



Manual Handling

Policy and Procedure

Notice to employees using a paper copy of this policy
The company Policies folder on the shared drive holds the most recent version of this document and all employees must ensure that they are using the most recent guidance.

Document Control

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Policy Statement

Libertatem Healthcare Group recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and compliant with all statutory requirements and codes of practice. This policy gives guidance on the legal requirements to be upheld by Libertatem Healthcare Group to ensure that staff are adequately trained to perform manual handling tasks including inanimate objects and the safe moving and handling of people.

Legal Requirements

The legal requirement to have a Manual Handling policy is a direct obligation arising from the Manual Handling Operations Regulations 1992 (amended). Employers are required to:

- Assess the risk of back injuries at work
- Reduce the risk to the lowest level reasonably practicable
- Provide training for staff on safe and healthy practice
- Supervise staff to ensure compliance with the regulations

Risk assessments are to be performed prior to the commencement of any patient manual handling, these assessments should be generic and individualised to the client and their specific needs. A generic risk assessment would cover the workplace/environment e.g: equipment needed, safe staffing levels, emergency procedures and safety and suitability of the working environment. Individualised risk assessments will consider the specific manual handling requirements, e.g: client condition and status, specific equipment needs and the number of staff required to support the patient ensuring the safety of the staff and the service user.

There is a legal requirement for a 'qualified and competent person' to conduct the risk assessments, and these need to be reviewed regularly and updated when circumstances or patient condition changes.

This policy and any revision must be brought to the notice of employees. The failure to have a written health and safety policy can result in the issue of an improvement notice ordering the matter to be attended to within a fixed period. Non-compliance can result in prosecution and a fine.

Aim of the Policy

This policy is intended to set out the values, principles and policies underpinning the organisations approach to safe moving and handling in the healthcare setting.

Safe Manual Handling at Work Policy

Libertatem Healthcare Group is committed to ensuring the health, safety and welfare of its staff with regards to manual handling in the workplace, so far as is reasonably practicable, and of all other persons who may be affected by our activities including clients and their relatives. Libertatem Healthcare Group will take the following steps to ensure that its statutory duties are met at all times.

- All employees will be provided with the relevant information, training and ongoing support to enable them to perform safe and effective manual handling of service users and inanimate loads
- All work based tasks and manoeuvres will have been risk assessed by an appropriate clinician and individualised care plans will provide instructions as guidance. These will be designed to ensure the health and safety of both the staff and service users.

- Employees will be directed and facilitated to raise any issues regarding manual handling and request further training or guidance should they need it. Employers will act promptly to address and rectify any issues or risks identified.
- Libertatem Healthcare will appoint competent and qualified individuals to risk assess workplace environments and train employees to the required standard. Training updates will be provided and any changes to policy will be highlighted to all staff immediately.
- The manual handling policy will be monitored to ensure the objectives are achieved. In the event of legislation changes the policy will be reviewed and updated in accordance with Manual Handling Operations Regulations 1992, Health and Safety at Work Act 1974, Provision and use of Work Equipment Regulations (PUWER) 1998 and Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

Duties on the organisation

Libertatem Healthcare Group recognises its responsibility under the Health and Safety at Work Act 1974 and the Manual Handling Operations Regulations 1992 (MHOR) to ensure that all reasonable precautions are taken to provide and maintain relevant moving and handling training and guidance to ensure the safety of employees and service users in line with statutory requirements and codes of practice.

Employees, support workers and service users are expected to abide by safe moving and handling recommendations and to have regard to the safety of others

The organisation's policy will be, so far as is reasonably practicable, to:

- make a risk assessment of every client's home and manual handling requirements before a member of staff is allocated to that care package
- put in place risk management measures to reduce any identified risks or hazards to an acceptable level
- communicate agreed protocols to care staff and ensure regular monitoring of compliance and competency
- ensure that equipment in client's homes is only used if it is safe and appropriate
- arrange for the safe and healthy use, handling, storage and transport of articles and substances
- provide information, training and supervision to ensure safe methods of manual handling are being adopted by employees
- conduct, record and implement the findings from regular risk assessments performed in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999
- In the event of any accident or incident (such as a near miss) involving injury to anybody to make a full investigation and to comply with statutory requirements relating to the reporting of such incidents

Duties of employees

The successful implementation of this policy requires total commitment from all employees. Each individual has a legal obligation to take reasonable care for their own safety and wellbeing and the safety and dignity of their clients when performing tasks involving moving and handling. It is the duty of every employee at work:

- to take reasonable care of their own safety and those of any other person who may be affected by their acts or omissions at work
- as regards any duty or requirement imposed on their employer by or under any of the relevant statutory provisions, to co-operate with the employer to enable that duty or requirement to be complied with.

In addition, no person employed by Libertatem Health Care shall intentionally or recklessly interfere with or misuse any equipment provided to assist with the safe moving and handling of inanimate loads or clients. Failure to abide by this policy will be considered a disciplinary offence.

Training

All new staff should be encouraged to read the policy on Manual Handling of people and loads as part of their induction process. Existing staff will be offered training to National Training Organisation standards covering basic information about safe moving and handling. In addition, all staff will be appropriately trained to perform their duties safely and competently and those staff who need to use specialist equipment will be fully trained and supervised while they are developing their competency.

Training will incorporate both theoretical and practical elements, training will be reviewed and updates will be provided to staff by Libertatem Healthcare.