

## **MOVING AND HANDLING POLICY**

### **1.0 INTRODUCTION**

- 1.1 This policy describes how ARK Housing Association Ltd (ARK) will fulfil its responsibilities, as an employer, under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and the Manual Handling Operations Regulations 1992.
- 1.2 All manual handling and moving and handling tasks shall be assessed for risk to the employee and to the service user, where applicable. The risk assessment should be performed before the work task is undertaken or before support work commences. The risk assessment should be regularly reviewed, especially if there has been any significant change in circumstances e.g. the service user has become frailer or delivery sizes have increased etc. A review of the assessment should be conducted at least annually.
- 1.3 This policy has the following sections:

**Policy**

**Guidance**

**Risk Assessment**

**Generic Risk Assessment**

**Policy**

- Section 1 - Introduction
- Section 2 - Scope of policy
- Section 3 - Legislation
- Section 4 - Definition and background
- Section 5 - Implementation
- Section 6 - Roles, responsibilities and duties
- Section 7 - Service users and moving and handling
- Section 8 - Employees and moving and handling
- Section 9 - Reporting of Incidents
- Section 10 - Implementation and review

- 1.4 This policy complies with Scottish Regulatory Standards of Governance and Financial Management 5.3 and 5.4

## **2.0 SCOPE OF POLICY**

- 2.1 This policy applies to all employees of ARK, relief employees, agency staff, volunteers, contractors, and to the Board of Management.

## **3.0 LEGISLATION**

### **3.1 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.

### **3.2 The 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.

### **3.3 Manual Handling Operations Regulations 1992 (amended 2002)**

These Regulations relate specifically to manual handling and have been developed via European legislation.

The regulations require employers to eliminate or control those aspects of manual handling which pose a significant risk to either employees or 'third parties' i.e. service users, visitors etc., by conducting risk assessments.

## **4.0 DEFINITION AND BACKGROUND**

Manual Handling is the operation of moving any object to a different position, including lifting, supporting, pulling or pushing. The term 'manual handling' is commonly thought of as referring to inanimate objects, with the term 'Moving and Handling' commonly used when supporting people. This policy is applicable in both cases.

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

- weather;
- temperature;
- type of materials used;
- distance, route and lighting;
- size, weight and shape of the inanimate object;
- personal factors of the 'handler' e.g. medical condition etc.; and
- personal factors of the person requiring being moved e.g. medical condition, weight etc.

## **5.0 IMPLEMENTATION**

- 5.1 Every employee has a health and safety responsibility and duty with regard to manual handling or moving and handling. Directors and ARK Managers have responsibilities as Managers as well as those of an employee. The level of responsibility is higher as supervisory and management levels increase.
- 5.2 Any breaches of the policy should be reported to the employee's Manager.
- 5.3 Breaches of this policy will be viewed seriously and will be dealt with in accordance with ARK's Disciplinary Policy and Procedures. The severity of discipline will reflect the fact that non-compliance breaches not only ARK's Moving and Handling Policy but also the Health and Safety Policy and UK Workplace Health and Safety Law.

## **6.0 ROLES, RESPONSIBILITIES AND DUTIES**

### **6.1 Directors & Area Managers**

Directors and Area Managers should ensure that:

- there is a procedure for identifying and risk assessing all work tasks which involve manual handling;
- where manual handling cannot be prevented, there is a procedure for the introduction and continual use of a suitable programme of workplace precautions, which should be sufficient to reduce employee exposure to manual handling;
- there are suitable arrangements for the maintenance and servicing of any mechanical equipment used for manual handling;
- there are suitable arrangements for providing information and training on the hazards and risks from manual handling to all relevant employees, including refresher training at suitable intervals; and
- there are suitable procedures for routine checks to ensure that workplace precautions are being applied, particularly those relying on direct action by individual employees.

### **6.2 ARK Managers e.g. Registered Operations Managers and Care and Support Managers**

ARK Managers are responsible for the implementation and operation of this policy in respect of all premises within their remit. ARK Managers should ensure that:

- all employees they manage are informed of the detail of this section of the Health and Safety Manual;
- the requirements of this section of the Health and Safety manual are complied with by employees;
- any breaches of these requirements are handled in accordance with OD policies;
- all necessary risk assessments are completed and available for employees to view; and
- any procedures developed to implement this policy are followed.

### **6.3 Employees**

All employees have a responsibility to ensure that they are complying with the health and safety procedures and requirements appropriate to their job. To achieve this, with relation to moving and handling, employees should:

- avoid excessive moving and handling, where possible;
- use mechanical equipment provided, where applicable;
- ensure they do not use faulty or damaged equipment;
- report any faults or damage to equipment to their ARK Manager;
- attend any Health and Safety training arranged for them and follow all procedures they have been trained in;
- where given the responsibility to monitor moving and handling procedures or arrangements, carry out monitoring at regular intervals; and
- consult their ARK Manager with any queries they may have about their work task.

## **7.0 SERVICE USERS AND MOVING AND HANDLING**

- 7.1 As ARK provides person-centred support for service users and the reason for supporting the service user varies, the level of assistance to service users will be individual and unique, particularly when involving moving and handling. It is, therefore, imperative to ensure that during the risk and vulnerability assessment process the needs, views and feelings of the service user are part of the process.
- 7.2 The risk and vulnerability assessment process may also involve the ARK Manager, the service user's family, Physiotherapist or Occupational Therapist as appropriate, as well as the service user.
- 7.3 The risk and vulnerability assessment recorded within the service user's Good Life Plan should include the manual handling / moving and handling risk and vulnerability assessment. This should provide the safe working procedure to avoid injury to the service user or the support worker. Each service user who requires one will have an individually tailored risk and vulnerability assessment developed for them in their Good Life Plan.

## **8.0 EMPLOYEES AND MOVING AND HANDLING**

- 8.1 As individual capability is part of the manual handling risk assessment, all potential employees will be informed of these guidelines and made aware of the work tasks involving manual handling which they will be required to undertake should they become employees of ARK.
- 8.2 If an underlying health condition is disclosed through the recruitment and selection process an extra duty of care risk assessment and/or Occupational Health referral will be carried out.
- 8.3 There is a generic manual handling risk assessments available for routine manual handling work tasks of inanimate objects. These may be modified to suit the particular workplace.
- 8.4 Where an employee is owed an extra duty of care with regard to manual handling, this should be communicated to the employee and information added to the employee's extra duty of care assessment for moving and handling tasks.

Examples of circumstances where this might apply are: a history of back related problems, a return from sickness absence, pregnancy or a specific medical condition etc. If in doubt advice may be sought from an ARK Manager or the Health and Safety Adviser.

- 8.5 The form for completing an extra duty of care risk assessment can be found within the HS03 Risk Assessment Policy (part 4) and further advice on extra duty of care duties can be found in HS21 Extra Duty of Care Policy sections of the Health and Safety Manual.

## **9.0 REPORTING OF INCIDENTS**

- 9.1 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 remedial actions/extra control measures which may be required.

## **10.0 IMPLEMENTATION AND REVIEW**

- 10.1 The Chief Executive is responsible for ensuring that this policy, and the procedures that support it, are followed by all employees and Board Members.
- 10.2 The Chief Executive will ensure that this policy is reviewed at least every three years, and that any amendments required are submitted to the Board of Management for approval.

<b>Approved by the Senior Leadership Team:</b>	<b>August 2018</b>
<b>Approved by the Board of Management:</b>	<b>September 2018</b>
<b>Next review due by:</b>	<b>October 2021</b>

**Complies with:** Scottish Regulatory Standard of Governance and Financial Management 5.3 and 5.4

## **APPENDIX 1**

### **LIST OF RELATED POLICIES & PROCEDURES**

#### **Policies**

HS03 Risk Assessment Policy

#### **Procedures**

HS08 Moving and Handling Policy: Part 2 - Guidance

HS08 Moving and Handling Policy: Part 3 - Risk Assessments

HS08 Moving and Handling Policy: Part 4 - Generic Risk Assessments

HS03 Risk Assessment: Person Risk Assessment Form – Extra duty of care

#### **Briefing Sheet**

HS08 – Moving and Handling