



Delivering Quality Healthcare

Policy Title:	Moving and Handling Policy: 47	Date implemented or date of last review:	11/05/2020
CQC KLOE Reference:	Safe	Date of next review	10/05/2021

1. PURPOSE

- 1.1. The purpose of this policy is to ensure the co-operation of management and staff in working together positively to achieve an environment which minimises risk and promotes the health and safety of all staff and clients.
- 1.2. The purpose of this policy is to enable KOPE-MEDICS to comply with the requirements of the Manual Handling Operations Regulations 1992.

2. PRINCIPLES

- 2.1. KOPE-MEDICS will take all steps, so far as is reasonably practicable, to pursue the following principles:
 - 2.1.1. The provision and maintenance of moving and handling equipment that is safe and without risk to health.
 - 2.1.2. Arrangements for ensuring safety and absence of risk to health about the use, handling, storage and transportation of clients and loads.
 - 2.1.3. The provision of appropriate information, instruction, training and supervision as is necessary to ensure the health and welfare at work of KOPE-MEDICS staff and clients.
 - 2.1.4. The preparation, and as often as may be appropriate, revision of a written statement of general policy with respect to the safe moving and handling of clients and loads.

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2.1.5. The provision of appropriate facilities and resources that will enable clients to receive their full and proper treatment without detriment to their health, safety or welfare.

3. ROLES AND RESPONSIBILITIES

3.1. The director will ensure, so far as is reasonably practicable:

- 3.1.1. That all steps are taken to ensure the health, safety and welfare of all stakeholders including, staff, partners, clients, visitors and others.
- 3.1.2. Ensure the review of safety policies, procedures and systems for the overall management of moving and handling are undertaken on a regular basis.
- 3.1.3. Ensure appropriate arrangements are in place to periodically monitor the safety performance of KOPE-MEDICS.
- 3.1.4. Ensure systems are in place to identify and meet moving and handling training needs of staff ensuring that competence is appropriate to the role.
- 3.1.5. Provide performance management systems to ensure all mandatory training is monitored at all levels of the organisation.

3.2. Staff - It is the responsibility of staff, so far as reasonably practicable to:

- 1.1.1. Work to KOPE-MEDICS moving and handling policies and procedures.
- 1.1.2. Be responsible for their own health, safety and welfare and the health, safety and welfare of those who may be affected by their acts or omissions.
- 1.1.3. Co-operate with any person with moving and handling responsibilities.
- 1.1.4. Not to intentionally or recklessly interfere with or misuse equipment provided in the interests of moving and handling.
- 1.1.5. Observe safe methods of work and safety procedures as laid down in departmental policies, protocols, risk assessments, work instructions, safe systems of work or procedures.

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- 1.1.6. Report to an appropriate supervisor, manager or the Moving and Handling Specialist Adviser, any problem they observe which poses a risk to safe moving and handling and seek advice and assistance as required.
- 1.1.7. Attend appropriate moving and handling training as required by risk assessment, policy, statutory directive, appraisal or agreement.
- 1.1.8. Use work equipment in a way that they have been trained to by a competent person and in accordance with manufacturer's instructions.
- 1.1.9. Ensure that, to the best of their knowledge, equipment is in safe working order prior to and following its use and is stored safely and appropriately regarding the environment and to ensure the safety of people accessing the area in which it is used.
- 1.1.10. Check all equipment to ensure it is still within the annual service validity date, the details of which are attached to the equipment itself. Equipment not within its service date should be reported to the office immediately and taken out of use.
- 1.1.11. Contact compliance team or manager to report any faulty equipment and ensure the faulty equipment is taken immediately out of use. It must be labelled "out of use" and signed and dated by the person observing the fault, retaining the equipment for further inspection.
- 1.1.12. Ensure that all moving and handling equipment involved in an incident or accident is taken immediately out of use. It must be labelled "out of use" and signed and dated (as for faulty equipment), making a documented record of the serial number on the equipment and retaining the equipment for further inspection or investigation.
- 1.1.13. Ensure any moving and handling incident that occurs is logged via the Incident recording system, grading the incident in accordance with KOPE-MEDICS' Risk management policy, with support from their line manager. The actions taken to minimise the risk of recurrence should be clearly identified and recorded on incident report.

2. PROCEDURES

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2.1. Training

- 2.1.1. The moving and handling training needs of staff will vary depending upon their role and responsibilities and when exposed to new risks.
- 2.1.2. Moving and handling training will be determined based on assessment of a staff role. The outcomes from the assessment will identify the practical moving and handling skills a staff requires, such as those specific to client handling, to carry out their role safely.
- 2.1.3. During training staff, will be tested on their knowledge and competency to carry out safer practical handling techniques either when handling loads or working with people.
- 2.1.4. The moving and handling training needs of staff will be determined in line with the Mandatory Training Policy and this will form part of the individuals annual Appraisal process
- 2.1.5. The Learning and Development Department will maintain records of most training, but directors and managers need to ensure records are maintained where local policies and procedures must be adhered to and understood by staff.

3. RISK ASSESSMENT

- 3.1. It is a legal requirement that moving and handling risk assessments must be carried out in line with the Manual Handling Operations Regulations (1992).
- 3.2. Where there is a potential risk of injury to the handler or client then an appropriate risk assessment must be completed along with a suitable and timely action plan.
- 3.3. Compliance with risk assessment must be monitored.
- 3.4. The Moving and Handling Specialist Adviser will carry out random audits across KOPE-MEDICS on an annual basis, at a time mutually agreed with service managers. It is expected that at audit, managers will be able to show evidence of how they manage and document moving and handling risks.

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4. LOAD HANDLING RISK ASSESSMENTS

- 4.1. It is the responsibility of each area or department manager to:
- 4.1.1. Identify moving and handling tasks carried out in their service area and ensure that appropriate moving and handling risk assessments for these tasks are carried out.
 - 4.1.2. Take appropriate steps to reduce the risk of injury to the lowest level reasonably practicable, develop documented safety procedures and, if necessary, identify the procedure to be followed.
 - 4.1.3. Ensure that staff involved in carrying out those identified tasks are aware of the risks and the safety procedures to be followed.
 - 4.1.4. Review and update risk assessments as necessary, for example, if a task changes in some way, or new information becomes available.
 - 4.1.5. Information and guidance on completing load handling risk assessments and advice on safety procedures can be obtained from.

5. PEOPLE HANDLING RISK ASSESSMENT

- 5.1. It is the responsibility of the senior care or supervisor to:
- 5.1.1. Ensure that People Handling risk assessments and subsequent care plans are carried out upon admission using the documentation provided. If a member of staff is alerted to a high risk from a moving and handling perspective, then a moving and handling risk assessment should be completed within 24 hours of admission.

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- 5.1.2. These assessment forms can be completed on risk assessment form as a hard copy. In accordance with KOPE-MEDICS policy, and when moving and handling needs change, these risk assessments must be updated.
- 5.1.3. Ensure that all staff are aware of the client's moving and handling risk assessment and care plan.
- 5.1.4. Ensure that staff carry out the handling techniques identified for each client in their individual moving and handling care plan
- 5.1.5. Consider, where appropriate, recommendations made by other specialists e.g. Physiotherapy, Occupational Therapy, Personal Safety Specialist Adviser, Infection Prevention Practitioner.

6. MOVING AND HANDLING RESOURCES

- 6.1. If a client within a service requires specific moving and handling resources that cannot be met under current service provision the registered manager must be consulted for further guidance and a risk assessment completed.
- 6.2. Where the registered manager cannot be contacted then the on-call manager must be consulted.

7. MOVING AND HANDLING INCIDENTS

- 7.1. It is the responsibility of staff or managers to investigate moving and handling incidents and to plan and record subsequent action. Advice and guidance regarding this can be sought from the registered manager.
- 7.2. KOPE-MEDICS' reporting procedures must be followed and investigations and actions accurately documented.

8. MONITORING THE COMPLIANCE AND EFFECTIVENESS OF THIS POLICY

- 10.1 This will be achieved by:

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- 1.1.1. The managers providing reports to the KOPE-MEDICS' compliance team detailing all incidents and accidents and identifying trends and exceptions.
- 1.1.2. The Learning and Development Team providing monthly reports on mandatory training attendance for the consideration of the registered manager.
- 1.1.3. All staff to fully participate in the annual health and safety monitoring programme.
- 1.1.4. The performance of individuals who are expected to fulfil the responsibilities e.g. managers and staff, will be monitored as part of the annual Development Review process and aligned to their Knowledge and Skills Framework outline.

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