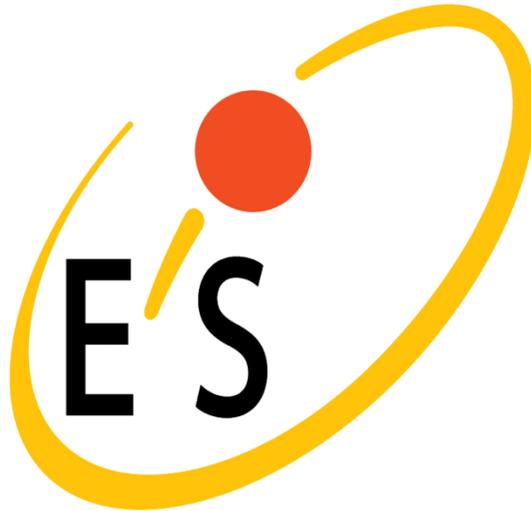


St LUKES

Church of England School



Name of Policy

Moving & Handling Policy

Member of Staff Responsible: Kealey Sherwood

Date Policy Approved: Wednesday 25th March 2020

Date of Next Review: March 2022

This policy was created by Devon & Cornwall County Council. (Please note, the attached is an outdated version, however, when checked by the Clerk to the Governors in March 2020, they have not published a newer version on their website.)



DEVON COUNTY COUNCIL

MOVING AND HANDLING POLICY

Policy Date:	July 2009
Policy:	Moving and Handling Policy
Reviewed:	September 2015
Next Review Date:	September 2017

DEVON COUNTY COUNCIL

MOVING AND HANDLING POLICY

Date:	September 2015
Replacing previous Policy dated:	August 2006
Review Date:	September 2017
Policy Type:	County Health Safety and Wellbeing Policy
Approval:	Devon Health & Safety Panel
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Sponsors:	Dr Phil Norrey, Chief Executive John Smith, Head of Services to Communities
Associated policies and guidance:	<ul style="list-style-type: none">• Devon County Council's Health, Safety and Wellbeing Policy• DCC HS0034 Moving and Handling Objects Guidance• DCC HS0035 Moving and Handling People Guidance• All work and operational related activities policies

DEVON COUNTY COUNCIL
MOVING AND HANDLING POLICY
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1. POLICY STATEMENT

- 1.1 Devon County Council (DCC) will, as far as is reasonably practicable, ensure the health and safety of employees, service users, their carers and others in relation to moving and handling.
- 1.2 The purpose of the policy is to provide a healthy and safe working environment for all employees and the public affected by the organisations' business and to abide by the requirements of the Health and Safety at Work Act 1974 and related regulations.
- 1.3 It is the responsibility of the relevant DCC unit who commission services, either internally or externally, to identify and respond appropriately to risks relating to moving and handling activity. If risks are identified, an assessment must be undertaken and recorded. The assessment may be undertaken by competent commissioners e.g. members of the Care Management Team and other internal and external competent service providers.
- 1.4 When commissioning services involving moving and handling, Services are responsible for ensuring that any service providers, internally or externally are competent in relation to such duties, so protecting the health and safety of the public e.g. service users and if relevant, their carers. Verification of competence is an ongoing process and the responsibility of DCC through the relevant contract monitoring systems.
- 1.5 This policy must be read in conjunction the [HS0034 Moving and Handling Objects](#) and [HS0035 Moving and Handling People](#) Guidance Notes. These documents provide the detailed arrangements that must be followed to meet the requirements of this policy.

2. CONTEXT

- 2.1 More than a third of lost time injuries at work are caused by moving and handling activities. Simple common sense measures can be taken to reduce risks. So far as is reasonably practicable, the organisation will eliminate the need for moving and handling whenever possible. To achieve this, safe premises, safety clothing, training and equipment will be provided.

The most important steps to working safely are:

- a) The avoidance of hazardous moving and handling activities

- b) The assessment of moving and handling risks prior to any moving and handling activity
- c) Documentation of moving and handling plan/risk assessment as needed
- d) The implementation of the safe system of work documented
- e) The proper and effective use of handling equipment
- f) Never taking personal risks by overreaching, twisting, stretching, stooping or over exerting during a moving and handling task
- g) Reporting any problems in the working activity or equipment as soon as these arise and asking for assistance where necessary

2.2 The Manual Handling Operations Regulations 1992 (MHOR) define moving and handling as activities such as supporting or transporting of a load by hand or bodily force including lifting, pushing, pulling, carrying, putting down and moving.

- a) Loads relating to people and animals are referred to as animate loads
- b) Inanimate loads relate to non-living objects
- c) "As far as is reasonably practicable" relates to the time, effort and cost involved to reduce the risk to the lowest possible level

2.3 Moving and handling of loads is consistently one of the largest single causes of accidents within the workforce. Any measures to reduce these accidents are likely to lead to significant savings in terms of pain and suffering of the staff and cost for the organisation in terms of employer's liability and sickness benefit pay.

2.4 Devon County Council (DCC) aims are to:

- a) Reduce the number of injuries year on year resulting from moving and handling activities to staff within the organisations
- b) Minimise the risks to staff and service users when loads including service users are moved by bodily force
- c) Create a safer working environment for all staff, and anybody else, who may be affected or involved with moving and handling activities
- d) Clarify the procedure of performing a moving and handling risk assessment in order to deal with hazardous moving and handling operations
- e) Ensure managers assess and control risks arising from moving and handling activities within their department/unit
- f) Ensure that handling equipment is used when reasonably practicable to do so
- g) Provide information training and instruction to employees to ensure safe working practices
- h) Ensure the effectiveness of moving and handling training

2.5 DCC believes that an effective policy for moving and handling can only be achieved with the full co-operation of all staff.

3. IMPLEMENTATION

3.1 This policy applies to all Services within Devon County Council.

3.2 The aims that form part of this policy will be used to monitor service practices and management of moving and handling risks.

3.3 Services must ensure that those with responsibilities under this policy:

- Are trained to an appropriate level
- Have access to competent advice and support
- Have access to the resources necessary to meet the issues identified with this policy and the associated implementation plan requirements
- Have sufficient time allocated to carry out the necessary tasks associated with this policy

4. RESPONSIBILITIES

4.1 The Chief Executive, Strategic Directors and Heads of Service are responsible for ensuring that this policy is implemented and managed effectively in accordance with the County Health, Safety and Wellbeing Policy.

4.2 The Devon Health and Safety Panel are responsible for the development of this policy and for monitoring its implementation.

MANAGERS

4.3 Are responsible for ensuring:

- a) Implementation of this policy and to ensure its effectiveness
- b) A risk assessment is performed for all hazardous moving and handling tasks that cannot be avoided, thus reducing the risk of injury as far as is reasonably practicable. These assessments must be documented
- c) The provision of suitable and sufficient numbers of qualified staff in high risk areas, who are appropriately trained
- d) That moving and handling risk assessments are updated or reviewed with new information or when changes occur, or when a review date is reached (at least annually)
- e) That staff meet the organisation's requirements for moving and handling training
- f) That risk assessments accommodate the needs of pregnant women and new mothers
- g) Adequate training records are maintained
- h) That all moving and handling accidents and incidents are reported following the organisation's incident reporting procedure and are investigated appropriately
- i) That employees injured as a result of moving and handling will be offered early assessment by the occupational health provider and that a suitable rehabilitation programme is planned and the principles of back care are reinforced. The rehabilitation programme will be monitored by the

- occupational health provider who will make the final assessment regarding suitability for return to full duties
- j) Adequate arrangements and equipment are in place following moving and handling risk assessments
 - k) Employees adhere to safe systems of work and correctly use any equipment provided
 - l) Any risks identified that cannot be dealt with locally are reported to the appropriate level
 - m) Ensuring all moving handling equipment (Hoists/Stand aids) and ancillaries (slings) are inspected and maintained in accordance with statutory recommendations.
 - n) That they seek help from OT's/ Manual Handling experts for complex moving aids
 - o) Following the detailed guidance contained within [HS0034 Moving and Handling Objects](#) and [HS0035 Moving and Handling People](#) Guidance Notes

4.4 Managers may wish to delegate the task of carrying out assessments to competent risk assessors or Occupational Therapists within their department.

RISK ASSESSORS

4.5 Are responsible for:

- a) Undertaking environmental and non-patient handling risk assessments in their establishment/department/unit
- b) Undertaking complex service users handling risk assessments
- c) Keeping records of risk assessments and informing relevant people
- d) Keeping a personal portfolio of their moving and handling work
- e) Encouraging good practice in moving and handling of loads
- f) Assisting trainers to deliver practical training sessions as required
- g) Liaising with trainers
- h) Following the detailed guidance contained within [HS0034 Moving and Handling Objects](#) and [HS0035 Moving and Handling People](#) Guidance Notes

ALL STAFF

4.6 Are responsible for:

- a) Ensuring they use safe person and object handling techniques and safe systems of work
- b) Adhering to the organisation's moving and handling policy
- c) Avoiding moving and handling tasks where reasonably practicable
- d) The use of equipment in accordance with the manufacturer's instructions, following suitable and sufficient training
- e) Ensuring the health and safety of themselves and others in moving and handling activities

- f) Ensuring people handling plans are completed and carried out by competent staff
- g) Reporting immediately to their manager any faulty or broken equipment
- h) Attending moving and handling training and updates as per training needs analysis
- i) Carrying out moving and handling tasks in the way in which they have been trained
- j) Reporting to their manager, any medical condition which affects them carrying out moving and handling tasks
- k) Reporting any injuries sustained from moving and handling to their manager (refer to accident and incident policy)
- l) Reporting any changes in service user's abilities to staff/ leads/managers/headteachers. Update the documentation on moving and handling plan
- m) Following the detailed guidance contained within [HS0034 Moving and Handling Objects](#) and [HS0035 Moving and Handling People](#) Guidance Notes

The Occupational Health Service

4.7 Are responsible for:

- a) The assessment of fitness to undertake moving and handling tasks based on the staff member's pre-employment health questionnaire
- b) Advice to managers, when required, on a staff member's fitness to return to work following an injury at work
- c) Advice to managers, where appropriate, on suitable "return to work" programmes following an injury
- d) Advice on workplace modifications where appropriate to local managers

CARERS

4.8 Where carers are involved in moving and handling, their needs must also be assessed and risks identified and responded to. If training is required to facilitate safety, dignity, confidence of carer or cared-for person, such needs must be identified by service commissioners, health staff and other service providers are expected to alert commissioners if such needs become apparent. It is important for commissioners, as far as is reasonably practicable; to meet learning needs of carers. Such activities must be delivered by a competent person agreed and documented.

SERVICE USERS

4.9 It is expected that a service user, who is able to do so, will take reasonable care of their own health and safety and that of other people including service providers. To this end a service provider, including self-employed providers, can refuse to provide what are considered unsafe moving and handling services.

Ultimately it is the responsibility of the employer to ensure their employees do not administer unsafe moving and handling activities.

5. AUDIT, MONITOR AND REVIEW

- 5.1 All services within Devon County Council must be able to demonstrate compliance with this policy in accordance Devon County Council health and safety auditing procedures.
- 5.2 Devon Health & Safety Service is responsible for monitoring the effectiveness of arrangements within service.

6. EQUALITY STATEMENT

- 6.1 The Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.
- 6.2 This policy and related guidance has been the subject of an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and guidance reviews.

7. REVIEW OF THE POLICY

- 7.1 The Devon Health & Safety Panel will review this policy every two years or sooner if changes are made to current legislation.

POLICY HISTORY

Policy Date	Summary of change	Contact	Implementation Date	Review Date
July 2009	Replacement of policy to reflect joint partnership working and to ensure consistency in application	M White 382027	July 2009	July 2011
September 2011	Reviewed and minor textual changes to reflect DCC structural change and the removal of references to a joint PCT policy following the restructure of the local health service	M White 382027	September 2011	September 2013
September 2013	Reviewed and minor textual changes made	M White 382027	September 2013	September 2015
September 2015	Removal of section on accredited trainers; wording amendments to bring in line with DCC H&S policy	C Gardner 382027	September 2015	September 2017
April 2016	References to the Wellbeing@Work Service removed	Devon H&S Service 01392 382027	September 2015	September 2017