

NHS WEST ESSEX CLINICAL COMMISSIONING GROUP

Moving and Handling Policy

WE CCG Policy Reference: **WECCG71**

Brief Description (max 50 words)	The objective of this policy is to create safe systems of work to reduce risks that may be associated with the moving and transfer of loads.
Target Audience	This policy applies to all CCG staff, including those working on a temporary or interim basis, contractors on site, lay members and volunteers.

Version Number	1.1
Accountable Officer	Chief Officer
Responsible Officer	Director of Corporate Services
Date Approved	4th January 2018
Approved By	Executive Committee
Date Summary presented to Board	25 th January 2018
Review Date	October 2019
Stakeholders engaged in development/review	Policy Review Group including Sounding Board
Equality Impact Assessment	Yes

SUSTAINABILITY STATEMENT: We declare that NHS West Essex Clinical Commissioning Group will demonstrate commitment to promoting environmental and social sustainability through our actions as a corporate body and as a commissioner. We aim to reduce our carbon footprint by 28% from a 2013 baseline by 2020.

Amendment History

Version	Date	Reviewer Name(s)	Comments
1	23.09.15	Grainne Stephenson	Developed policy
1.1	October 2017	Grainne Stephenson	Bi-annual review of policy

CONTENTS

CHAPTER	TITLE	PAGE
1	Introduction	3
2	Scope	3
3	Organisational responsibility	3
4	Occupational Health	4
5	Incident investigation	4
6	Monitoring	4
7	Policy review	4
8	Associated documents	4
9	Supporting References	5
10	Appendix 1 – risk assessment form	6

1. Introduction

NHS West Essex Clinical Commissioning Group (the CCG) undertakes to comply with current legislative requirements; the Health and Safety at Work etc. Act (1974), The Manual Handling Operations Regulations (1992), and The Management of Health and Safety at Work Regulations (1999). The objective of this policy is to create safe systems of work to reduce risks that may be associated with the moving and transfer of loads as the incorrect handling of loads frequently results in pain, sickness, absence and occasionally, permanent disability.

The regulations placed upon employers and others by the Health and Safety at Work etc., Act 1974 include not only the lifting of, but also the lowering, pushing, pulling, carrying, or moving of loads, whether by hand or other bodily force. This also includes Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

The CCG considers that the most effective way to reduce the risk of injury is to eliminate or reduce the requirement for manual or moving and handling operations.

2. Scope

This policy applies to all CCG staff, including those working on a temporary or interim basis, contractors on site, lay members and volunteers.

3. Organisational Responsibility

3.1 Chief Officer

The Chief Officer is accountable for the compliance with the Manual Handling Operations Regulations 1992 (as amended) (MHOR). It is their duty, as far as is reasonably practicable, to ensure that this policy is given sufficient resources to be implemented effectively and that staff comply with the requirements.

3.2 Director of Corporate Services

The Director of Corporate Services is responsible for ensuring this policy is disseminated and implemented across the CCG by providing advice and support to the CCG's heads of department and managers. The Director of Corporate Services is responsible for ensuring that health and safety policies are adhered and has the responsibility for ensuring that heads of departments and managers implement and comply with this policy locally. The Director of Corporate Services should set priorities against identified risks and the allocation of resources to eliminate or suitably them.

3.3 Managers

All managers are responsible for ensuring that health and safety policies are adhered to within their areas of responsibility and should ensure that risk assessments are carried out for any moving / handling operation that cannot be avoided. See Appendix 1 for the CCG's risk assessment form.

Risk assessments should:

- ❖ Take into account the task, load, environment, clothing and individual capability.
- ❖ Highlight any likely risks of injury that may be present.
- ❖ Identify measures necessary to reduce the risk to the lowest reasonably practicable level, with subsequent recommendation made regarding implementation.

Managers should:

- ❖ Ensure that all affected employees are aware of and understand what is required regarding implementation of the measures necessary to reduce the risk (action plan).

- ❖ Ensure employees receive appropriate moving / handling training and keep up-to-date with the moving / handling training requirements of the CCG.
- ❖ Ensure all near misses, incidents and accidents relating to manual handling are reported via the incident reporting system.
- ❖ Investigate all moving / handling incidents.
- ❖ Refer all moving / handling risks that cannot be resolved to their line manager.
- ❖ Provide, where appropriate, equipment to reduce the risk identified from the risk assessment of moving / handling activities. When selecting new equipment or modifying existing equipment, all aspects of its use (including training) should be considered, to ensure it meets the needs of the staff and the task requirement.

3.4 Employees

Responsibilities for health and safety lie with every employee. All employees are responsible for ensuring that risk reduction measures and controls are initiated. They should:

- ❖ Undertake instruction, information and training as appropriate in moving / handling techniques and / or where necessary, risk assessment.
- ❖ Use any equipment provided when carrying out moving / handling activities in accordance with the instruction training and information they have received.
- ❖ Inform their manager of any physical condition that might reasonably be considered to affect their ability to undertake moving / handling operations safely.
- ❖ Avoid manually lifting loads that they consider to be too heavy, bulky, unwieldy, unstable, unpredictable or intrinsically harmful to be lifted safely.
- ❖ Ensure any incident relating to moving handling is reported in accordance with to the Incident Reporting and Management Policy and convey any concerns surrounding any moving / handling activities to their managers.
- ❖ Wear clothing and footwear that is appropriate to any moving / handling task undertaken.

4. Occupational Health

Occupational Health Services are responsible for:

- ❖ Confirming the fitness of new employees to undertake the tasks identified by their job description.
- ❖ Advising managers when a need is identified for reasonable adaptations for a particular staff member, especially when concerns are raised about a member of staff's ability to carry out safe moving / handling or when circumstances change from those previously risk assessed.

5. Incident Investigation

Head of departments and managers must investigate all moving / handling incidents in line with the CCG's Incident and Reporting and Management Policy.

6. Monitoring

The effectiveness of this policy shall be monitored by the CCG's internal processes which may include audit, risk assessment, incident and accident statistics and risk registers.

7. Policy Review

This policy will be reviewed every two years or in the light of any changes to relevant health and safety legislation or the organisation.

8. Associated Documents

- ❖ Health and Safety Policy

- ❖ First Aid Policy
- ❖ Risk Management Policy
- ❖ Incident Reporting and Management Policy

9. Supporting References

The Manual Handling Operations Regulations, 1992

<http://www.hse.gov.uk/msd/backpain/employers/mhor.htm>

Health and Safety at Work etc., Act 1974

<http://www.legislation.gov.uk/ukpga/1974/37>

The Management of Health and Safety at Work Regulations 1999

<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

<http://www.legislation.gov.uk/uksi/1998/2307/contents/made>

What operations are covered by this assessment:

Assessment Reference	Date
-----------------------------	-------------

Describe the operation (i.e. what is being moved, how, where from, where to, who does the handling, what mechanical aids are used?. Attach diagrams / photographs where possible.)

Who could be harmed? Employees Contractors Visitors Public Others

Identify any other individuals or groups of individuals especially at risk:

Young persons Trainees / inexperienced persons New / expectant mothers
 Disabled persons New employees Lone workers Others (please specify.....)

1. Do the operations involve a significant risk of injury?	Yes	No
If 'No' the assessment need go no further. If in doubt answer 'Yes'. If 'Yes' go to question 2.		
2. Can the operations be avoided / mechanised / automated at reasonable cost?	Yes	No
If 'No' continue with the assessment. If 'Yes' proceed with the mechanisation and so on, then check that the result is satisfactory.		

Risk Factors	If yes, level of risk			If yes, explain risk factor in more detail	Existing Precautions
	Low	Med	High		
The Tasks - do they involve?					
Holding loads away from the trunk					
Twisting					
Stooping					
Reaching upwards					
Large vertical movement					
Long carrying distances					
Strenuous pushing or pulling					
Unpredictable movement of loads					
Repetitive handling					
Insufficient rest or recovery					
A work-rate imposed by a process					

Risk Factors	If yes, level of risk			If yes, explain risk factor in more detail	Existing Precautions	
	Low	Med	High			
The loads – are they:						
Heavy						
Bulky/unwieldy						
Difficult to grasp						
Unstable/unpredictable						
Intrinsically harmful (e.g. sharp/hot)						
Working Environment - are there?						
Constraints on posture						
Poor floors						
Variations in levels						
Hot/Cold/Humid conditions						
Strong air movements						
Poor lighting conditions						
Individual Capability - does the job?						
Require unusual capability						
Hazard those with a health problem						
Hazard those who are pregnant						
Require special information/training						
Other Factors						
Is movement or posture hindered by clothing or PPE?						
Do the existing precautions reduce the risk to the lowest level reasonably practicable?					Yes	No
If a "No" answer is entered, a Remedial Action Plan must be developed and a re-assessment carried out when the remedial actions have been completed.						
Assessment Review Date:						
Assessment Completed By:						
Signed:				Title:		
Name: (Print)				Date:		
REMEDIAL ACTION PLAN						
Additional control measures required						
Additional control measures to be recorded within this box. These measures should be subject to a risk priority along with any other risks identified above to form part of a prioritised risk action plan.						
Action No.	Risk Reduction Measure					
1						
2						
3						

