



**Ark**<sup>®</sup>  
People  
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Care

## Moving and Handling

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### Version Control

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### Summary of Changes

Section	Change
Whole Procedure	Change to new format



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# Moving and Handling

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## 1.0 Introduction

Manual Handling is the operation of moving any object to a different position, including lifting, supporting, pulling or pushing with the terms 'moving and handling or transferring' commonly used when supporting people.

When considering the work task, several factors have to be considered including:

- Workplace environment;
- Temperature;
- Type of materials used;
- Distance, route and lighting;
- Size, weight and shape of the person or materials ;
- Personal health factors of staff; and
- Personal factors of the person requiring being moved e.g. other medical conditions, behaviours etc.

### 1.1 Manual / Moving & Handling Hierarchy of Control Measures

- Avoid hazardous manual / moving and handling operations, so far as is reasonably practicable. This may be done by mechanising the process or changing the work task to avoid manual handling.
- Risk assess any manual / moving and handling operation which cannot be avoided.
- Reduce the risk of injury from these operations so far as is reasonably practicable.
- Consideration must be given to mechanical assistance and where this is not reasonably practicable then other improvements must be made e.g. to the load, the working environment etc.

## 2.0 Moving & Handling Risk Assessment

An Ark generic risk assessment for everyday moving and handling tasks is available in the health and safety folders in the general drive for staff to view and edit to suit the workplace.

Where moving and handling tasks are more specific and cannot be avoided, a workplace risk assessment should be completed, control measures implemented and the assessment reviewed regularly or at least annually by Ark staff and managers.

Anyone with enough knowledge, experience and competence can complete a workplace risk assessment, but it will mostly be Ark manager`s along with support from Ark`s Health and Safety Manager to complete these assessments.

The draft risk assessment should be completed and shared with staff before work commences so that everyone is aware of the risks and hazards associated with the task. This allows staff to input in the risk assessment process and to gain any further information from their local knowledge of the workplace.

Workplace precautions already in place should be noted on the risk assessment and updated with any further workplace precautions.

## 2.1 Moving & Handling Risk Assessment Factors

A moving and handling risk assessment should consider five factors; the task, the load, the working environment, individual capability and other factors to provide a safe system of work, See Appendix 1 for more details.

## 2.2 Moving & Handling Workplace Control Measures – Mechanical Assistance

Mechanical equipment can be provided to lift / transfer objects or supported people. This equipment should preferably eliminate the need for moving and handling. However, some equipment does not fully eliminate the risk, but reduces the risk of injury connected to physical moving and handling.

Transferring / moving & handling equipment is normally prescribed and provided by Occupational Therapists, Physiotherapists and/or other professionals who should also provide information to allow training needs to be assessed that are applicable to the individual needing the equipment.

Ark Learning & Development team provide training in the use of specialist lifting equipment to transfer supported people if identified as a training requirement to support a person.

The equipment provided must be regularly checked / serviced / maintained.

Certain items of lifting equipment will fall into 6 monthly Lifting Operations and Lifting Equipment Regulations (LOLER) Certification. See Appendix 2 – Guide to Lifting Equipment for more details.

## 2.3 Moving & Handling Workplace Control Measures – Physical Handling

There are methods of physical handling which should be used where possible and / or practical if there is no mechanical equipment available then physical handling practices may be required. See Appendix 3 – Physical Handling Guidance.

## 2.4 Moving & Handling Workplace Control Measures – Information

Information should be provided to employees on all moving and handling work tasks and any associated hazards that could affect them. See Appendix 4 for information on Health and Safety Executive safe weights of items for handling.

For any specialised moving & handling support of a person, a multi-disciplinary team, which may consist the following, Occupational Therapist, Physiotherapist, Ark staff, Ark H&S Manager and other medical professionals should advise on what techniques are appropriate for that person and staff on an individual basis. This is to ensure any existing medical conditions are considered as part of any moving and handling support work.

All details of any moving and handling procedures should be documented and signed off by relevant medical professional to allow Ark to update care plans, risk assessments, provide information and training for staff.

Whenever there is any change to a supported person's condition, either temporary or permanent, the Ark manager should seek further input from medical professionals using an Occupational Therapist referral.

Any information on any new/adapted techniques to be used in the workplace after a referral must be updated in the persons good life support plan and staff risk assessment.

## 2.5 Moving & Handling Workplace Control Measures – Training

Suitable and sufficient training must be provided for moving and handling tasks whether mechanical or physical handling. The level of training required will depend on the moving and handling tasks involved.

Managers should contact Ark's Learning and Development Team for any moving and handling training requirements.

Moving & Handling training should be given:

- At induction, on general moving & handling which may also include use of specialist equipment at the workplace;
- Before the employee carries out any known high risk moving & handling tasks or duties;
- When new equipment is identified by medical professionals and is planned to be installed in the workplace; and
- Refresher training every 3 years.

Staff training can cover the following areas if identified as a risk in the workplace:

- Safe handling techniques;
- Provision of a safe working environment;
- How to recognise harmful / illegal moving and handling techniques ;
- Appropriate / safe systems of work; and
- Safe use and inspection of mechanical aids.

### 3.0 Extra Duty of Care

Staff should inform their manager if their capability to be involved in moving and handling workplace tasks is impacted by a temporary or long term health condition that might put them or others at risk of harm.

Particular consideration should be given to pregnant women or new mothers, employees with a history of back trouble, or other health problems which may be affected by workplace moving & handling.

An extra duty of care assessment allows managers to make reasonable adjustments to workplaces in agreement with the employee.

There may be additional input from Ark's H&S Manager, Ark's Organisational Development team and an Occupational Health service in developing the extra duty of care assessment.

### 4.0 Reporting of Moving and Handling Incidents

All employees must report Moving & Handling incidents following Ark's incident reporting procedures.

Details of the Incident reporting procedure are in HS04 Reporting of Incidents Policy. This includes carrying out an investigation in to the incident and identifying any follow up actions or extra control measures which may be required.

### 5.0 Implementation and Review

#### 5.1 Implementation

The Chief Executive is responsible for ensuring that this procedure, and the policy that support it, are followed by all staff, relief, agency, students, volunteers and board members.

## 5.2 Review

The Chief Executive will ensure that this procedure is reviewed at least every three years.

## Appendix 1 – Moving and Handling Risk Assessment Factors

When planning a moving and handling risk assessment for supported people or for a workplace task the following five factors should be considered:

- The task;
- The person or load;
- The working environment;
- Individual capability; and
- Other factors.

### **The Task**

Does the task involve stooping, holding the load away from the trunk, twisting of trunk, travelling a distance frequent handling, excessive pushing and/or pulling.

### **The Load**

Is the load heavy, bulky or unwieldy, difficult to grasp, contents unstable or likely to shift, sharp, hot, cold.

### **The Working Environment**

- Are there space constraints preventing good posture;
- Are there slippy, uneven, unstable, variations in level of floors;
- Are there extremes of temperature, problems with ventilation or gusts of wind; and
- Is there poor lighting.

### **Individual Capability**






- Does the task require unusual strength, height.
- Does the task put at risk anyone who is likely to be pregnant or have an underlying health problem.
- Does the task require special information or training.







### **Other factors**






Consideration of other hazards such as clothing, footwear, conditions underfoot, and employees knowledge & training should be considered.



## Appendix 2 – Guide to Lifting Equipment

Equipment	Defined as lifting equipment or lifting accessory?	Risk of injury?	Thorough examination required?
<b>Lifting hoists (mobile)</b> 	Yes, equipment	Yes, failure can result in serious injury or worse	Yes, a thorough examination at intervals of 6 months or less, or in accordance with a written scheme
<b>Lifting hoists (fixed/ceiling)</b> 	Yes, equipment	Yes, failure can result in serious injury or worse	Yes, a thorough examination at intervals of 6 months or less, or in accordance with a written scheme
<b>Stand and raising aids</b> 	Yes, equipment	Yes, failure can result in serious injury or worse	Yes, a thorough examination at intervals of 6 months or less, or in accordance with a written scheme
<b>Slings</b> 	Yes, accessory	Yes, failure can result in serious injury or worse	Yes, a thorough examination at intervals of 6 months or less, or in accordance with a written scheme
<b>Bath hoist</b> – a device which lifts and lowers a person from outside the bath into the bath 	Yes, equipment	Yes, failure can result in serious injury or worse	Yes, a thorough examination at intervals of 6 months or less, or in accordance with a written scheme

Equipment	Defined as lifting equipment or lifting accessory?	Risk of injury?	Thorough examination required?
<b>Bath lift</b> – a device which raises and lowers a person within the confines of the bath 	Yes, equipment	Yes, failure can result in serious injury or worse	Yes, a thorough examination at intervals of 6 months or less, or in accordance with a written scheme
<b>Lifting platforms</b> 	Yes, equipment	Yes, failure can result in serious injury or worse	Yes, a thorough examination at intervals of 6 months or less, or in accordance with a written scheme
<b>Stair lift</b> 	Yes, equipment	Yes, failure can result in serious injury or worse	Yes, a thorough examination at intervals of 6 months or less, or in accordance with a written scheme
<b>Standing transfer aid</b> 	No	N/A	No, but the requirements under PUWER to adequately maintain the equipment will still apply
<b>Recliner baths</b> – height-adjustable baths 	No	N/A	No, but the requirements under PUWER to adequately maintain the equipment will still apply
<b>Riser recliner chairs</b> 	No	N/A	No, but the requirements under PUWER to adequately maintain the equipment will still apply

Equipment	Defined as lifting equipment or lifting accessory?	Risk of injury?	Thorough examination required?
<b>Profiling beds and trolleys</b> 	No	N/A	No, but the requirements under PUWER to adequately maintain the equipment will still apply
<b>Pillow risers</b> 	No	N/A	No, but the requirements under PUWER to adequately maintain the equipment will still apply
<b>Active mattresses</b> 	No	N/A	No, but the requirements under PUWER to adequately maintain the equipment will still apply
<b>Mattress elevator</b> 	No	N/A	No, but the requirements under PUWER to adequately maintain the equipment will still apply
<b>Lifting cushion</b> 	No	N/A	No, but the requirements under PUWER to adequately maintain the equipment will still apply

## Appendix 3 – Physical Handling Guidance

### **Moving & Handling Techniques**

There are various moving & handling techniques which may be used when supporting people who require assistance with moving. This is a specialist area with the techniques being taught during a formal training course.

### **Good Handling Technique**

The following are some important aspects of a good handling technique which should be considered before and during any moving and handling operation:

- Stop and think;
- Position your feet to allow good grip and posture;
- Adopt a good posture i.e. using bent knees and a slight bending of the back;
- Get a firm grip;
- Keep close to the load;
- Don't jerk;
- Avoid twisting the back or leaning sideways; and
- Put down the load, then adjust.

### **Smaller Loads**

Dividing the load into smaller, lighter, less bulky loads. The term 'load' should only be used for inanimate objects and not for moving & handling people. e.g. carrying shopping, moving furniture etc.

### **Supported People**

When moving & handling or transferring a person, one of these terms should be used, and when noted in good life plan and risk and vulnerability assessment their name should be used.

### **Team Moving and Handling**

Using a team or group of employees to conduct the moving and handling task for inanimate objects or supported people. This is when more than one employee is required for the task.

### **Personal Protective Equipment (PPE)**

To protect from any other hazards of the load or person from infection and bodily fluids etc. PPE provided for other hazards should be compatible for physical handling tasks e.g. well-fitting and non-restrictive of movement.

## Appendix 4 – HSE Safe Weights of Items for Handling

