

EAST AYRSHIRE COUNCIL

SOCIAL WORK COMMITTEE: 30 JANUARY 2003

MOVING AND HANDLING CO-ORDINATOR

Report by the Director of Educational and Social Services

1. PURPOSE OF REPORT

- 1.1 To seek Committee approval for the establishment of a Moving and Handling Co-ordinator to oversee training for Social Work staff, purchasing and monitoring of moving and handling equipment, and developing and implementing policies and procedures in relation to Moving and Handling.

2. BACKGROUND

- 2.1 The Educational and Social Services Department provides support to children and adults who have been assessed as requiring support. At any one time some 500 Social Work staff can be involved in activities which may require them to undertake a level of moving and handling.
- 2.2 The direct support people receive from staff, both in their own homes and in Day and Residential Care, has a significant impact on the quality of their lives. The way staff approach moving and handling of service users is an important element of the caring and support task.
- 2.3 The Council has a responsibility to ensure that service users receive a safe service, and that staff are appropriately trained to deliver these services. In addition, appropriate equipment, and maintenance, is required to enable staff to assist service users.
- 2.4 The establishment of this post will make a significant contribution to ensuring that management action is taken to minimise absence levels associated with poor moving and handling techniques. It is crucial that staff use correct techniques to enhance the quality of care provided to service users and also to minimise physical damage to themselves which ultimately impacts on absence levels.
- 2.5 There are current arrangements for training of staff, refresher training, and maintenance/ordering of equipment, however as the needs of people become more complex, a central post which co-ordinates moving and handling is now required.

3. PROPOSAL

- 3.1 It is proposed to create a new post of Moving and Handling Co-ordinator. The main functions of this post would be to:
- arrange and/or deliver training
 - ensure that refresher training is arranged and available to all staff on an annual basis
 - purchase, monitor and ensure maintenance of moving and handling equipment
 - ensure policies and procedures reflect legislative changes and meet Health and Safety requirements.
- 3.2 The post will be managed through the Corporate Health and Safety Department with a link manager in the Community Care Section and will be funded through the community care budget.
- 3.3 The Corporate Health and Safety Manager supports this proposal which meets National Guidance by the Health and Safety Executive to ensure that Moving and Handling responsibilities are given appropriate priority.

4. PERSONNEL IMPLICATIONS

- 4.1 The post is new and recommended to be graded at AP4. The person specification and job remit will be drawn up between the Health and Safety Department and Community Care Section.
- 4.2 Administrative support of 7 hours per week will be required to support this post.
- 4.3 The Trade Union has been consulted and agree to the establishment of this post.

5. FINANCIAL IMPLICATIONS

- 5.1 The full year costs for the posts will be £30,500 including on costs. This can be funded from the existing Community care budget.

6. POLICY / LEGAL IMPLICATIONS

- 6.1 The Council will meet its legal Health and Safety responsibilities by establishing this post and will also meet the National Guidance from the Health and Safety Executive under the Manual Handling Regulations (1992)

7. RECOMMENDATIONS

7.1 It is recommended that Committee:

- (i) agree to refer the proposal to the Corporate Sub-Committee of the Policy and Resources Committee for approval; and
- (ii) otherwise note the content of the report

John Mulgrew
Director of Educational and Social Services
7 January 2003
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LIST OF BACKGROUND PAPERS

Manual Handling Regulations (1992)

For further information on this report please contact:
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IMPLEMENTATION OFFICER: JACKIE DONNELLY