

## HSP 21 Moving and handling

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## 1. Policy Statement

This policy covers both the moving of residents and handling of equipment and goods by staff. Elizabeth Finn Homes recognises that its residents will have a range of different mobility and handling needs and that many will require a degree of assistance with moving and some manual handling care.

In such a working environment the organisation recognises its duty to ensure that:

- The safety of both residents and staff is assured, as far as is reasonably practicable,
- staff are not required to perform tasks that put themselves or their residents at unreasonable risk,
- our residents' personal wishes on mobility assistance are respected wherever possible,
- our residents' independence and autonomy is supported as fully as possible.

To ensure safety and to maximise the independence and dignity of residents Elizabeth Finn Homes adopts a minimal handling approach with regard to the moving and handling of residents, whereby the physical handling or lifting of residents is minimised or avoided wherever possible.

Where handling of residents is required, specialist skills will be employed by staff who are appropriately trained and equipped. Elizabeth Finn Homes believes that such a policy not only minimises the risk to both staff and residents but also has the added benefit of maintaining the residents' independence and encouraging their mobility.

To further reduce the risks of accidents or incidents, General Managers will be expected to:

- Ensure adequate staffing levels at all times,
- ensure appropriate aids are provided,
- ensure that all staff expected to help with the moving and handling of residents have appropriate training,
- apply up-to-date principles of risk avoidance and reduction.
- ensure that risk assessments and procedures for moving and handling have been brought to the attention of staff.

Where individual residents need assistance with their mobility it is essential that their records or care plans contain a full assessment of their needs along with all relevant risk assessments. The assessment should identify the moving and handling aids and techniques that are required to move the resident safely in any situation. This should be documented within the Moving & Handling Assessment and Equipment form and My Mobility and Falls Risk Plan within iCare.

## 2. Aim of the Policy

This document is intended to set out the values, principles and policies underpinning Elizabeth Finn Homes' approach to the moving and handling.

The aims of this policy are to:

- Ensure that residents are provided with the safe care and equipment required to meet their needs,
- ensure compliance with the Manual Handling Operations Regulations 1992 and associated guidance,
- assist all staff to adopt a positive and informed approach to safer handling techniques and the carrying out of risk assessments,
- ensure that suitable equipment is made available to staff to promote safe practice.

## 3. Compliance with Legislation

Elizabeth Finn Homes recognises its responsibility under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 (MHSWR) to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and compliant with all statutory requirements and codes of practice. Employees, residents and contractors are expected to abide by safety rules and to have regard to the safety of others.

Elizabeth Finn Homes further recognises its duty under the Manual Handling Operations Regulations 1992 and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) to ensure the safety of all manual handling operations.

This organisation is registered with the Care Quality Commission and is fully compliant with the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010. All policies, processes and protocols are designed to be in line with the requirements of *Guidance about Compliance: Essential Standards of Quality and Safety*, published in March 2010, and subsequent fundamental standards which contains the outcomes that the CQC expects residents to experience if a provider is compliant with the regulations.

Within this guidance providers of adult social care services must comply with the requirements of:

- Regulation 9 and Outcome 4: 'Care and Welfare of People Who Use Services', which states that service providers should ensure effective, safe and appropriate personalised care and should manage risk through effective procedures.
- Regulation 16 and Outcome 11: 'Safety, Availability and Suitability of Equipment', which states that the safety of any lifting equipment, such as hoists, should be ensured through effective procurement, maintenance, training and operation. Key elements of these duties are covered within EFHL document; HSP 63 Management of Lifting equipment.

#### **4. Moving and Handling Residents**

Elizabeth Finn Homes understands manual handling as the transporting or supporting of loads by hand or by bodily force without mechanical help. This includes activities such as lifting, carrying, showing, pushing, pulling, nudging and sliding heavy objects. It also covers the moving and handling of service users by staff.

As all of manual handling activities obviously carry the risk of injury if they are not performed carefully. The organisation will take the following steps to ensure that its statutory duties to protect staff and residents are met:

1. It is mandatory that all staff who undertake the movement of residents or equipment attend the appropriate moving and handling training, the frequency of which is identified in training section of this document.
2. A full assessment of the resident's mobility should be carried out. This should support a moving and handling risk assessment which should be completed in all cases. A moving and handling plan should also be developed, agreed with the resident or their representative, implemented and reviewed. The plan should clearly state the control measures for moving and handling of the individual, including specific equipment needed, techniques to be used, number of handlers required and information on size of slings/ loops.
3. All assessments of moving and handling needs will consider the dignity and independence of residents as well as their enablement, rehabilitation and developmental needs.
4. All assessments should actively involve the resident and, where appropriate, their family or those acting on their behalf.

5. To support independence and enablement, residents should be encouraged to assist in their own moving or transfers where appropriate and as far as is reasonably practicable.
6. Staff should always consider each manual handling task involving residents for risk of injury both to themselves and to the residents.
7. Handling aids must be used where appropriate to minimise risk and as indicated in the moving and handling plan.
8. Equipment, including hoists, will only be used as specified in the moving and handling plan and then only by staff that have been trained and are competent to use the hoist involved. This includes bath hoists. Battery charge should be sufficient to carry out the lift.
9. Staff shall complete a visual inspection of lifting equipment prior to each use, this inspection will include confirmation that equipment has received an statutory examination within the last six months.
10. The appropriate number of handlers for the operation being considered should be identified and documented in the plan. A minimum of two trained staff should be involving where moving residents via hoists or stand-aids unless the assessment states otherwise.
11. All handlers must be familiar with the system of work for the manoeuvre being implemented.
12. Where several handlers are involved, a team leader must be nominated to instruct the other handlers.
13. Any furniture or equipment that may hamper the good position of handlers should be removed by staff if safe to do so.
14. The resident must always be informed as clearly as possible about the manual handling operation and their consent sought. Clear instructions should be given by the care staff member leading the manoeuvre.
15. All communications and information provided must take into account the residents need, including their social and cultural background and any disabilities.
16. All processes and systems of work involving the manual handling of residents will be properly supervised at all times to ensure the safety of both handlers and residents.
17. Staff should never, in any circumstances, attempt to lift or move a resident where they lack sufficient training or where they believe there is a significant risk of injury involved, either to themselves or to the resident.
18. The manual 'lifting' of residents without a hoist should be avoided in all but exceptional or life-threatening situations. Appropriate hoists, sliding aids and other specialised equipment should be used whenever possible.
19. Staff shall report any accident, incident or near miss involving moving and handling.
20. Managers should ensure that appropriate records of accidents and sick leave related to moving and handling are kept and routinely investigated so that any trends can be identified.

Elizabeth Finn Homes' policy will, so far as is reasonably practicable, be:

- To ensure that lifting equipment or manual handling aids are provided and that they are fit for purpose and safe to use.
- To provide the information, instruction, training and supervision required to ensure the health and safety at work of employees and others.

- In the event of any accident or incident (such as a near miss) involving injury to anybody on work premises, to make a full investigation and to comply with statutory requirements relating to the reporting of such incidents.

## 5. Moving of Equipment and Goods

When lifting, moving, carrying or pushing, Managers and staff should consider :

- Re-designing the task to avoid moving the load
- Reduce the weight of any load to be lifted.
- The use of mechanical lifting equipment and any handling equipment.

Staff must :

- Take reasonable care for their safety and that of colleagues when carrying out manual handling. No one shall manually lift, move, carry or push any load on their own that they consider too heavy for them.
- Use manual handling equipment and techniques in accordance with training and instructions received.
- Wear clothing and footwear that does not constrain movement or posture when manual handling and provides protection.
- Alert their manager to any manual handling situation which might represent danger to themselves or colleagues.

## 6. Risk Assessments

It is a legal requirement that moving and handling risk assessments must be carried out. Where there is a manual handling element to the activity being assessed the risk and control measures are included within the associated risk assessment.

Two specific moving and handling risk assessments relating to Moving of People (RAG 21) and Moving of Equipment (RAG 22) have been produced. Staff shall read and sign these as part of their induction process. Resident handling risk assessments are recorded as part of the residents Care Plan.

## 7. Reporting of Accidents and Incidents

All accidents or incidents involving the moving and handling of residents should be reported, including near misses (where an accident could have occurred but was narrowly avoided). Staff must complete an incident form following any accident or incident and statements should be taken from witnesses to the incident whenever appropriate.

All incidents should be investigated and accident statistics and reports regularly reviewed by the EFHL Senior Management Team to identify any trends or patterns.

## 8. Training

All staff will be given adequate training and information on manual handling risks and how to avoid them. Such training should focus on specific tasks and equipment which the individual is likely to encounter as well as on the more general information required to carry out safe manual handling. All staff will be trained to assess whether or not a load is too heavy to carry.

The training frequencies for Moving and handling practical training are: -

Moving and Handling of people	- Annual refresher
Moving of equipment / goods	- Every 2 years

All new staff should read the associated risk assessments as part of their induction process. All staff are expected to attend manual handling refresher training. In addition, all staff will be appropriately trained

to perform their duties safely and competently. Those staff that need to use specialist equipment will be fully trained and supervised whilst they are developing their competency.

Managers are responsible for keeping records of all staff training and for ensuring during appraisal that all mandatory training has been completed.

## 9. Associated documents

- RAG 21 Moving of People
- RAG 22 Moving of Equipment

## 10. A summary of the main points

Check that:

- All staff read and sign appropriate risk assessments for activities undertaken.
- Moving and handling plans detailed in residents care plans are followed.
- Lifting aids are provided where necessary.
- All staff complete moving and handling training at frequencies defined in this document.

## 11. Document history

Author	Steve Andrews
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Issue	Date	Author	Reason
1.0	22/02/2019	Steve Andrews	New document – combined moving & handling a resident policy.
2.0	13/01/2021	Steve Andrews	Full document review – no changes.
3.0	30/01/2024	Steve Andrews	Full document review – added section 9 Associated documents.
3.0	24/02/2024	Steve Andrews	Banner updated, no other changes, issue number kept same.