

Ark[®]
People
Housing
Care

Moving and Handling

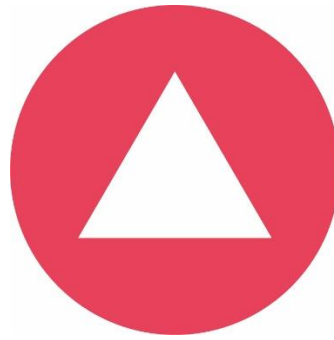
Policy Reference:	HS08		
Effective date:	September 2022	Review date:	September 2025
Approved by P&PRG	May 2022	Approved by BoM:	August 2022
Owner:	Brian Gunn	Job Title:	H&S Manager
To be issued to:	Board of Management Ark Management All Staff Ark Policy Review Group Ark Working Group		
Method of Delivery:	Email Policy LearnPro Policy Briefing Sheet		

Version Control

Date	Owner	Version	Reason for Change
Mon 2022	Brian Gunn	v5.0	Cyclical review

Summary of Changes

Section	Change
Whole Policy	New format



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1.0 Ark`s Values

Ark`s values are true to the core purpose of the organisation and the services we deliver. They determine our behaviours towards one another and what we should expect in our relationships with one another. Working within the following values will guide and help us deliver our vision and mission of Ark being an organisation where everyone is equal:

Trust

We have confidence in our people to deliver excellent services and trust in them to do so. We will develop trusting and honest relationships and our customers will feel assured that they can rely on us to deliver.

Respect

We treat everyone fairly and we listen. We are respectful of each person with whom we come into contact and expect our people to respond professionally and treat others as they would wish to be treated.

Understanding

We will operate with empathy and compassion and approach each situation with an open mind. We will question and challenge to ensure we achieve the right outcomes for customers and our people.

Equality

We believe everyone is equal and expect our people to create positive experiences where everyone feels valued and included.

Integrity

We will do the right thing and take responsibility for our actions. We will work together to uphold the highest standards of behaviour and practice.

2.0 Purpose

The purpose of this policy and procedure is to provide regulatory information and guidance to anyone connected to Ark workplaces, and to raise awareness of our safe moving and handling practices to prevent harm and injury to staff and supported people .

3.0 Policy Statement

This policy and procedure describes how Ark will meet and implement the requirements of moving and handling legislation and describe the responsibilities and duties of employees, supported people and third parties with regard to safe moving and handling.

4.0 Scope

This policy applies to all employees of Ark, relief employees, agency staff, students, volunteers, contractors and the Board of Management.

Some aspects of this policy and procedure do not apply to supported people's homes where the support provided is a small care package and Ark are not commissioned to support people with moving and handling.

Where H&S support for moving and handling is commissioned then the regulatory requirements should be met and noted in a person's good life support plan, moving and handling risk management information and a staff workplace risk assessment.

5.0 Legal / Regulatory Framework

5.1 Health and Safety at Work Act 1974

The Act imposes a general duty on employers to ensure the health, safety and welfare at work of their employees

5.2 Management of Health and Safety at Work Regulations 1999

These Regulations place a general duty on employers to assess the risk which may occur in connection with their work and to provide measures to eliminate or reduce the effects of that risk.

Ark will provide information, instruction, supervision, training to comply with the general duty to keep staff and others safe in the workplace.

5.3 Moving and Handling Regulations 1992 (amended 2002)

These regulations require employers to eliminate or control those aspects of moving and handling which pose a significant risk to either employees, supported people and third parties by conducting risk assessments.

6.0 Responsibilities

6.1 Board of Management

Ark's Board of Management is responsible for consideration and approval of this policy, and for ensuring that its decisions are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.2 Executive Team

Ark's Executive Team is responsible for ensuring that this policy is reviewed in accordance with Ark's schedule for review of policies, or sooner if required. The Executive Team is responsible for ensuring that its decisions, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.3 Senior Leadership Team

Ark's Senior Leadership Team is responsible for review of the policy, and for ensuring that its decisions, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.4 Managers

Ark Managers will be responsible for the effective implementation of this policy and associated procedure within their area of responsibility. They must also ensure that each member of their staff, through induction, and team meetings, is made aware of this policy and participates in relevant training.

Depending on needs of an individual service, the local manager will identify any further health and safety training needs for staff if identified after an internal or external audit or after an incident.

6.5 All Staff

Ark employees are required to familiarise themselves with this policy and associated procedure and comply with the content to manage moving and handling at Ark workplaces.

Ark will provide suitable and sufficient information, instruction and training to safely manage moving and handling at Ark workplaces.

Ark will provide moving and handling training that all C&S staff must complete at induction and refresh every three years.

6.6 Third Parties

Ark staff to monitor that safe practices are completed by third parties who are involved in any moving and handling procedures alongside Ark, such as families / others carrying out these functions and report any unsafe or illegal practices to the Ark Manager.

7.0 Moving and Handling

Ark staff must comply with this policy and procedure / medical professional instruction / risk assessment / attend any workplace training that is developed to keep themselves or supported people safe.

Ark expect staff to provide a safe working environment for themselves and people we support by regularly monitoring workplace practices / workplace inspection / reporting equipment defects / reporting moving and handling incidents promptly to an Ark Manager.

Breaches of this policy and procedure will be viewed seriously and will be investigated in accordance with Ark's Disciplinary Policy and Procedures. Non-compliance breaches investigations will use Ark's Moving and Handling Policy but also the Health and Safety Policy and the Moving and Handling Regulations for information.

8.0 Related Policies & Procedures

This policy should be read in conjunction with Ark's:

HS11a Moving and Handling Procedure.

HS01 Health and Safety Policy and Procedure

HR11 Maternity

HR17 Sickness Absence Management

HS21 Extra Duty of Care

9.0 Equality Impact Assessment (EIA)

The key tool which Ark will use to meet its obligations in terms of this policy will be an Equality Impact Assessment.

An Equality Impact Assessment (EIA) is a tool to assess the impact that a proposed activity will have on the different protected groups. An 'activity' could include introduction or review of a policy or procedure, guidance, decisions, or when significant changes are being made at the start of an activity. Ark will develop and share guidance to support relevant staff in relation to completions of EIAs.

An Equality Impact Assessment has been completed in relation to the development of this policy.

10.0 Data Protection Impact Assessment (DPIA)

No data protection implications have been identified in relation to the development of this policy, and consequently a DPIA has not been completed.

11.0 Stakeholder Consultation

- Ark Board of Management.
- Ark Executive Team.
- Ark Senior Leadership Team.
- Ark Policy Working Group.
- Ark Working Group.
- Ark Staff.

12.0 Monitoring and Review

12.1 Monitoring

Ark's Executive and Senior Leadership Teams will monitor implementation of this policy on an ongoing basis, particularly in relation to ensuring delivery of Equalities Impact Assessments, and in relation to ensuring that relevant decisions within Ark are taken in line with the obligations and expectations set out in this policy.

12.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with Ark's policy review framework.