

The Village Residence	POLICY NO:	
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Policy on Manual Handling		

<b>Policy on Manual Handling</b>	
<b>Developed by: Drogheda Services for Older People.</b>	<b>Date Developed: Revised January 2012 Revised Feb 2015, Feb 2018, Aug 2020 November 2021, Sept 2023</b>
<b>Developed By: Nursing Department.</b>	<b>Date Reviewed: January 2012, Feb 2015, February 2018 Aug 2020 November 2021 Sept 2023.</b>
<b>Implementation Date: April 2009</b>	<b>Review Date: September 2026.</b>
<b>Policy Reference Number: DSOP</b>	<b>No. of Pages: 6</b>
<b>Status of the Policy: Final</b>	

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## 1.0. Introduction.

The Village Residence is committed to meet the Manual Handling of loads regulations.

## 2.0 Purpose

- To provide The Village Residence with guidance on safe moving and handling that complies with legal requirements.
- To reduce so far as is reasonably practicable risks associated with moving and handling Activities.
- To ensure the health and safety of employees.
- To ensure the safety and care of service users.
- To ensure compliance with relevant statutory requirements e.g. Health and Safety Authority (HSA), Health Information Quality Authority (HIQA).

## 3.0 Scope

This policy applies to all employees, including permanent, temporary, full-time, part-time, medical, non medical, students, agency, contract employees or any persons who carry out moving and handling activities as part of their work. Employees are responsible for adhering to the guidelines contained within this Policy.

## 4.0. Responsibilities of Line Managers/Head of Departments

The Line Managers/Heads of Departments are responsible for implementing the Moving and Handling Policy in their area.

**His /Her responsibilities are to;**

- Develop in consultation with employees an operational plan to support implementation of the Moving and Handling Policy.

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- Support and promote the concept of safer handling by leading by example.
- Support and promote any such initiatives that will facilitate the implementation of the Policy, and ensure moving and handling matters are included on the agenda of team meetings.
- In consultation with staff, identify all moving and handling tasks which involve a risk of musculoskeletal injury. (Hazardous moving and handling tasks).
- Ensure risk assessments for these hazardous moving and handling tasks are conducted and documented, and records updated in light of changes in workload, work practices or developments in best practice or technology in this area.
- Where hazardous moving and handling cannot be avoided, ensure that appropriate measures are taken to reduce/minimise the risks, by changes in the work environment/system of work, or by the provision of appropriate equipment.
- Ensure that sensitive risk groups of employees are protected against any dangers which specifically affect them in relation to the moving and handling of loads.
- Identify moving and handling training needs for employees, review as necessary and facilitate the release of employees to attend training.
- Ensure that information, training and instruction as appropriate is delivered in a language that is reasonably likely to be understood by the employees concerned.

Ensure records of attendance at moving and handling training courses are maintained as per local arrangements.

- Ensure employees are adequately supervised to enable compliance with the moving and handling policy.
- Ensure all moving and handling equipment is serviced and in good working order and that appropriate records of servicing are maintained.
- Investigate accidents, incidents and near misses involving employees under his/her control and complete incident/accident report forms as per “HSE Incident Management Policy and Procedure, (September 2008)”.

## **5.0. Responsibilities of Employees**

**It is the duty of all employees to ensure that:**

- They adhere to Boyne View House Moving and Handling Policy, and Operational Plan.

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- They engage in the moving and handling risk assessment process and co-operate with safe systems of work.
- Take reasonable care of their own safety health & welfare and that of others when conducting moving and handling activities.
- They wear appropriate clothing and footwear.
- They carry out a personal / on the spot moving and handling risk assessment, as taught in moving and handling training, before completing any potentially hazardous handling task to ensure the task is within their own capability.
- They undertake moving and handling activities in accordance with moving and handling training provided.
- They utilise appropriately any moving and handling equipment provided.
- They do not interfere with or misuse any appliance, protective clothing or equipment.
- They report defects in equipment / or systems of work to their line manager as soon as possible.
- They report and record any work related injury or near miss to their line manager as soon as possible.
- They attend moving and handling training sessions which are provided for them. **It is essential that staff attend manual handling training at least every two years. This is a mandatory requirement**
- They inform their line manager of any condition that might reasonably be considered to affect their ability to undertake moving and handling operations safely.
- They identify, in consultation with colleagues and line managers, any new activity or equipment that requires risk assessment.

Protocol

## 6.0. Moving and Handling Risk Assessment Process

Moving & Handling risk assessments must be carried out prior to any hazardous moving and handling procedure. A risk assessment must clearly identify the nature of the hazard and the extent of the risk.

Each assessment must be based on a realistic reflection of practice and conducted where the activity is occurring. Appropriate measures to reduce the risk of injury to the lowest level which is

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reasonably practicable should then be applied.

Moving and handling risk assessment templates which may facilitate this process are appended to this document

It is the responsibility of Line/Department Managers in consultation with employees to ensure that the appropriate risk assessments are carried out.

Generic Unit/Department Moving and Handling Risk Assessments should be carried out to determine the range and complexity of moving and handling activities taking place within the unit/department.

Following the generic unit/department risk assessment, specific moving and handling risk assessments may be required if hazardous handling has been identified.

Inanimate moving and handling assessments should be carried out where hazardous inanimate handling tasks have been identified.

Individual patient/client moving and handling assessments should be carried out for patients/clients who require assistance to move.

A team approach may be required.

Where further expertise is required assistance may be sought from Physiotherapists, Occupational Therapists,

Line/Department Managers, Moving and Handling Instructors, Health and Safety Advisors and other appropriate professionals.

## **7.0. Documentation**

Where appropriate the documented moving and handling risk assessment should include the following information.

- The date the assessment was carried out.
- The person/s carrying out the assessment.
- Information on the task, the individuals carrying out the task, the load / patient/client and the environment.
- Where the load is a patient/client personal factors such as medical needs, physical limitations, cognitive ability, dignity and cultural issues should be recorded.
- The risk factors identified during the assessment.
- An assessment of the level of risk using the risk rating guidance provided e.g. maximum, high,

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medium, low, and independent.

- Control measures already undertaken.
- Further actions required to eliminate/control the identified risks.
- The person(s) responsible for ensuring the recommendations are acted upon and the time frame for such.

#### **8.0. The review date of the risk assessment.**

##### Review and Updating of Risk Assessments

Risk assessments will need to be reviewed and updated regularly as per local arrangements, where external statutory bodies indicate e.g. HSA, HIQA etc. and if there are developments which suggest they may no longer be valid e.g.

If there are changes in:

- The patient/client's condition
- The task
- staffing levels
- Abilities of employees
- The working environment
- Changes in best practice, technological advancement in handling equipment
- or if despite measures taken, monitoring indicates a continuing risk
- following accidents/incidents/near miss

In addition all employees are required to carry out a personal /on the spot moving and handling risk assessment, as taught in moving and handling training, before completing any potentially hazardous handling task to ensure the task is within their own capability.

#### **9.0. Responsibilities.**

It is the responsibility of the Clinical Nurse Manager and Department Head to ensure that all staff read this policy.