



*Lewisham*

*Clinical Commissioning Group*

# **NHS Lewisham CCG Manual Handling Policy**

**Document Information**

<b>Category:</b>	<b>Corporate</b>
<b>Summary:</b>	<b>The purpose of this policy is to set out the requirements of manual handling law and guidance available to facilitate safe practice and how this will be implemented and monitored by the CCG</b>
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<b>Version:</b>	<b>Version 0.1</b>
<b>Superseded documents:</b>	<b>Primary Care Trust Manual Handling Policy</b>
<b>Equality Analysis</b>	<p>This policy applies to all permanent and fixed term employees within the CCG. This document has been assessed for equality impact on the protected groups, as set out in the Equality Act 2010. This document demonstrates Lewisham CCG's commitment to create a positive culture of respect for all individuals, including staff, patients, their families and carers as well as community partners.</p> <p>The intention is, as required by the Equality Act 2010, to identify, remove or minimise discriminatory practice in the nine named protected characteristics of age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is also intended to use the Human Rights Act 1998 and to promote positive practice and value the diversity of all individuals and communities.</p>
<b>Further Information:</b>	
<b>Related Documents:</b>	<p>Health &amp; Safety Policy            Incident Policy            The Health and Safety at Work etc Act 1974.            Manual Handling Operations Regulations 1992.            Workplace (Health, Safety and Welfare) Regulations 1992.            The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).            The Management of Health and Safety at Work Regulations 1999.</p>

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# **1 INTRODUCTION**

- 1.1** The most common cause of injury to staff in the National Health Service is manual handling injuries. Such injuries can cause serious and long-term disability to staff and patients, with large associated costs including sick pay, staff wastage, litigation and the cost of human suffering.

As with all other work based activities, manual handling should be considered in respect of its health and safety implications for employees and other users of the work environment. In the United Kingdom, manual handling activities within the workplace is subject to legislation, the implementation of which is addressed through a number of government bodies.

# **2 PURPOSE**

- 2.1** The aim of this policy is to set out a framework through which safer manual handling will be achieved. The overall objective is to minimise the number and severity of manual handling injuries to staff and patients, to provide a safer work environment and to comply with manual handling and related health and safety legislation.

# **3 SCOPE**

- 3.1** The policy outlines best practice in manual handling and is applicable to all staff and managers in all settings. As such it covers the responsibilities of staff within the CCG, training requirements, resources, risk management and documentation.

# **4 LEGISLATIVE CONTEXT**

- 4.1** The legislation underpinning this policy includes:

- The Health and Safety at Work etc Act 1974.
- Manual Handling Operations Regulations 1992.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Approved Code of Practice – Management of Health and Safety at Work 1999.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Management of Health and Safety at Work Regulations 1999.
- Health & Safety Offences Act 2008
- Corporate Manslaughter and Corporate Homicide Act 2007

- 4.2** Summaries of key Manual Handling and Health and Safety legislation are at Appendix 1.
- 4.3** The Manual Handling Operations Regulations (1992) provides Health & Safety Executive (HSE) guidelines on maximum weights for human lifting. However, these presume the task, load, individual and environment to be ideal. Their use, therefore, should be restricted to acknowledging that lifting anything above the suggested weight is undesirable and higher risk.
- 4.4** Managers need to be familiar with all relevant aspects of Manual Handling and Health and Safety legislation.

## **5 DEFINITIONS**

### **5.1 Manual Handling**

The transporting or supporting of a load, by hand or bodily force including lifting, moving, pulling, pushing, carrying, positioning, holding and putting down. For the purpose of this policy 'manual handling' is taken to be synonymous with 'moving and handling'.

### **5.2 Hazard**

Anything with the potential to cause harm or injury to a person or property.

### **5.3 Risk**

The likelihood of the hazard being realised.

### **5.4 Load**

A load can be a person, an animal or an inanimate object.

### **5.5 Individual**

The person undertaking the manual handling.

### **5.6 Ergonomics**

The practical and scientific study of the relationship between people and their working environment. The principle of ergonomics is to fit the job/task to the person, rather than fitting the person to the job/task.

### **5.7 Reasonably Practicable**

Health and Safety legislation refers to risks being reduced to what is 'reasonably practicable'. This means reducing the risk until the cost of any

further precautions, in terms of money or time, would far outweigh the benefits.

## **6 DUTIES AND RESPONSIBILITIES**

### **6.1 Chief Officer**

**6.1.1** The Chief Officer is accountable for ensuring the provision of high quality, safe and effective services, delivered by safe systems of working, within Lewisham CCG, but delegates this responsibility to the Corporate Director.

### **6.2 Corporate Director**

**6.2.1** The Corporate Director is the director for Health and Safety within the CCG.

Duties include:

- To ensure that there are suitable systems in place to effectively manage health and safety which includes manual handling.
- To obtain commitment from senior management to the health and safety risk management process encouraging them to promote health and safety awareness.
- To ensure that there are suitable and sufficient arrangements to assess risks to those that may be affected by the work activity.
- To ensure that there are reasonable resources allocated to eliminate or control the risks.
- To review all health and safety policies, reports and set health and safety objectives in order to monitor performance.

### **6.3 Directors**

**6.3.1** Directors are responsible and accountable for the effective implementation and proactive maintenance of this policy within their areas of managerial and individual responsibilities to ensure the safety of the patient, public and staff members.

**6.3.2** Those with the responsibility for managing or supervising staff are responsible and accountable for the effective implementation of this policy within their areas of managerial, supervisory and individual responsibility.

**6.3.3** Directors have individual responsibilities in relation to working methods within their own areas in addition to a collective responsibility for manual handling and Health & Safety.

**6.3.4** Negligence or gross negligence with respect to such duties could result in unlimited fines or up to two year's imprisonment.

Duties include:

- Ensure that line managers fulfil their responsibility for manual handling, in particular provision of procedures and safe systems of work, and co-operating with audits to monitor compliance.
- Respond to requests from line managers to take appropriate remedial action to minimise risk following inspections, audits or assessments.
- Ensure adequate resources are made available to departments regarding provision of appropriate manual handling equipment.

## **6.4 Line Managers**

**6.4.1** Managers have legal responsibilities to ensure that they, and the staff they manage, comply with manual handling legislation, policy and guidance.

Duties include:

- Ensure local implementation of safe handling practice by their managed staff.
- Ensure that all members of their staff attend mandatory and any other relevant training sessions on manual handling, and that attendance is reviewed at 1:1 meetings with the staff they line manage.
- Ensure that all members of their staff report manual handling incidents and near misses using Datix reporting system or, if not trained to use this, that staff forward a written incident to their manager/Corporate Service Officer who will input the incident/near miss on Datix in line with the Incident Reporting Policy.
- To ensure staff have access to information and appropriate supervision to reinforce knowledge and responsibilities.

## **6.6 Staff**

**6.6.1** All staff have responsibilities for Manual Handling safety.

Duties include:

- Keeping updated in safe manual handling practice.

- Taking care of their own and others' Health and Safety through safe practice. ('Others' includes colleagues, patients, visitors, students, contractors and any other person affected by CCG activities).
- Co-operating with their employer regarding safe manual handling practice.
- Working within their capability and only performing tasks they are competent to do.
- Ensuring they are trained to use appropriate manual handling equipment.
- Completing manual handling update training on an annual basis.
- Wearing suitable clothing, safe footwear and minimal jewellery.
- Reporting health conditions which might adversely affect safe manual handling practice.
- Ensuring that all accidents, injuries, near misses or problems are reported to their line manager and entered onto Datix.
- Inspecting equipment prior to each use, reporting and not using any faulty equipment.

## **7 RISK MANAGEMENT AND DOCUMENTATION**

Risk assessments form part of the process of risk management. Manual handling risk assessments should be undertaken for all manual handling tasks that might be hazardous. This is a requirement of the Management of Health and Safety at Work Regulations 1999.

### **7.1 Risk Assessments**

#### **7.1.1 The Risk assessment process should include:**

- Description of task.
- Identification of the possible risks.
- Current controls regarding how the risk is being reduced or eliminated (e.g. via use of manual handling equipment).
- Additional controls needed to eliminate, transfer, or reduce the risk to what is 'reasonably practicable'.

- Reviewing and auditing the process.

**7.1.2** It is essential that each stage of formal risk assessment is documented. If it is not possible to reduce the risk to what is deemed “reasonably practicable” and there is an imminent risk of injury, the task should be stopped, and a written action plan put in place stating how and when the risk will be reduced.

**7.1.3** There are different types of risk assessment:-

- Generic Risk Assessments cover tasks that are performed routinely such as lifting stationery, moving meeting rooms. They help identify risks of the particular task. However, where there are variations outside the normal range that is covered by the generic risk assessment - in the load, environment, equipment or individual - an additional individual risk assessment is needed.
- Staff Individual Risk Assessments assess the risks for an individual member of staff, such as disability, pregnancy, height, sight, mobility, health conditions e.g. asthma, diabetes, operations and injuries, training, ability, fitness, strength, experience and qualifications.
- Informal Risk Assessments (i.e. non-written) should be done every time prior to performing any task which could have a significant manual handling risk to ensure there is no increased or unacceptable risk, and that the task is safe and within the individual’s capability.

**7.1.4** The four main considerations of a manual handling risk assessment are:

- TASK itself;
- INDIVIDUAL (the person moving the load or performing the task);
- LOAD (the object or the patient) and
- ENVIRONMENT / EQUIPMENT.

## **7.2 Risk Assessments – Accessing and Storing**

All risk assessments can be located on the intranet ([http://www.lewishamccg.nhs.uk/Health\\_Safety/SitePages/Home.aspx](http://www.lewishamccg.nhs.uk/Health_Safety/SitePages/Home.aspx)) or in the site manual, found in the reception area of Cantilever House.

### **7.2.1 Reviewing and Monitoring Risk Assessments**

All risk assessments should state when they are to be reviewed. Review regarding actions to be undertaken as stated in the action plan, and regarding the continued applicability of the risk assessment, should be within this timescale.

## **8.6 Resources**

- 8.6.1** Although resources are sometimes a factor in moving and handling, it is essential that appropriate resources are allocated if the organisation is to demonstrate commitment to reducing accidents and injuries.
- 8.6.2** Resource issues such as staffing levels, protected time for training and updating are important in ensuring safer manual handling.
- 8.6.3** Where there are insufficient trained and competent staff, tasks may need to be adapted until a safer method can be identified. On no account should staff perform manual handling tasks with fewer staff than have been recommended in the risk assessment. The exception to this may be emergency manual handling, where there is a life-threatening situation.

## **9. TRAINING**

- 9.1** It is the manager's responsibility to ensure that all staff are appropriately trained and competent for the tasks they perform.
- 9.2** Staff must complete mandatory manual handling training annually.

## **10 MANUAL HANDLING INANIMATE OBJECTS**

- 10.1** There is manual handling in virtually every work area. Objects to be moved include a wide range of equipment, furniture, stationery, water bottles and boxes. It is important that these tasks are risk assessed and appropriate steps taken to reduce the risk. Risk assessments should be accessible for all staff to see.
- 10.2** The Corporate Service Office will undertake local risk assessments of manual handling inanimate loads and will ensure local implementation of safe handling practice by their managed staff.
- 10.3** Wherever possible, manual handling should be avoided by mechanising or redesigning the task involved, or by rearranging the workplace.

## **11 DISSEMINATION AND IMPLEMENTATION**

**11.1** This policy has been circulated to Directors, for dissemination to all staff at all levels.

**11.2** This policy has been circulated by email and posted on the Intranet under policies on the web page.

## **12 APPROVAL AND RATIFICATION**

**12.1** The Staff Engagement Group will review and make recommendations to the Senior Management Team who are responsible for approving this policy.

## APPENDIX 1 - SUMMARY OF RELEVANT LEGISLATION

### **Health and Safety at Work etc Act 1974**

Employer responsibilities are

*“to ensure, as far as is reasonably practicable, the health, safety and welfare of all his/her employees”*

The Act states that so far as is reasonable and practicable the Employer must

- provide information, training, instruction and supervision to ensure Health and Safety.
- provide a work system and working environment that is safe and without risks to health.

However, an Employer needs to comply with this duty only when the cost of providing eg equipment and training is not grossly disproportionate to the benefit.

Employee responsibilities are that they

*“must take reasonable care of their own health and safety, the safety of anyone who may be affected by their acts or omissions, and co-operate with the employer”*

### **Management of Health and Safety at Work Regulations 1999**

Employers must:-

- develop a general framework for safety management;
- make suitable and sufficient assessment of the risks to the health and safety of their employees to which they are exposed whilst they are at work;
- aim to enhance any control measures provided.

Employees must:-

- use all equipment provided by employer in accordance with training and instruction;
- notify employer of unsafe conditions.

## **Manual Handling Operations Regulations (1992)**

In 1988 an EU Directive required the Employer to

*“make an assessment of the risk of injury and take the necessary control measures in connection with the use, handling, storage and transport of articles”*

Regulation 4 of the Regulations states –

- Avoid manual handling operations where there is a risk of injury so far as is reasonably practicable.
- When hazardous Manual Handling operations cannot reasonably & practicably be avoided then an assessment of the Task, Load, Working Environment and Individual capabilities of the person performing the task must be made.
- On that basis the employer must reduce the risk to the lowest level that is reasonably practicable.
- This assessment must be kept up to date and the employee must be given a general indication of and, where reasonably practicable, precise information on, the weight of the load.

This assessment should be recorded and made readily available.

## **Workplace (Health, Safety and Welfare) Regulations 1992**

Employers, Controllers and Landlords have a duty of care to ensure the layout design and management of facilities are safe for persons working or visiting in or around premises used as a workplace.

## **Approved Code of Practice – Management of Health & Safety at Work 1999**

A risk assessment should be carried out to identify the risks to health and safety to any person arising out of, or in connection with, work or the conduct of their undertaking. It should identify how the risks arise and how they impact on those affected.

This information is needed to make decisions on how to manage those risks so that the decisions are made in an informed, rational and structured manner, and the action taken is proportionate.

## **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

Certain injuries and incidents are reportable to the authorities. These injuries are those that result from events related to work activity and an employees' subsequent incapacity to do normal work. The injuries include (but not solely) amputations, fractures, inability to do normal work for greater than 3 days.

**The Health and Safety (Display Screen Equipment - DSE – Regulations)**  
**1992**

A duty of care is owed by the employer to those working with DSE (i.e. VDU's). Users are defined through a risk assessment process and should be protected from the hazards associated with DSE.

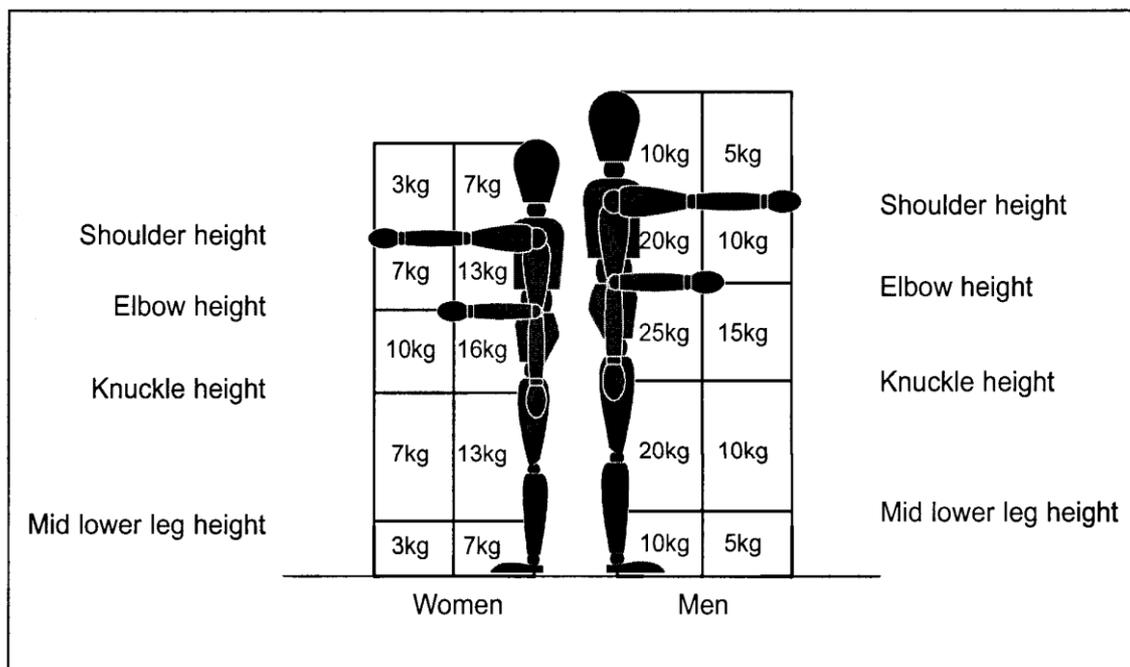
**APPENDIX 2 - GUIDELINES ON WEIGHT LIMITS  
MANUAL HANDLING OPERATIONS REGULATIONS, 2002**

The diagram below indicates the guideline weights for lifting and lowering.

The weights stated assume that:

- the load is readily grasped with both hands;
- the operation takes place in reasonable working conditions;
- the 'lifter' is in a stable body position;
- lifting is occurring infrequently;
- the lifter is not twisting the body during the lifting operation;

Note: There is no such thing as a completely 'safe' manual handling weight limit. Working within the guidelines will reduce (but not eliminate) the risk.



## APPENDIX 3 – CCG MANUAL HANDLING RISK ASSESSMENT TOOL

### Manual Handling Risk Assessment – Individual

<b>Date</b>		<b>Location</b>	
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<b>Assessed by</b>		<b>Job Title</b>	
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<b>Risk(s) being assessed</b>	
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**TILEE Assessment**

<b>TASK – does the take involve:</b>	<b>Yes</b>	<b>No</b>	<b>Hazard/Potential Hazard</b>	<b>Existing Controls</b>	<b>Additional controls needed?</b>
Holding loads away from the body					
Twisting					
Stooping					
Reaching upwards					
Large vertical movement (eg floor to overhead)					
Awkward posture, hand/limb position, grip					
Strenuous pushing/pulling					
Carrying or pushing/pulling over long distances					
Repetitive handling					
Insufficient rest or recovery time					

<b>INDIVIDUAL – does the task pose a risk to staff regarding:</b>	<b>Yes</b>	<b>No</b>	<b>Hazard/Potential Hazard</b>	<b>Existing Controls</b>	<b>Additional controls needed?</b>
New/expectant mothers					
Staff with health problems					
Unusual strength, capability or height required					
Additional training required					
Additional information to undertake task required					
History of any previous reports/incidents of pain/injury with this task					

<b>LOAD – is the load:</b>	<b>Yes</b>	<b>No</b>	<b>Hazard/Potential Hazard</b>	<b>Existing Controls</b>	<b>Additional controls needed?</b>
Heavy (Indicate known/approximate weight)					
Bulky/unwieldy/asymmetrical					
Unstable/unpredictable					

ble					
Harmful – eg sharp, hot, contaminated					
Difficult to grasp/hold					
Has upper body mobility/strength					
Has cognitive ability – able to understand instructions					

<b>ENVIRONMENT – does the environment have:</b>	<b>Yes</b>	<b>No</b>	<b>Hazard/Potential Hazard</b>	<b>Existing Controls</b>	<b>Additional controls needed?</b>
Restricted space causing constraints on posture					
Low/high work surface causing constraints on posture					
Poor floor/steps, eg uneven, slippery, unstable, stairs					
Poor lighting					
Temperature, draught, humidity					

problem					
Furniture unstable					

<b>Equipment</b>	<b>Yes</b>	<b>No</b>	<b>Hazard/Potential Hazard</b>	<b>Existing Controls</b>	<b>Additional controls needed?</b>
Is there a lack of suitable equipment					
Is handling hindered by personal protective equipment					
Does the patient's weight exceed the Safe Working Load of equipment used					

**Review Date**

**Action Plan – Additional Controls**

<b>Action</b>	<b>By Who</b>	<b>Timescales</b>

## APPENDIX 4

### Manual Handling Risk Assessment (Generic)

#### Identifying the Risks

##### Description of Task:

Task	Y/N
Are there alternative methods that would reduce manual handling? (e.g. automation, equipment, different process or location)	
Is there restricted access to the load? Is it very high or at ground level, or in an awkward location?	
Does the task involve several different movements or task at once? Does it involve a change of grip?	
Does the task involve sustained effort (e.g. holding for more than a few moments?)	
Is there considerable distance to move load? (either from the floor, or to the intended location, or down steps etc)	
Is there insufficient time to undertake the task safely?	
Are there other manual handling issues associated with the task?	
<b>Individual (any staff)</b>	<b>Y/N</b>
Are there insufficient people to perform the task?	
Are the individuals inadequately trained or supervised?	
Do the individuals have insufficient skills or competencies?	
Are individuals unsuitably dressed to perform the task?	
Do any of the individuals have health conditions or disabilities that might affect manual handling (e.g. pregnancy, hernia, recent operation or injury, joint or back problems)?	
Are the individuals unable to perform the task safely due to physical attributes (e.g. physical capability, attitude etc?)	
Are there other manual handling risks associated with the individual/s?	
<b>Load – Is the load to be moved</b>	<b>Y/N</b>
Bulky or awkward shape, long, wide and/or obstructing individual's vision?	
Heavy? (NB all loads over 16kg should be considered 'heavy')	
Surface issues (very hot or cold, slippery, sharp, pointed, difficult to grasp)	
Dangerous? (bleach, acid, radioactive)	
Fragile or easily damaged?	
Likely to fall or become unstable?	

Other manual handling risks?	
<b>Environment – Is/are there:</b>	<b>Y/N</b>
Insufficient space?	
Insufficient light?	
Floor hazards (e.g. damaged, slippery, wet, trailing wires, mats, uneven or damaged surface, steps and slopes)?	
Other potential hazards (e.g. clutter, open drawers/doors, light fittings, ornaments, furniture, equipment)?	
Inadequate equipment (e.g. none, insufficient, not working, unsafe, inappropriate)?	
Other environmental hazards?	

**Have any risks been identified? YES / NO**

**If Yes – complete action plan below:**

<b>Risk</b>	<b>Action</b>	<b>Completed by</b>	<b>When</b>

**If NO, please set review date**

**Name:**

**Position:**

**Signature:**

**Date:**

**Review Date:**

**Department:**