

Moving and Handling Policy

Inmind Reference:	OPS24
Category:	Operational Policies
Version Number:	1.2
Reviewed on:	June 2018
Next review date:	June 2020
Lead Officer:	Operations Director
Equality Impact Assessment completed:	Yes

Applicable Legislation/Regulations:
The Health and Safety at Work Act (HSWA) 1974; The Management of Health and Safety at Work Regulations (MHSWR) 1999; The Provision and use of Work Equipment Regulations (PUWER) 1998; The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998; The Personal Protective Equipment at Work Regulations 1992; The Equality Act 2010; The Workplace (Health, Safety and Welfare) Regulations 1992
Codes of Practice:
Purpose:
To ensure that effective and safe moving and handling procedures are in place across InMind Healthcare and that all employees are aware of correct moving and handling procedures. To help create and maintain an environment that will promote the safety of service users and staff using current moving and handling knowledge and legislation.

Version Control Table		
Date Ratified	Version Number	Status
28/06/18	1.2	Live

Date	Key Revision
28/06/18	Full policy review

Please check to ensure this is the most current electronic copy of this document as it is updated and published in electronic format only (hard copies may become out of date).

1.0 The Policy

- a) InMind Healthcare will ensure that effective procedures are in place across all its services to help create and maintain an environment that promotes the safety of service users and staff in accordance with current moving and handling legislation and guidance.
- b) All employees and workers are expected to adhere to general health and safety duties in line with the Health and Safety Executive (HSE) Moving and Handling Regulations 2007 to:
 - follow appropriate systems of work laid down for their safety
 - make proper use of equipment provided for their safety
 - co-operate with their employer on health and safety matters
 - inform the employer if they identify hazardous handling activities
 - take care to ensure that their activities do not put others at risk
- c) The Health and Safety Executive Moving and Handling regulations state that an employer's duty is to avoid Manual Handling as far as reasonably practicable if there is a possibility of injury. If this cannot be done, then the employer must reduce the risk of injury as far as reasonably practicable.
- d) Due to the nature of the care services within InMind, employees will be expected, as part of their role, to undertake moving and handling duties when delivering care.
- e) Where moving and handling is a requirement, appropriate risk assessments will be completed to ensure that risk of injury to individuals is minimised.
- f) InMind will ensure that employees and workers are provided with the correct equipment and training in order to carry out moving and handling tasks in a way safely and in accordance with legislation and good practice guidance.

2.0 The Procedure

2.1 Responsibilities in relation to safe Moving and Handling

- a) It is the responsibility of all employees to:
- Attend mandatory Moving and Handling training.
 - Be aware of and understand the information and guidance provided in this policy.
 - Follow appropriate systems that are in place for their safety.
 - Check all equipment before every use and reports any defects with equipment to their line manager/Hospital Director.
 - Use equipment provided by the company for their safety and the safety of the service users.
 - Co-operate with their employers on health and safety matters.
 - Follow appropriate risk assessments that are put in place.
 - Inform their line manager or Hospital Director if they identify hazardous handling activities or bad practices.
 - Always take care to ensure their actions are not hazardous and do not put other people at risk.
- b) It is the responsibility of Managers to:
- Allocate all employees to attend mandatory moving and handling training on an annual basis.
 - Ensure safety and suitability of the environment and equipment provided in line with Care Quality Commissions standards and health and safety regulations.
 - Avoid the need for hazardous manual handling, as far as is reasonable practicable.
 - Assess the risk of injury from any unavoidable hazardous manual handling and provide necessary equipment and training to reduce this risk to the lowest level possible.
 - Ensure that all risk assessments and action plans are accurately written and available to all InMind employees.
 - Monitor policy and codes of practice and take action if they are not properly applied.
 - To report and address any equipment's that has dangerous defects, removing this from clinical areas to reduce the risk of harm to staff and service users.

2.2 Training

- a) All employees receive accredited training provided by individuals who have attended accredited courses to deliver this training.
- b) It is the responsibility of the line manager/Hospital Director to ensure that all employees within their service undertake this training, and any refresher training required in accordance with the Training Policy.

2.3 Moving and Handling Equipment

- a) InMind utilise a variety of lifting equipment for the safe handling and care of service users. This may include:
- A selection of hoists – for example hoists to raise fallen individuals from the floor, standing hoists, mobile hoists etc.
 - bath hoists or bath lifts and/or adjustable height baths
 - A sufficient number of slings of different types and sizes
 - slide sheets
 - transfer boards used to assist in moving from and to different furniture (e.g. seat to wheelchair)
 - turntables used to assist in turning people around
 - electric profiling beds – for dependent/immobile residents
 - wheelchairs
 - Handling belts to assist residents who can support their own weight, e.g. to help them stand up. They should not be used for lifting
 - lifting cushions used to assist people to get up from the floor or bath
 - bed levers, support rails/poles
 - emergency evacuation equipment
 - suitable walking aids, hand rails etc. for people needing minor assistance
 - bariatric equipment (i.e. for use with very heavy people)
- b) It is the responsibility of the employee/worker using lifting equipment to check, before use, that it is in working condition and fit for purpose. All hoists must be checked by the individual before using the hoist and any additional equipment such as slings which are checked for tears, rips and sized appropriately for the service user before use.
- c) All hoists and lifting equipment are checked and inspected by an external and regulated operative on a six-monthly basis.

2.4 How to raise a concern in relation to Moving and Handling process

- a) If an employee is experiencing any physical difficulties in relation to moving and handling, they should raise this with either their line manager or the Hospital Director as a matter of priority.
- b) The Manager should then risk assess the individual situation and work with the employee/worker to put a short-term plan in place to manage the difficulty. This plan should be regularly monitored and reviewed with the individual.
- c) Where possible and appropriate, temporary adjustments may be made to the individual's duties to accommodate their situation.
- d) Where it is identified that the difficulty may be of a long-term or enduring nature, appropriate steps will be taken (where needed in conjunction with external health professionals) to review the individuals suitability for their role in accordance with HR procedure.

Appendix 1

Equality Impact Assessment for this policy

Protected Characteristic (domain)	Area of conflict	Resolution
Age	Nil	N/A
Disability	Nil	N/A
Gender Reassignment	Nil	N/A
Pregnancy & Maternity	Nil	N/A
Race	Nil	N/A
Religion or Belief	Nil	N/A
Sex	Nil	N/A
Sexual Orientation	Nil	N/A
Marriage and Civil Partnership	Nil	N/A

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you feel you are disadvantaged by this policy, please contact the Registered Manager and the service will actively respond to the enquiry.