

Reference Number: Version Number: 4	Date of Next Review: September 2024 Previous Trust/LHB Reference Number: UHB 036
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MINIMAL MANUAL HANDLING POLICY

Policy Statement

The Manual Handling Operations Regulations 1992 defines manual handling as involving the “transporting or supporting of loads, including lifting, lowering, pushing, pulling, carrying or moving loads.” A load may be either animate (a person) or inanimate (a box or a trolley).

Poor manual handling techniques can cause injuries to staff, patients and their carer’s. Human health and social work activities are industries with significantly higher rates of work-related musculoskeletal injuries when compared to other areas of work.

To ensure the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, we will provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, a safe environment, safe equipment and safe systems of work for all our employees whilst they perform manual handling activities.

Policy Commitment

We will commit to reducing musculoskeletal injury to staff and aim to ensure safety of patients/loads when being handled by;

- Adhering to the legal requirements of;
 - The Health and Safety at Work etc Act 1974
 - The Manual Handling Operations Regulations 1992
 - The Management of Health and Safety at Work Regulations 1999
 - The Provision and Use of Work Equipment Regulations 1998
 - The Lifting Operations and Lifting Equipment Regulations 1998
- Following Professional Standards of Good Practice.
- The assessment and control of risks in respect of manual handling for all employees and other persons affected by the actions of our employees whilst they are carrying out their duties.
- Providing information, training, advice and appropriate equipment to staff who perform or manage manual handling.
- Participating and adopting the All Wales/NHS Manual Handling Passport and Information Scheme 2003 (Revised 2020)
<http://howis.wales.nhs.uk/page.cfm?pid=55>

Supporting, Procedures and Written Control Documents

Policy and supporting procedures

- Minimal Manual Handling Procedure

Document Title: Minimal Manual Handling Policy	2 of 18	Approval Date: 07/12/2021
Reference Number:		Next Review Date: 15/09/2024
Version Number: 4		Date of Publication: 23/03/2022
Approved By: Health and Safety Operational Meeting		

- Patient Handling Assessment and Safer Handling Plan
- Patient Hoist Sling Inspection procedure
- Risk Assessment /Risk Register Procedure

Other supporting documents are:

- Health and Safety Executive Approved Codes of Practice including
 - Legal guidance on the Manual Handling Operations Regulations www.hse.gov.uk/pubns/priced/l23.pdf
 - Moving and Handling in Health & Social Care www.hse.gov.uk/https://www.hse.gov.uk/healthservices/moving-handling.htm
- Professional guidance and standards
 - The Royal College of Nursing – www.rcn.org.uk
 - The Chartered Society of Physiotherapy www.csp.org.uk
 - The Royal College of Midwives www.rcm.org.uk
 - The Society of Radiographers www.sor.org.uk
 - The Royal College of Occupational Therapists www.rcot.co.uk
- All Wales/UK NHS Manual Handling Training Passport and Information Scheme 2020 <http://howis.wales.nhs.uk/page.cfm?pid=55>

Scope

This Policy applies to all staff in all locations including those with honorary contracts

Equality and Health Impact Assessment

An Equality and Health Impact Assessment (EHIA) has and this found there to be a no impact.

Policy Approved by

Health and Safety Committee

Group with authority to approve procedures written to explain how this policy will be implemented

Operational Health and Safety Group

Accountable Executive or Clinical Board Director

Executive Director of People and Culture

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

Summary of reviews/amendments

Version Number	Date Review Approved	Date Published	Summary of Amendments
1	January 2011	29/09/2011	Replaces previous Trust version reference no 31

Document Title: Minimal Manual Handling Policy	3 of 18	Approval Date: 07/12/2021
Reference Number:		Next Review Date: 15/09/2024
Version Number: 4		Date of Publication: 23/03/2022
Approved By: Health and Safety Operational Meeting		

2	29/04/2014	25/06/2014	3 yearly review of Policy
3	25/04/2017	05/09/2017	3 yearly review of Policy
4	07/12//2021	23/03/2022	3 yearly review of Policy

Equality & Health Impact Assessment for MINIMAL MANUAL HANDLING POLICY

Please answer all questions:-

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	Minimal Manual Handling Policy
2.	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	Executive Director of People and Culture Rachel Gidman. Woodlands House 36019 Manual Handling Adviser. Sam Skelton Woodlands House 36557 Head of Health & Safety. Robert Warren Woodlands House 36551
3.	Objectives of strategy/ policy/ plan/ procedure/ service	It is the policy of Cardiff and Vale UHB to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, a safe environment, safe equipment and safe systems of work for all its employees whilst performing manual handling activities.
4.	Evidence and background information considered. For example <ul style="list-style-type: none"> • population data • staff and service users data, as 	Pro Act Audit of Patient dependency needs. The All Wales Manual Handling Passport & Information Scheme (revised 2020) .

Document Title: Minimal Manual Handling Policy	5 of 18	Approval Date: 07/12/2021
Reference Number:		Next Review Date: 15/09/2024
Version Number: 4		Date of Publication: 23/03/2022
Approved By: Health and Safety Operational Meeting		

	<p>applicable</p> <ul style="list-style-type: none"> • needs assessment • engagement and involvement findings • research • good practice guidelines • participant knowledge • list of stakeholders and how stakeholders have engaged in the development stages • comments from those involved in the designing and development stages <p>Population pyramids are available from Public Health Wales Observatory¹ and the UHB's 'Shaping Our Future Wellbeing' Strategy provides an overview of health need².</p>	
5.	Who will be affected by the strategy/ policy/ plan/ procedure/ service	UHB Staff and others such as volunteers working on behalf of the UHB and service users will be affected by the Policy.

¹ <http://nww2.nphs.wales.nhs.uk:8080/PubHObservatoryProjDocs.nsf>

² <http://www.cardiffandvaleuhb.wales.nhs.uk/the-challenges-we-face>

Document Title: Minimal Manual Handling Policy	6 of 18	Approval Date: 07/12/2021
Reference Number:		Next Review Date: 15/09/2024
Version Number: 4		Date of Publication: 23/03/2022
Approved By: Health and Safety Operational Meeting		

6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<p>6.1 Age For most purposes, the main categories are:</p> <ul style="list-style-type: none"> • under 18; • between 18 and 65; and • over 65 	No Impact		
<p>6.2 Persons with a disability as defined in the Equality Act 2010 Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes</p>	The Manual Handling Policy positively assists people with mobility disabilities and ensures they are appropriately moved with dignity and without harm.		

Document Title: Minimal Manual Handling Policy	7 of 18	Approval Date: 07/12/2021
Reference Number:		Next Review Date: 15/09/2024
Version Number: 4		Date of Publication: 23/03/2022
Approved By: Health and Safety Operational Meeting		

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<p>6.3 People of different genders: Consider men, women, people undergoing gender reassignment</p> <p>NB Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or Transgender</p>	No Impact		
<p>6.4 People who are married or who have a civil partner.</p>	No Impact		

Document Title: Minimal Manual Handling Policy	8 of 18	Approval Date: 07/12/2021
Reference Number:		Next Review Date: 15/09/2024
Version Number: 4		Date of Publication: 23/03/2022
Approved By: Health and Safety Operational Meeting		

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6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding. They are protected for 26 weeks after having a baby whether or not they are on maternity leave.	No Impact, although the Policy does aim to ensure that pregnant staff are not undertaking manual handling tasks that could cause harm to them or the baby.		
6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers	No Impact		

Document Title: Minimal Manual Handling Policy	9 of 18	Approval Date: 07/12/2021
Reference Number:		Next Review Date: 15/09/2024
Version Number: 4		Date of Publication: 23/03/2022
Approved By: Health and Safety Operational Meeting		

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<p>6.7 People with a religion or belief or with no religion or belief. The term 'religion' includes a religious or philosophical belief</p>	No Impact		
<p>6.8 People who are attracted to other people of:</p> <ul style="list-style-type: none"> • the opposite sex (heterosexual); • the same sex (lesbian or gay); • both sexes (bisexual) 	No Impact		
<p>6.9 People who communicate using the Welsh language in terms of correspondence, information leaflets, or service plans and design</p>	No Impact		

Document Title: Minimal Manual Handling Policy	10 of 18	Approval Date: 07/12/2021
Reference Number:		Next Review Date: 15/09/2024
Version Number: 4		Date of Publication: 23/03/2022
Approved By: Health and Safety Operational Meeting		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
Well-being Goal – A Wales of vibrant culture and thriving Welsh language			
6.10 People according to their income related group: Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health	No Impact		
6.11 People according to where they live: Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities	No Impact		

Document Title: Minimal Manual Handling Policy	11 of 18	Approval Date: 07/12/2021
Reference Number:		Next Review Date: 15/09/2024
Version Number: 4		Date of Publication: 23/03/2022
Approved By: Health and Safety Operational Meeting		

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6.12 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service	No Impact		

7. HIA / How will the strategy, policy, plan, procedure and/or service impact on the health and well-being of our population and help address inequalities in health?

Questions in this section relate to the impact on the overall health of individual people and on the impact on our population. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
7.1 People being able to access the service offered: Consider access for those	People accessing the service will be cared for in an environment where their		

Document Title: Minimal Manual Handling Policy	12 of 18	Approval Date: 07/12/2021
Reference Number:		Next Review Date: 15/09/2024
Version Number: 4		Date of Publication: 23/03/2022
Approved By: Health and Safety Operational Meeting		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p>living in areas of deprivation and/or those experiencing health inequalities</p> <p>Well-being Goal - A more equal Wales</p>	<p>mobility needs have been assessed and control measures to facilitate care.</p>		
<p>7.2 People being able to improve /maintain healthy lifestyles: Consider the impact on healthy lifestyles, including healthy eating, being active, no smoking /smoking cessation, reducing the harm caused by alcohol and /or non-prescribed drugs plus access to services that support disease prevention (eg immunisation and vaccination, falls prevention). Also consider impact on access to supportive services including smoking cessation</p>	<p>No Impact</p>		

Document Title: Minimal Manual Handling Policy	13 of 18	Approval Date: 07/12/2021
Reference Number:		Next Review Date: 15/09/2024
Version Number: 4		Date of Publication: 23/03/2022
Approved By: Health and Safety Operational Meeting		

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<p>services, weight management services etc</p> <p>Well-being Goal – A healthier Wales</p>			
<p>7.3 People in terms of their income and employment status: Consider the impact on the availability and accessibility of work, paid/ unpaid employment, wage levels, job security, working conditions</p> <p>Well-being Goal – A prosperous Wales</p>	No Impact		
<p>7.4 People in terms of their use of the physical environment: Consider the impact on the availability and accessibility</p>	No Impact		

Document Title: Minimal Manual Handling Policy	14 of 18	Approval Date: 07/12/2021
Reference Number:		Next Review Date: 15/09/2024
Version Number: 4		Date of Publication: 23/03/2022
Approved By: Health and Safety Operational Meeting		

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<p>of transport, healthy food, leisure activities, green spaces; of the design of the built environment on the physical and mental health of patients, staff and visitors; on air quality, exposure to pollutants; safety of neighbourhoods, exposure to crime; road safety and preventing injuries/accidents; quality and safety of play areas and open spaces</p> <p>Well-being Goal – A resilient Wales</p>			
<p>7.5 People in terms of social and community influences on their health: Consider the impact on family organisation and roles; social support and social networks; neighbourliness</p>	<p>The Policy and Procedure includes where appropriate joint working with Social Services for community support in regards to manual handling.</p>		

Document Title: Minimal Manual Handling Policy	15 of 18	Approval Date: 07/12/2021
Reference Number:		Next Review Date: 15/09/2024
Version Number: 4		Date of Publication: 23/03/2022
Approved By: Health and Safety Operational Meeting		

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<p>and sense of belonging; social isolation; peer pressure; community identity; cultural and spiritual ethos</p> <p>Well-being Goal – A Wales of cohesive communities</p>			
<p>7.6 People in terms of macro-economic, environmental and sustainability factors: Consider the impact of government policies; gross domestic product; economic development; biological diversity; climate</p> <p>Well-being Goal – A globally responsible Wales</p>	No Impact		

Document Title: Minimal Manual Handling Policy	16 of 18	Approval Date: 07/12/2021
Reference Number:		Next Review Date: 15/09/2024
Version Number: 4		Date of Publication: 23/03/2022
Approved By: Health and Safety Operational Meeting		

Please answer question 8.1 following the completion of the EHIA and complete the action plan

<p>8.1 Please summarise the potential positive and/or negative impacts of the strategy, policy, plan or service</p>	<p>Overall the Policy has a positive impact on benefitting staff and service users who have mobility disabilities. The Policy aims to ensure that staff has the relevant capacity and suitable equipment to deliver care, irrespective of their lifestyle choices.</p>
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Action Plan for Mitigation / Improvement and Implementation

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p>8.2 What are the key actions identified as a result of completing the EHIA?</p>	<p>Continued implementation will support and benefit both staff and patients with mobility issues.</p>			
<p>8.3 Is a more comprehensive Equalities Impact Assessment or Health Impact Assessment required?</p> <p>This means thinking about relevance and proportionality to the Equality Act and asking: is the impact significant enough that a more formal and full consultation is required?</p>	<p>No</p>			

Document Title: Minimal Manual Handling Policy	17 of 18	Approval Date: 07/12/2021
Reference Number:		Next Review Date: 15/09/2024
Version Number: 4		Date of Publication: 23/03/2022
Approved By: Health and Safety Operational Meeting		

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p>8.4 What are the next steps?</p> <p>Some suggestions:-</p> <ul style="list-style-type: none"> • Decide whether the strategy, policy, plan, procedure and/or service proposal: <ul style="list-style-type: none"> ○ continues unchanged as there are no significant negative impacts ○ adjusts to account for the negative impacts ○ continues despite potential for adverse impact or missed opportunities to advance equality (set out the justifications for doing so) ○ stops. • Have your strategy, policy, plan, procedure and/or service proposal approved • Publish your report of this impact assessment • Monitor and review 	There is no negative impact			

