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Manual Handling Procedure

Introduction and Aim

It is the Procedure 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.

Staff health and patient care are no longer viewed as separate issues and it is recognised that excellence in manual handling is simply part of achieving excellence in care (RCN 2002).

Objectives

The Objectives of the procedure are to:-

1. Comply with the legal duties in relation to manual handling placed on the UHB by the following
 - Health and Safety at Work etc Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Manual Handling Operations Regulations 1992 (amended 2002)
 - Provision and Use of Work Equipment Regulations 1998
 - Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
 - Human Rights Act 1998
 - Workplace (Health, Safety & Welfare) Regulations 1992
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
 - Health and Safety Miscellaneous Amendments Regulations 2002

2. Take into account the :-
 - All Wales NHS Manual Handling Training Passport and Information Scheme
 - Approved Codes of Practice
 - Guidance on Regulations
 - Specific HSE Guidance
 - Professional Guidance and Standards

3. Reduce the number and severity of injuries resulting from manual handling injuries within the UHB by;
 - Creating a safe working environment for all UHB staff involved with manual handling activities
 - Promoting an ergonomic approach to manual handling activities

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- Ensuring managers assess, reduce and control risks from manual handling activities
 - Ensuring suitable equipment is made available and used correctly for its intended purpose.
 - Ensuring mechanical equipment is inspected & maintained according to LOLER 1998 & PUWER 1998
 - Retaining and updating maintenance schedules of mechanical manual handling equipment.
 - Ensuring any refurbishment or new build works undertaken within the UHB do not compromise safe manual handling practice.
 - Ensuring staff receive appropriate training.
 - Providing suitable workplace supervision to ensure skills taught are applied in the workplace.
4. Achieve All Wales NHS Manual Handling Passport Scheme standards for:-
- Training, risk assessment, audit and induction.
5. Effectively manage manual handling risks through the risk assessment process incorporated within the risk rating and risk profiling process.

Scope

This procedure applies to all of our staff in all locations including those with honorary contracts.

Equality Health Impact Assessment	An Equality and Health Impact Assessment (EHIA) has been completed and this found there to be no impact.
Documents to read alongside this Procedure	Manual Handling Policy
Approved by	Operational Health and Safety Group
Accountable Executive or Clinical Board Director	Executive Director of People and Culture
Author(s)	Manual Handling Adviser

Disclaimer

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Summary of reviews/amendments

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Version Number	Date of Review Approved	Date Published	Summary of Amendments
1	25/04/2017	05/09/2017	New Procedure in line with new UHB Policy arrangements
2	07/12/2022	23/03/2022	3 Yearly review
3	04/12/2024	06/02/2025	3 Yearly review

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1. PROCEDURE STATEMENT

This procedure demonstrates the commitment of Cardiff and Vale UHB to reducing musculoskeletal injury caused to staff from the manual handling of loads.

The UHB has fully participated and adopted the “All Wales NHS Manual Handling Passport Scheme” (hereby referred to as the All Wales Passport). The aims of which are to:

- Enable organisations to meet the legislative requirements under the Manual Handling Operations Regulations 1992 (as amended 2002) and the Management of Health & Safety at Work Regulations 1999 (as amended 2003 & 2006)
- Support a seamless approach allowing staff to transfer their skills across NHS Wales

This procedure lies within the UHB’s Health, Safety and Risk Management Structure and interlinks with the other UHB Policies/Documents including the Health and Safety Policy.

Under the Manual Handling Operations Regulations 1992 the UHB accepts responsibility for the assessment and control of risks in respect of manual handling. This responsibility covers all employees and other persons who may be affected by the actions of the UHB employees whilst carrying out their duties.

2. DEFINITION OF TERMS

“Manual Handling” means any activity that involves human effort to move or support a load.

Manual Handling – All hazardous manual handling tasks must be risk assessed and appropriate ergonomic and organisational control measures must be put in place to reduce the risk.

- **Animate Loads** - The manual lifting of patients is eliminated in all but exceptional or life threatening situations. Handling which involves manually lifting the whole or a large part of the patient’s weight should be avoided, for example; encouraging patients to assist in their own transfers or by the use of appropriate equipment. Manual handling equipment must be used whenever it can help to reduce risks, providing this is not contrary to the patients needs.
- **Inanimate Loads** - The manual handling of inanimate loads should be reduced to the lowest possible level. Staff should follow safe systems of work, be trained in the use of equipment and physical handling skills in order to reduce the risk of injury.

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3. RESPONSIBILITIES

3.1 **Chief Executive** has overall responsibility for ensuring the arrangements are in place for the implementation of the Manual Handling Policy and Procedure.

3.2 **Executive Director of People and Culture** has delegated responsibility at Executive Board level for the managing of health and safety and is responsible for ensuring;

- There are sufficient resources for the implementation of this Procedure.
- That this Procedure is appropriately disseminated throughout the UHB.
- The approach to manual handling is both systematic and appropriate.
- There are sufficient competent advisers and trainers to support the Policy and Procedure.

3.3 **Executive Directors, Clinical Board Directors, Clinical Board Managers, Clinical Board Nurses, and Directorate Managers** have responsibility for managing the risk management process by:-

- Ensuring suitable and sufficient risk assessments are carried out in the workplace.
- Ensuring appropriate control measures are implemented.
- Ensuring Clinical Board and Directorate risk registers include all manual handling risks that have a score of six or over.
- Including in the UHB Risk register any manual handling risks that cannot be addressed within the Directorate/Clinical Board
- Allocating resources for such equipment as is necessary and reasonably practicable to avoid hazardous manual handling.
- Ensuring staff who undertake manual handling are given sufficient information, supervision, instruction and training.

3.4 **The Occupational Health Department** has responsibility for providing a confidential service to all staff and delivers specialist advice on the health risks associated with manual handling risks. This includes;

- Pre employment screening.
- Advice on musculoskeletal disorders.

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- Providing competent advice to management and staff through assessment and planned return to work processes.
- Provide Ergonomic Workstation assessments in line with DSE Procedure for staff with musculoskeletal complaints relating to their workstation

3.5 **Manual Handling Advisers** are responsible for:-

- Developing the Manual Handling Strategy including a comprehensive training programme.
- Provision of ergonomic advice and consultancy to all staff groups, patients and carers on manual handling issues inclusive of environmental planning, reducing risks through design and equipment provision, to minimise associated risks.
- Ensuring all advice and activity is researched, benchmarked and evidence based commensurate with best practice in the UK and Europe.
- Liaising with other agencies to promote consistency of practice across the continuum of patient care.
- Establishing the UHB as a centre of excellence for manual handling including the full implementation of the All Wales NHS Manual Handling Passport Scheme.
- A comprehensive biannual manual handling training programme delivered based on needs assessed by Clinical Board/Directorate managers.
- Ensuring training meets the All Wales NHS standard.

3.6 **Manual Handling Trainers** are competent persons who:

- Deliver appropriate training courses to the All Wales standard based on needs assessed in managers risk assessment.

3.7 **Departmental/Ward Managers, Team Leaders** are responsible for ensuring that:-

- All hazardous manual handling operations in their areas are risk assessed by a competent person and reviewed using MHO2 (Appendix 1).
- Any risks that score six or above are entered on the risk register.
- For all manual handling risks that score 12 or over, the manual handling advisers are contacted for advice.
- Suitable action is taken to reduce the risks as far as is reasonably practicable.

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- Risks that cannot be addressed at this level are referred to their Directorate Health and Safety Committee and Directorate Manager.
- Individual Patient Handling Assessment & Safer Handling Plans (Appendix 2) are undertaken for all in patients in their care
- A training needs risk assessment is carried out to ensure appropriate staff receive manual handling training.
- The UHB Incident, Hazard and Near Miss Reporting Procedure is adhered to for all manual handling incidents and accidents.
- Staff are released for manual handling training to the All Wales/NHS Passport standard.
- Manual handling practice within their area of responsibility meets the standards taught in training and patients are handled with dignity, care and safety.
- Accurate training records are kept to ensure all staff assessed as requiring training receive training to the All Wales standard.
- Staff who have not received manual handling training do not perform manual handling tasks.
- Ensure all Manual Handling equipment is appropriately inspected and maintained, this is done through contractual arrangements via Estates

3.8 **Manual Handling Workplace Competency Assessor** is an appointed member of staff who is trained by the Manual Handling team to undertake the following duties: -

- Carry out local induction of staff in the workplace
- Assist in the supervision of manual handling practice in their area.
- Act as a role model for excellence in manual handling practice.
- Carry out biannual workplace competency assessments to reduce the need for classroom updates
- Establish a safe philosophy in the workplace
- Act as a resource for staff to pass on manual handling concerns
- Provide a link for information between the Manual Handling Advisers and the work area.
- Attend Bi annual update manual handling training.
- Assist with MH risk assessments
- Ensure accurate records and to forward completed assessments to Manual Handling team to be uploaded onto ESR to ensure individuals competency updated

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3.9 **Employees** are responsible for ensuring that they

- Take reasonable care of their own and others health and safety.
- Use appropriate manual handling equipment or any other safe system of work that has been provided by the UHB.
- Inform their manager of any physical condition that might reasonably be considered to affect their ability to undertake manual handling tasks effectively.
- Assess their own personal safety before undertaking any manual handling activities and never manually lift loads that they consider too harmful to be lifted safely.
- Attend training when nominated and utilise safer handling principles and skills in the workplace.
- Identify and alert their manager to any new activity that requires risk assessment, co-operate in the risk assessment process and comply with safe systems of work.
- Report all hazards, defects in equipment, incidents, accidents and near misses in accordance with the UHB Incident Reporting Procedure.
- Visually inspect any handling aid prior to use to ensure there are no obvious defects. Any defects must be reported to their line manager.
- Wear clothing that permits unrestricted movement and footwear that provides adequate support, a stable non slip base and proper protection.

4 **TRAINING**

The manual handling training programme will meet the needs identified by the Training Needs Analysis to ensure the UHB meets its training requirements within an identified timescale.

- The need for manual handling training is based on an assessment of the individual's job role.
- Training will be to the All Wales/UK Standard.
- Training will be organised by the Manual Handling Unit and central paper records kept within the Unit for six years.
- Audit of the manual handling training will be carried out to the All Wales/UK Standard.
- Training will be undertaken in suitable venues.

5 **RESOURCES**

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Sufficient resources are budgeted for within the UHB to support the;

- Training strategy
- Implementation of the All Wales/UK Passport
- Risk management process
- Provision, maintenance, repair and replacement of Manual Handling Equipment

6 COMMUNICATION

This procedure is available via the UHB Policy/Procedure database, Cardiff and Vale Intranet, and in hard copy on request from the Health and Safety Department and the Manual Handling Unit.

Awareness of this procedure is given to all staff on induction and during manual handling training.

Availability of manual handling training courses is distributed by the UHB Intranet and via ESR

Manual handling training is part of the mandatory training requirement and is identified on staff's KSF outline.

7 AUDIT

Internal Monitoring

Internal monitoring of manual handling within the UHB is the responsibility of the Clinical Boards who, with the assistance of the Manual Handling Advisers will audit by the following means;

- Ensuring completion of accident/incident report forms for all untoward occurrences involving manual handling
- Ensuring all accidents and incidents are investigated and actions fed back to the reporting individual.

External Monitoring

This procedure may be monitored externally by;

- The Health and Safety Executive
- All Wales/NHS Manual Handling Training Passport & Information Scheme Audit.

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8 EQUALITY AND DIVERSITY ASSESSMENT

The UHB is committed to ensuring that, as far as is reasonably practicable, the way it provides services to the public and the way it treat its staff reflects their individual needs and does not discriminate against individuals or groups.

The UHB has undertaken an Equality Impact Assessment and received feedback on this procedure and the way it operates. The UHB wanted to know of any possible or actual impact that this procedure may have on any groups in respect of gender (including maternity and pregnancy as well as marriage or civil partnership issues), race, disability, sexual orientation, Welsh language, religion or belief, transgender, age or other protected characteristics.

The assessment found that there was **no impact** to the equality groups mentioned. Where appropriate the UHB will make plans for the necessary actions required to minimise any stated impact to ensure that it meets its responsibilities under the equalities and human rights legislation.

Should a member of staff or any other person require access to this procedure in another language or format (such as braille or large print) they can do so by contacting the Health, Safety & Environment Department. Cardiff and Vale University Local Health Board will do its utmost to support and develop equitable access to all policies and procedures.

The Procedure will reflect Healthcare Standard 2 which requires Boards to actively promote equality and human rights and to challenge discrimination.

This Procedure has had an equality impact assessment and has shown there will be no adverse effect or discrimination made on any particular or individual group.

9 FURTHER ADVICE

For further advice contact the Manual Handling Adviser;
Woodland House Ext 36557

For further information concerning training and to book spaces contact the Health and Safety Training administrators on **Health and Safety Training** email (on Global)

10 FURTHER INFORMATION

The UHB Manual Handling Risk Assessment forms Appendix 1 and 2

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- The All Wales/UK NHS Manual Handling Training Passport and Information Scheme <http://howis.wales.nhs.uk/page.cfm?pid=55>

Manual Handling Operations Regulations 1992, Guidance on the Regulations. HSE Books

6th Edition the “The Guide to the Handling of People” (2013) Backcare, RCN & NBE