospitals NHS Foundation Trust & Derbyshire Inter Agency Group (DIAG) pp.118-119. Available at: [\[derby.koha-ptfs.co.uk/cgi-bin/koha/opac-retrieve-file.pl?id=344728e23deb82626b92c9e1954014c8\]](http://derby.koha-ptfs.co.uk/cgi-bin/koha/opac-retrieve-file.pl?id=344728e23deb82626b92c9e1954014c8)

Appendix 2



Flow Chart 2 - Personal Handling Risk Assessment



The risk assessment process, illustrated by the flow chart, should be completed as follows:

•Does the person require assistance to move?

The risk assessment process begins with the person's abilities i.e. tick and comment on the factors to be considered when assistance to move is required.

This process of assessment is carried out via the Personal Handling Risk Assessment form and takes into account the person sensory/behavioural and physical qualities.

If YES, then go to the personal handling risk assessment.

If NO, then no further action is required.

This information must be recorded on the Personal Handling Risk assessment by ticking the 'fully independent' box. The assessor's details i.e. name, destination, signature and date must be recorded to indicate that the assessment has taken place.

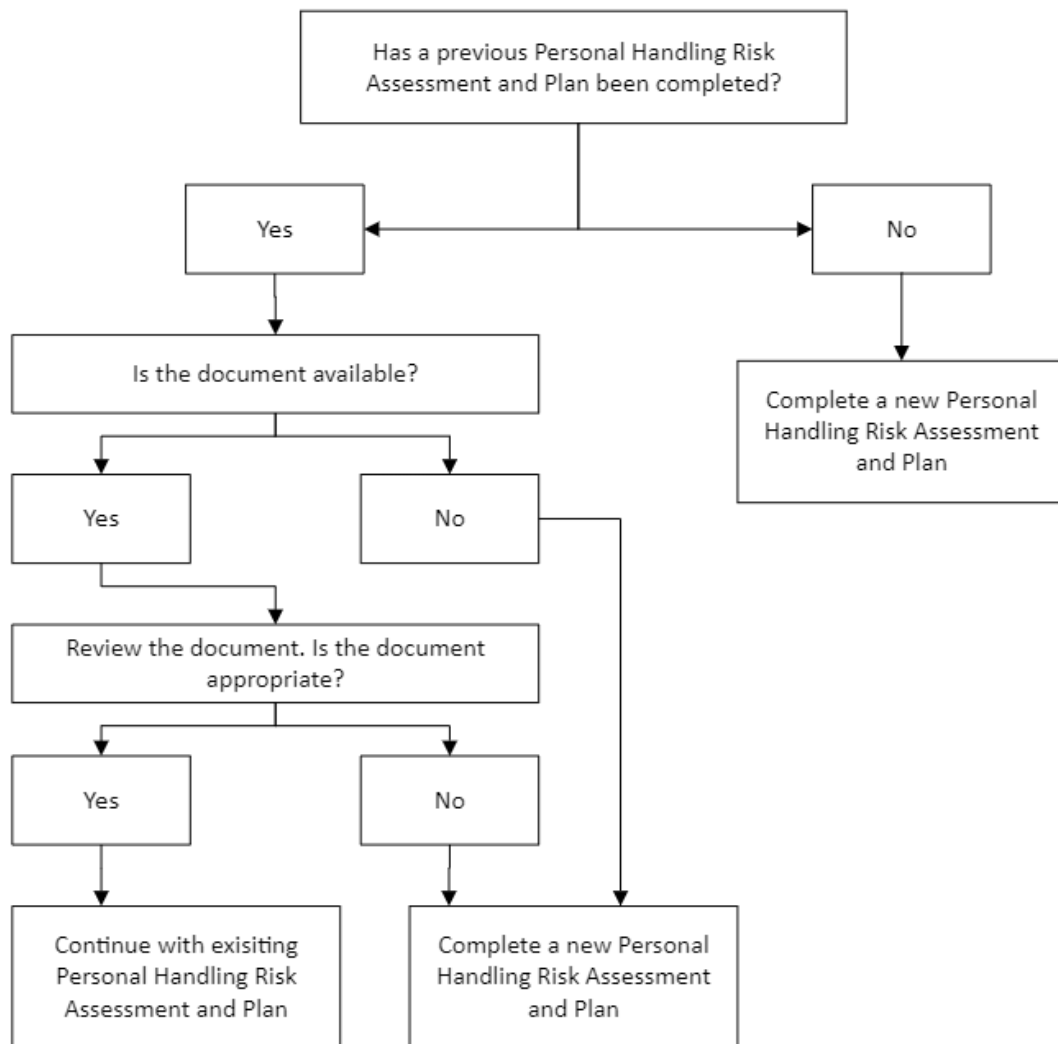
However, if circumstances alter, then the new assessment and plan must be reassessed and completed as necessary.

Source: Derbyshire Inter Agency Group (2011) *A Code of Practice*. 2nd edn. Derby Hospitals NHS Foundation Trust & Derbyshire Inter Agency Group (DIAG) pp.120. Available at: [derby.koha-ptfs.co.uk/cgi-bin/koha/opac-retrieve-file.pl?id=344728e23deb82626b92c9e1954014c8]

Appendix 3



Flow Chart 3 - Completing the Personal Handling Plan



A Personal Handling Risk Assessment and Plan must be completed for every person receiving a service within the organisation. This may require no more than completing the person's details and indicating that they are fully independent. This must be then signed and dated. If a person requires some assistance to move then the Personal Handling Plan must be completed. As handling plans are inter-agency one may have been completed previously.

·Has a previous Personal Handling Plan been completed?

·If YES is the document still appropriate?

The assessments and plans are required to be updated on a regular basis which should be recorded on the pages where identified. Therefore, the current assessment and plan should still be relevant.

·If NO then complete a Personal Handling Risk Assessment and Plan

The assessment and plan should then be the current record of the person's ability and should have a date for review recorded.

Source: Derbyshire Inter Agency Group (2011) *A Code of Practice*. 2nd edn. Derby Hospitals NHS Foundation Trust & Derbyshire Inter Agency Group (DIAG) pp.121-122. Available at: [derby.koha-ptfs.co.uk/cgi-bin/koha/opac-retrieve-file.pl?id=344728e23deb82626b92c9e1954014c8]