Moving And Handling (v1.0.0)

Date Reviewed: 11/12/2024 | **Next Review Date:** 11/12/2025

Person responsible for updating this policy: Hitendrakumar Sharma

Policy Statement

Bluestar Care & Support- Bluestar Resourcing 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. Manual handling is also covered specifically by the following legislation:

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Manual Handling Operations Regulations 1992
- Lifting Operations and Lifting Equipment Regulations 1998.
- Provision and Use of Work Equipment and Regulations 1998 (PUWER).

The Manual Handling Operations Regulations 1992 were the result of an EU directive, issued in 1990, and are firmly based on a minimal handling approach to manual handling. Under the regulations, employers must avoid the need for employees to undertake any manual handling operations that involve a risk of their being injured, and, where such activities cannot be immediately eliminated, a suitable and sufficient assessment of all such operations is mandatory. This being done, employers must take appropriate steps to reduce the risk of injury to the lowest level reasonably practicable.

This policy is intended to set out the values, principles and policies underpinning the Bluestar Care & Support- Bluestar Resourcing approach to moving and handling.

The Policy

This policy is intended to set out the values, principles and policies underpinning the Bluestar Care & Support- Bluestar Resourcing approach to moving and handling.

Risk Management

Moving and handling is a key part of the working day for most employees; from moving equipment, laundry, catering, supplies or waste to assist a service user in moving.
Poor moving and handling practice can lead to:

- Back pain and musculoskeletal disorders, which can lead to the inability to work
- Moving and handling accidents, which can injure both the person being moved and the employee
- Discomfort and a lack of dignity for the person being moved.

Employers must reduce the risk of injury to staff and the service user by:

- Avoiding those manual handling tasks that could result in injury, where reasonably practicable
- Assessing the risks from moving and handling that cannot be avoided
- Putting measures in place to reduce the risk, where reasonably practicable.

Employees must:

- Follow appropriate systems of work and use the equipment provided

- Co-operate with their employer and let them know of any problems
- Take reasonable care to ensure that their actions do not put themselves or others at risk.

Moving and handling risk assessments help identify where injuries could occur and what to do to prevent them. It should be possible to complete the majority of assessments in-house as no one knows your business better. The person carrying out the assessments has specific training and is competent to identify and address the risks from the most complex handling activities you undertake. This usually requires specific training.

One of the most important factors is identifying risks. Activities that may increase the risk include, for example:

- Assisting in service user transfers
- Assisting in carrying out daily activities (such as bathing) with a service user who will have specific needs.

Some Care and Support staff may have to adopt and hold awkward postures as part of their work. Stresses and strains arising from adopting awkward or static postures when caring for people need to be addressed.

Two types of risk assessment are usually needed:

- Generic assessments to consider the overall needs of the setting, looking at:
  - The type and frequency of moving and handling tasks
  - Overall equipment needs
  - Staffing
  - The environment
  - What moving and handling may be required in emergencies, such as fire evacuations or service user falls.
- Individual assessments consider the specific moving and handling needs of the service user and form part of the Care and Support planning process.

Generic Risk Assessments

- Bluestar Care & Support- Bluestar Resourcing balances the safety of employees with the needs, safety, and rights of the service user
- Policies and practice should not place unreasonable restrictions on the service user rights to autonomy, privacy, or dignity
- Risk assessment should be part of a wider needs assessment process to achieve the best outcome
- Health and safety issues will then be identified and built into the complete Care and Support package.

Individual Risk Assessments

Bluestar Care & Support- Bluestar Resourcing works closely with the occupational therapist and/or other outside professionals such as the district nurse when assessing moving and handling risk for individuals.

The assessment is person-centred and, where possible, involves the service user or their family in decisions about how their needs are met. This can reassure them about the safety and comfort of the equipment, how it and the methods used will ensure their safety and the safety of staff.

Risk assessments are recorded in the Care and Supportplan. Include detail on the moving and handling needs of the service user , day and night, specifying:

- What the service user is able/unable to do independently
- The extent of the service user ability to support their weight and any other relevant factors, e.g., pain, disability, spasm, fatigue, tissue viability or tendency to fall
- The extent to which the service user can participate in/cooperate with transfers
- Whether the service user needs assistance to reposition themselves/sit up when in their bed/chair and how this will be achieved, e.g., provision of an electric profiling bed
- The specific equipment needed including bariatric where necessary and, if applicable, type of bed, bath and chair, as well as specific handling equipment, type of hoist and sling, sling size and attachments
- Assistance needed for different types of transfer, including the number of staff needed. Although hoists can be operated by one person, hoisting tasks often require two staff to ensure a safe transfer. The number of people required will be documented in the Care and Support plan.
- The arrangements for reducing the risk and for dealing with falls, if the service user is at risk.

The needs and abilities of a service user can change over the day. Staff should understand the impact this may have on moving and handling practices.

A service user may become upset or agitated when being moved. Others, though willing to assist at the start of a manoeuvre, may find themselves unable to continue.

A natural reaction, while helping with walking, for example, is to try to prevent a fall. Injuries have occurred to both staff and the service user in such circumstances. Properly positioned, as trained the Care and Support worker may prevent a fall or allow a controlled slide. Having made the service user comfortable, they can determine how to move them safely - often with mechanical aid.

Sources of Advice

Specialist advice on how to help some users with specific moving and handling needs will also be useful. Sources of advice include:

- Occupational Therapists
- Physiotherapists
- Manual handling advisers
- Ergonomists with experience in health and social care
- Professional bodies
- Organisations such as the National Back Exchange or Chartered Society of Physiotherapy.

Monitoring and Review

Risk assessments are reviewed regularly with the Care and Support plan and whenever circumstances change to ensure they remain current along with moving and handling activities which are monitored to ensure that correct procedures, techniques and equipment are being used.

Any changes will be recorded and discussed with the Occupational Therapists immediately and their new Care and Support plan put in place.

Examples of equipment used:

- A selection of hoists, e.g., hoists to raise fallen individuals from the floor, standing hoists, mobile hoists, etc.
- Bath hoists or bath lifts and/or adjustable height baths
- A sufficient number of slings of different types and sizes
- Slide sheets
- Transfer boards used to assist in moving from and to different furniture (e.g., seat to a wheelchair)
- Turntables used to assist in turning people around
- Electric profiling beds for the dependent/immobile service user
- Wheelchairs
- Handling belts to assist the service user who can support their weight, e.g., to help them stand up. They should not be used for lifting
- Lifting cushions used to assist people to get up from the floor or bath
- Bed levers, support rails/poles
- Emergency evacuation equipment
- Suitable walking aids, handrails etc. for people needing minor assistance
- Bariatric equipment
- All staff are fully trained before using any of the above equipment.

Moving and handling equipment used for health and social care may be classified as medical devices. The supply and design of such devices or equipment are regulated by the Medicines and Health Care Product Regulatory Agency (MHRA). Information on how to report defects, adverse incidents or problems with medical equipment is found via the Yellow Card Scheme.

Using Hoists Safely

Safe working procedures must be followed during hoisting to avoid accidents that can result in serious or fatal injuries.

- **Selection of the wrong size sling**, which can result in discomfort if the sling is too small, and/or the service user slipping through if it is too large. Staff should be aware that sling sizes and coding vary between manufacturers
- **The wrong type of hoist or sling for the individual, or task**, which can lead to inadequate support and a risk of falling. For example, toileting slings give a great degree of access, but little support
- **Incompatibility of hoist and sling** can result in insecure attachment between the two. Follow the manufacturer's advice and refer any concerns about sling/hoist design, supply, manufacturer's instructions or compatibility to the regulator for medical devices
- **Failure of equipment** due to lack of maintenance/inspection
- **Leaving a vulnerable person unattended in a hoist** or in a position where they might be at risk of falling

- **Overturning of the hoist** due to difficult surfaces, transporting an individual over a long distance on a hoist, or not following the manufacturer's instructions
- **Failure to use a safety harness**, belt, or attachment appropriately. Some slings come with different length loops for attachment to the hoist to increase comfort or the range of positions. You must choose the correct loops so that an individual is not at risk of slipping from the sling. Use the same loop configuration on both sides to reduce the risk of sideways falling.

The service user risk assessment and Care and Support plan for hoisting should specify:

- Which hoist to use for which task
- Type and size of sling and any configurations of loops or leg attachments
- Use of any additional safety devices such as safety belts
- The number of Care and Support workers needed to carry out the task
- Any other relevant information, specific to the person being hoisted.

This risk assessment is also kept in the service user Care and Support plan and is easily accessible to staff

Maintenance of Lifting Equipment

- If equipment is provided by the occupational therapists/Local Authority (LA), it is their responsibility to keep the equipment maintained
- If equipment is provided by the family, it is their responsibility to maintain it
- It is the Service Manager Hitendrakumar Sharma responsibility to ensure the equipment is safe for employees to use
- Employees must check maintenance dates before using the equipment.

Duties of Company Staff and Employees

The Manual Handling Operations Regulations 1992 set out the obligation for employees to make full use of systems of work laid down for their safety in manual handling operations. This is in addition to their obligations under other health and safety legislation, including making proper use of equipment provided for their safety. To conform with the The Manual Handling Operations Regulations 1992, Bluestar Care & Support- Bluestar Resourcing requires its staff to adopt the following three-stage model:

- Staff should avoid hazardous manual handling as far as is reasonably practical
- Where hazardous manual handling cannot be avoided, staff should assess the risk first
- Depending on the result of the assessment, staff should reduce the risk involved to the lowest level reasonably practicable.

The successful implementation of this policy requires total commitment from all employees; each individual has a legal obligation to take reasonable care for their health and safety, and for the safety of other people who may be affected by their acts or omissions.

It is also the policy of Bluestar Care & Support- Bluestar Resourcing that, under s.7 of The Health and Safety at Work Act 1974, it is the duty of every employee at work:

- To take reasonable care of their health and 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, so far as is necessary, to enable that duty or requirement to be complied with
- In addition, no person at Bluestar Care & Support- Bluestar Resourcing shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare in pursuance of any statutory provisions.

Staff Injured at Work

Manual handling accidents are covered by The Reporting of Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) . According to RIDDOR, all manual handling accidents and injuries should be recorded and also reported online to The Health and Safety Executive (HSE), especially if they result in staff being off work for three days or more, or if they involve faulty equipment (see Accident and Incident (RIDDOR) Policy). All staff injured at work will be given appropriate support, and any staff who have suffered a making handling injury should see their GP as soon as possible. Any necessary alterations to a member of staff's job after an accident will be considered in line with current Equality Act 2010 guidelines.

Training Statement

Training Statement

All staff, during induction, are made aware of the organisation's policies and procedures, all of which are used for training updates. All policies and procedures are reviewed and amended where necessary and staff are made aware of any changes. Observations are undertaken to check skills and competencies. Various methods of training are used including one to one, online, workbook, group meetings, individual supervision and external courses are sourced as required.

Related Policies

- Accidents, Incidents And Emergencies Reporting (RIDDOR) (Domiciliary)

Related Guidance

- HSE: Getting to Grips with Hoisting People
- HSE: Moving and Handling in Health and Social Care
- RCN: Moving and Handling
- Gov.UK :Yellow card

Policy Legal Statement

This policy is Copyright © W&P Assessment & Training Centre Ltd. 2024 and is only licensed for use with a current W&P Portal Contract. If you have a current contract, it can be accessed in your online account. Use of this policy without a current W&P Portal Contract is strictly prohibited.