

Heritage Care at Home Ltd

Moving and Handling Policy

Policy reviewed and valid from: 01/01/20



Purpose

To ensure that a standardised, practical and knowledge based approach is taken by workers. 'Workers' means anyone working for Heritage Care at Home Ltd on moving and handling in line with current legislation and departmental standards.

Scope

All employees of Heritage Care at Home Ltd

Policy

There are many situations in which staff may be required to move or handle Customers or loads during their working day. During this activity there is potential for injury for both the employee and the Customer.

The Moving and Handling Operations Regulations 1992, which came into force on 1st January 1999, require Heritage Care at Home to :-

- Avoid the need for their employees to carry out moving and handling operations whenever possible.
- If moving and handling is unavoidable a **SUITABLE AND SUFFICIENT** assessment must be undertaken.
- Reduce risk to employees and customers, as far as is reasonably practicable, to the lowest level.
- Assessments must be reviewed as the situation/condition of the customer changes.

Initial appraisals of risk and risk assessments will be supported by a training programme for each individual in order to ensure that workplace assessments are undertaken. Heritage Care at Home Ltd will nominate an appropriate number of risk assessors who will be trained to carry out risk assessments within the workplace or a Customer's home environment as part of the Care Plan. An initial appraisal of risk must be undertaken and reported to the appropriate person.

A risk assessment must be carried out on any moving and handling task whereby a significant risk has been identified. This risk must be reduced to the lowest level as is reasonably practicable. The Heritage Care at Home Ltd Manual Handling risk assessment form will be the only outcome-accepted evaluation of risk.

Moving and handling of Customers must be carried out as part of the care planning process, using the documentation contained in the Heritage Care at Home Ltd Care Plan format. Where workers may move or handle Customers those workers must have initial training, an annual assessment of their competence conducted by a competent person, and be given remedial training and be reassessed if any assessment indicates that this is required.

This policy applies to all Heritage Care at Home Ltd employees and should be implemented by management, both during induction and at regular intervals. Special consideration should be given to vulnerable employees, i.e. for pregnant staff and any others with an identified medical condition, supported in writing by the authority's occupational health provider.

Induction will include moving and handling instruction as an essential component before any moving and handling task is undertaken in the workplace, and this will be subject to regular review.

It is recognised that Heritage Care at Home Ltd management require a broad understanding and working knowledge of risk assessments and moving and handling principles and they should establish working practices in consultation with Health and Safety Adviser. The risk assessment should be a collaborative process between all parties involved in any daily working task. In any moving and handling task – inclusive of people moving – it is recognised that the employee requires adequate training and the assessors require detailed knowledge of the following:

- The load;
- The task;
- The environment;
- Principles of safe handling;
- Individual capability;

Final decisions on the risk assessment outcome will be made by the respective Heritage Care at Home Ltd manager in conjunction with the Health and safety Adviser. Heritage Care at Home Ltd may be liable if it can be proved that a risk assessment of the task or the standard and regularity of training has not been upheld, in order for the employee to carry out their duties related to moving and handling of inanimate loads and Customers (i.e. litigation from injured employee). The employee could also be liable if found to be negligent in the undertaking of their duties. The employer has vicarious liability for actions taken by their employees on their behalf i.e. risk assessments.

It should be remembered that customer care is paramount and the resulting impact of the risk assessment must be sensitively managed by all involved. Where there are disputes or conflicts between risk assessors, agencies, Customers, professionals and any others, The Manager (in consultation with the HSA) would make a decision in line with the respective current practice and legislation. The policy will be reviewed, expanded or modified periodically, in accordance with changing conditions or legislation on an annual basis.

All people involved in Moving and Handling tasks as part of their daily work must be appropriately clothed in uniform or clothing which facilitates the principles of safe handling.

The results of the risk assessment must be adhered to, except in instances whereby any of the following emergency situations apply:

- A person in imminent danger of drowning;
- A person is in danger of a life threatening situation;
- A person is in an area that is filling with smoke;
- A person is in danger of a collapsing building or other structure.

In any other emergency situation time must be taken to assess the situation, plan the manoeuvre and obtain equipment necessary.

Prospective Heritage Care at Home Ltd employees will be made aware that care and consideration must be given to the tasks to be undertaken; they must be suitable for the chosen place of work. The risk analysis should be reviewed by Managers if tasks alter at any time. Modification of any job description must be a local decision, in consultation with the line manager, personnel and unions.

Safety

After completing a written risk assessment the assessor must make all relevant Heritage Care at Home Ltd employees aware of its content and any identified remedial actions should be dealt with, e.g. obtaining equipment, identifying additional training, etc. Staff should follow the risk assessment guidance and instructions given; failure to do so could result in disciplinary action.

Heritage Care at Home Ltd Managers and all users must be conversant with safe use of moving and handling equipment and must ensure that maintenance and use of equipment complies with the provision and use of Work Equipment Regulations 1992, the manufacturer's instructions, and safety precautions. Selection of equipment must be undertaken in consultation with the most appropriate person. All equipment used in moving and handling must be stored in a safe manner and must not pose a hazard in itself.

All careplans that include hoisting are a **double assist** unless specified in the careplan, No care assistant is to hoist alone, and are to wait for a second care assistant to arrive.

Accidents to Heritage Care at Home Ltd staff during a moving and handling must be reported and documented as per Heritage Care at Home Ltd accident reporting and investigation procedure. Those accidents, which cause an employee to be incapacitated for over 3 days are reported under RIDDOR. Remedial action should be taken to limit a recurrence following investigation by management. Heritage Care at Home Ltd is insured for personal risks undertaken by the employee as described in their job description/analysis. Safety disclaimers are not legally binding and cannot be upheld by courts.

Other relevant documents:

- Departmental Health and Safety Policy.
- Manual Handling Regulations 1992.
- The RCN Guide to Handling Patients (current revised 4th edition).
- Work Equipment Regulations 1992.

Moving and Handling Checklist

BEFORE ATTEMPTING TO MOVE EITHER A PERSON OR OBJECT ASK YOURSELF THE FOLLOWING:

1. THE TASK

- Does it involve holding the weight away from your body?
- Does it involve twisting your body
 - a) Stooping?
 - b) Reaching upwards?
- Does it involve excessive movement of the load?
- Does it involve carrying the load for a distance?
- Does it involve excessive pushing or pulling?
- Does it involve excessive raising or lowering distances?
- Does it involve any sudden movement of the load?
- Does it require any frequent or prolonged physical effort?
- Does it involve insufficient rest or recovery periods?

2. THE LOAD

Is it:

- Heavy?
- Bulky or unwieldy?
- Difficult to grasp?
- Unstable or with contents likely to shift?
- Sharp, hot or otherwise potentially damaging?

3. THE WORKING ENVIRONMENT

Are there:

- Space constraints preventing good posture?
- Uneven, slippery or unstable floors?
- Variations in the level of floors or work surfaces?
- Extremes of temperatures, humidity or air movement?
- Poor lighting conditions?

4. INDIVIDUAL CAPABILITY

Does the job:

- Require unusual strength, height etc?
- Create a hazard to those who are pregnant or have a health problem?
- Require special knowledge or training for its safe performance?

Before attempting a moving and handling task whereby any of the above questions can be answered 'yes', consult a senior member of staff for further instruction and advice.