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SAFER MANUAL HANDLING POLICY

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1. Policy Statement

Velindre University NHS Trust attaches great importance to the health, safety and welfare of its patients, staff and visitors, whilst fulfilling its statutory obligations within the law.

The Trust has a legal obligation under the Manual Handling Operations Regulations 1992 to make a suitable and sufficient assessment of the risk to employees from the manual handling of loads.

The Regulations set out a hierarchy of measures that should be followed to reduce the risks from manual handling which are: -

- to avoid manual handling operations so far as is reasonably practicable,
- to assess the risk in any manual handling operations that cannot be avoided and
- to reduce the risk of injury so far as reasonably practicable

This policy outlines the requirements for safer manual handling within the organisation, in accordance with current legislation and the current All Wales NHS Manual Handling Passport Scheme.

2. Scope of Policy

This policy applies to all staff employed by or contracted to the Trust, including those within Hosted Organisations, that are required to undertake any form of manual handling during the course of their duties.

3. Aims and Objectives

The aim of this policy is to minimise the risk of musculo-skeletal injuries as a result of manual handling by maintaining a structured method of training and risk assessment, to reduce the need to undertake manual handling activities so far as is reasonably practicable.

To achieve this, it is necessary to ensure that adequate arrangements are in place to ensure the effective management of manual handling operations.

The Trust will ensure, so far as is reasonably practicable, an ergonomic approach to the provision of work equipment. Where identified by the risk assessment process, employees will be provided with the appropriate level of training.

The Trust is committed to complying with the standards set by the current All Wales NHS Manual Handling Passport Scheme.

4. Responsibilities

4.1 The Chief Executive

The Chief Executive has overall accountability for health and safety within the organisation, making sure that arrangements are in place for:

- an Executive Director to be appointed as a lead for health and safety
- the Trust Board and Executive Management Board to be informed as required on manual handling issues that affect employees and/or the service users
- the Trust's Safer manual Handling Policy to be implemented
- supporting the training and development of staff
- ensuring that there are sufficient resources for the implementation of this policy

4.2 Executive Director of Strategic Transformation, Planning and Digital

The Executive Director of Strategic Transformation, Planning and Digital has delegated responsibility at Trust Board level for managing health and safety and is responsible for ensuring that:

- the Trust's Safer Manual Handling Policy is reviewed as and when appropriate
- regular updates on manual issues are reported to the Executive Management Board
- activities are planned, measured, reviewed and audited so that legal requirements are satisfied and health and safety risks arising from manual handling activities are minimised
- information regarding safer manual handling is effectively communicated throughout the Trust
- The approach to safer manual handling is both systematic and appropriate

In addition to the delegated responsibilities for managing Health and Safety, the Executive Director of Strategic Transformation, Planning and Digital should ensure that: -

- risks to the health and safety of employees and others from manual handling operations affected by constraints of workplace environments, in property owned or leased by the Trust, are eliminated and / or reduced where possible
- risks to the health and safety of employees and others from manual handling operations affected by constraints of workplace environments, in new build and / or refurbished property owned by the Trust are eliminated / reduced by ensuring that suitable and sufficient space for manual handling operations and equipment is incorporated at the design stage of any new build or refurbishment to Trust property

- manual handling equipment provided as part of a new build or refurbishment scheme is suitable for the work environment and for employees that use the equipment. Work equipment should not pose a risk to the health and wellbeing of employees so far as is reasonably practicable.

4.3 Executive Director of Organisational Development and Workforce

The Executive Director of Organisational Development and Workforce is responsible for ensuring that:

- there is an effective mandatory and induction training programme that includes manual handling advice and training, which is appropriately monitored and recorded
- arrangements are in place for health surveillance, support and counselling for employees with musculo-skeletal injuries.

4.4 Divisional Directors / Directors of Hosted Organisations

Directors have overall responsibility for making sure that arrangements are in place for: establishing a local health & safety group which comprises representatives from all relevant departments and staff representatives, within their service area, where issues or concerns regarding manual handling can be discussed.

- liaising with the Trust Capital Planning and Estates Department
- ensuring that local procedures for the safer manual handling are developed and implemented in line with the overarching trust policy
- preparing and implementing the organisational structure and allocating responsibility for manual handling within the service area and that the identified personnel (e.g. Senior Manager) are aware of their responsibility
- identifying all manual handling risks associated with work and ensuring that associated risk assessments for manual handling activities have been implemented within the service area
- ensuring that employees have access to a level of training appropriate to their role
- any manual handling equipment and manual handling operations to satisfy the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- any manual handling equipment to satisfy the requirements of the Provision and Use of Work Equipment Regulations

4.5 Assistant Director of Estates, Environment & Capital Development

The Assistant Director of Estates, Environment & Capital Development will make arrangements to:

- ensure that competent risk management and health and safety advice is available to all divisions and hosted organisations of the Trust and to support the appointed local lead managers in developing and maintaining their safety management systems and training for manual handling . Competent advice may be sourced both internally and externally, dependant on the nature of the topic.
- provide support to the Executive Director with delegated responsibility for risk and health and safety management across the Trust, divisional directors, operational managers and health and safety leads in the implementation of policy,
- ensure that statistical information is available on health and safety performance throughout the Trust and interpret such information in order to evolve action plans to improve or maintain standards
- investigate incidents and report to senior managers on findings and where necessary provide recommendations

4.6 Departmental Managers

Department managers have overall responsibility for making sure that arrangements are in place within their department to:

- identify any potential concerns arising from manual handling on a day to day basis.
- ensure that a risk assessment is carried out, in line with current legislation and trust policy. The assessment should include sufficient information about the risks that are faced and the preventive / control measures that are required. The risk assessment should be regularly reviewed.
- identify any specific training that may be required by departmental staff via the PADR process and advise the Education and Development Team to ensure that this is reflected within the job profile on the ESR system.
- identify any health surveillance or support that may be required by staff following an incident and liaise with local Workforce personnel to ensure that an appropriate level of occupational health support is readily accessible to staff
- identify any health surveillance or support that may be required by staff that have an existing musculo-skeletal injury / related illness, in order to maintain their safety whilst in work
- have access to specialist advice by liaising with the local Health & Safety lead, specialist advisor or the Trust Capital Planning and Estates Department
- ensure that individuals are aware of their responsibilities for safer manual handling and have access to current information and risk assessments.
- consult and involve staff and safety representatives with local management arrangements and report all manual handling incidents.
- develop and implement a local departmental procedure or safe system of work for safer manual handling which will include
 - ensuring that any manual handling equipment and manual handling operations under their management (whether owned, leased or

contracted) satisfies the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) e.g.

- all equipment used for lifting is fit for purpose, appropriate for the task, suitably marked and subject to statutory periodic '[thorough examination](#)'. Records must be kept of all thorough examinations and any defects found must be reported to both the person responsible for the equipment and the relevant enforcing authority.
- ensuring that any manual handling equipment under their management (whether owned, leased or contracted) satisfies the requirements of the Provision and Use of Work Equipment Regulations e.g.
 - the equipment is constructed or adapted to be suitable for the purpose it is used or provided for
 - take account of the working conditions and health and safety risks in the workplace when selecting work equipment
 - work equipment is only used for suitable purposes
 - work equipment is maintained in an efficient state, in efficient working order and in good repair
 - where equipment has a maintenance log, keep this up to date
 - where the safety of work equipment depends on the manner of installation, it must be inspected after installation and before being put into use
 - where equipment is exposed to deteriorating conditions liable to result in dangerous situations, it must be inspected to ensure faults are detected in good time so the risk to health and safety is managed
 - ensure that all people using, supervising or managing the use of work equipment are provided with adequate, clear health and safety information. This will include, where necessary, written instructions on its use and suitable equipment markings and warnings
 - ensure that all people who use, supervise or manage the use of work equipment have received adequate training, which should include the correct use of the equipment, the risks that may arise from its use and the precautions to take
 - that work equipment is provided with appropriately identified controls for starting, stopping and controlling it, and that these control systems are safe
 - where appropriate, provide suitable means of isolating work equipment from all power sources (including electricity)

Following a manual handling incident, the manager will:

- ensure that the incident is reported in a timely manner into the Datix Risk Management system
- discuss the incident with the staff member
- where appropriate investigate the incident
- ensure the controls are adequate to manage the risk
- provide a supporting role to encourage staff well being
- refer staff to occupational health where required
- seek advice or guidance where necessary
- identify and escalate any identified risks, in accordance with the Trust risk assessment policy
- ensure that any outcome e.g. a change in process, further training required, will formally be fed back to the staff member concerned.

4.7 Employees

All employees are expected to:

- act in a responsible manner and treat others with dignity and respect whilst performing their manual handling duties
- comply with policies and procedures developed to protect their health and safety
- report all manual handling incidents and near misses
- discuss any health and safety concerns with their manager that may affect their ability to undertake manual handling duties
- cooperate with their manager in relation to health and safety and risk assessment
- undertake the relevant level of manual handling training

4.8 Occupational Health Departments

The Trust has service level agreements in place for the provision of Occupational Health which is covered by local procedures. Please seek advice from your Organisational Development and Workforce department, who will be able to direct you to the appropriate service provider. The manager is able to refer staff involved in a manual handling incident where health issues have been identified and a self-referral is available to members of staff that have existing musculo-skeletal injuries that affect their ability to undertake their manual handling duties. For those with access to the Cardiff and Vale University Health Board Occupational Health Service, there is a self-referral pathway for OH physiotherapy.

5. Definitions

Terminology used throughout this policy is defined below:-

- **Manual Handling Operation** - Any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.
- **Minimal Handling** - The process by which risks associated with a manual handling operation are reduced as far as is reasonably practicable.
- **Load** - a moveable object, including any person or animal
- **Hazard** - something with the potential to cause harm.
- **Risk Assessment** – The calculation of the likely outcome of the hazards posed by a manual handling operation should they come to fruition weighed against the control measures in place.
- **The Ergonomic Approach**- the matching of the demands of work with the worker's capabilities and limitations.
- **Emergency Situation** - An unforeseeable situation in which an individual must be moved to safety immediately and there is no time to get equipment or plan the move in detail. Risks may have to be taken. It should be appreciated that these situations will be extremely rare.

6. Implementation / Policy Compliance

To ensure the effective implementation of this Policy the following local arrangements must be put into place: -

- **Manual Handling Trainers** – An adequate number of trainers will be identified (either internally or externally) to ensure that all members of staff who perform manual handling tasks receive appropriate training. Each trainer will be expected to have the level of training and skills to perform their roles in accordance with the All Wales Manual Handling Training Passport and Information Scheme.
- **Employees** – the training needs of each employee will be assessed in accordance with the requirements of the Core Skills Training Framework and the All Wales NHS Manual Handling Passport Scheme.
- **Agency/Temporary Staff** – All agency/temporary staff must have received adequate training prior to commencing any duties within the Trust. This instruction must provide them with the basic skills that they will need to fulfil their placement safely.

- ***Students/Trainees*** – All students/trainees must have been provided with adequate instruction by their training provider prior to commencing a placement with the organisation. This instruction must provide them with the basic skills that they will need to fulfil their placement safely.
- ***Volunteers*** - All volunteers should also receive adequate training to enable them to undertake any duties within the Trust.
- ***Uniforms / Clothing*** - The Trust will ensure that uniforms and personal protective equipment provided are compatible with the handling tasks to be undertaken.

Staff that do not wear a uniform must ensure that clothing they wear at work is compatible with the handling tasks they undertake at work. They should ensure that the fit of their uniform/clothing allows them to move freely and adopt positions required for any manual handling task.

Footwear worn by staff that perform a considerable amount of manual handling tasks, or where tasks that are performed require it, should have an enclosed heel and toe, which will help to provide a stable base for the handler.

Where personal protective equipment is required in order to undertake manual handling duties safely, this will be provided by the Trust, without charge.

- ***Provision of Equipment*** - Appropriate handling equipment should be provided where a risk has been identified. The following should be taken into consideration: -
 - An inventory of handling equipment used within an area should be held locally
 - All equipment must be suitable and fit for the purpose for which it has been provided and a suitable quantity supplied.
 - Any equipment that is/or thought to be faulty must be taken out of use and repaired or a replacement provided.
 - All employees should receive suitable and sufficient instruction and training on all aspects of specific manual handling equipment before use.
 - Local arrangements should outline the role of the manual handling trainer and the role of infection control in the procedure for the purchase of equipment
 - Local arrangements should outline the requirement for maintenance of equipment and inspection in accordance with LOLER 1998.

7. **Equality Impact Assessment Statement**

This policy has been screened for relevance to equality. No potential negative impact has been identified.

8. **References**

[Health and Safety Executive \(HSE\) Manual Handling At Work](#)
[Health and Safety Executive – Musculoskeletal Disorders \(MSDs\)](#)
[Health and Safety Executive – Thorough examinations and inspections of lifting equipment](#)

All Wales NHS Manual Handling Passport Scheme

9. **Getting Help**

Advisors for certain aspects of Health, Safety and Risk Management have been incorporated within the Trust structure, to provide specialist advice as outlined below:-

**Assistant Director of Estates,
Environment and Capital
Development**

Velindre NHS Trust Headquarters
2 Charnwood Court
Heol Billingsley, Parc Nantgarw
Cardiff CF5 7QZ

Health and Safety

Trust Health & Safety Manager
Velindre NHS Trust Headquarters
2 Charnwood Court
Heol Billingsley, Parc Nantgarw
Cardiff CF5 7QZ
Tel: WHTN 01875 6522

VCC Health & Safety Advisor
Velindre Cancer Centre
Velindre Road
Whitchurch
Cardiff CF14 2TL
Tel: 02920615888

WBS Health & Safety Advisor
Welsh Blood Service
Ely Valley Road
Talbot Green
Pontyclun CF72 9WB
Tel: 1797 2356

Occupational Health

Cardiff and the Vale University LHB
Heath Park
Cardiff CF14 4XW
E-mail: occupational.health@wales.nhs.uk
Telephone; 02920743264

Occupational Health provision has been established via formal service level agreements with the above-named local health board. Staff working outside the Geographical region of South East Wales are provided with Occupational Health services via local arrangements with their Occupational Health provider. Where practical, the occupational health provision should cover pre-employment checks, formal health surveillance, health assessments in connection with fitness to work, identification of occupational hazards and risks, along with support and advice for staff.

10. Related Policies

Reference should also be made to the following Trust Policies:

- Bedrails Procedure
- Falls Pathway
- VCC Falls Policy
- Enhanced Supervision Policy
- Health, Safety and Welfare policy QS18
- Workplace Equipment Policy QS36
- Medical Devices and Equipment Management Policy QS 24
- Decontamination Policy IPC 04

11. Information, Instruction and Training

Currently, there are 3 main levels of training within the Core Skills Training Framework: -

- Level 1a Theory of Inanimate Load Handling, which covers Module A of the All Wales Manual Handling Training Passport and Information Scheme
- Level 1b The practical implementation of Inanimate Load Handling, which covers Module B of the All Wales Manual Handling Training Passport and Information Scheme.
- Level 2 (Client Handling) includes Modules A,B, C plus any other relevant module of the All Wales Manual Handling Training Passport and Information Scheme

It will be for each departmental manager to determine which level of training is required by undertaking a Training Needs Analysis (TNA) for all staff. Where level 2 training contains elements of tasks that are not undertaken, e.g. hoisting, this element of the training will not be required. This should be documented on the appropriate Training Record.

Frequency of training and / or refresher training should be based on competency and should be undertaken as required by the Core Skills Training Framework.

Initial training should take place upon employment with the organisation unless the employee can demonstrate existing compliance by the submission of a current Passport form from their previous NHS employer.

No manual handling operations should be undertaken until training has been completed in accordance with the required TNA.

12. Main Relevant Legislation

This policy supports the legal duties placed on the organisation by the following: -

- Health & Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- [Manual Handling Operations Regulations 1992](#)
- [Provision and Use of Work Equipment Regulations 1998](#)
- [Lifting Operations & Lifting Equipment Regulations 1998](#)
- [Workplace \(Health, Safety & Welfare\) Regulations 1992](#)
- [Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013](#)

Appendix 1

[Link to the All-Wales NHS Manual Handling Passport Scheme - Standards](#)

