

EAST AYRSHIRE COUNCIL

CABINET – 8 JULY 2009

MOVING AND HANDLING SERVICE

Report by Executive Director of Educational and Social Services

1. PURPOSE

- 1.1 To provide information on the development of the Moving and Handling Service within Educational and Social Services and to recommend the adoption and implementation of a “Safer Moving and Handling Policy” across Educational and Social Services

2. BACKGROUND

- 2.1 Over recent years there has been a significant change in the type of care and support provided by the council to meet the assessed needs of older people and people with disabilities. A high portion of activity is now focused on meeting the personal care needs of individuals and this often requires staff to assist people with transfers such as from bed to chair. It is a duty of the council as an employer to ensure staff are appropriately trained and supported with this activity.
- 2.2 A Moving and Handling Service was established within Community Care in 2004. At this time all moving and handling training was purchased from an external provider.
- 2.3 In 2007, an opportunity was taken to further develop the Moving and Handling Team in order to provide additional support within the community and also allow all moving and handling to be delivered “in-house”. Additionally, the service was extended across the whole Department of Educational and Social Services, to include our schools. These developments have enhanced continuity of care for service users across the spectrum of Educational and Social Services.
- 2.4 The team also provides additional support to frontline staff by assisting with complex problem solving, risk assessment and advice. Support and advice is offered to informal carers on an ad-hoc basis.
- 2.5 The team audits moving and handling practice encompassing both East Ayrshire Council employees and partners from the contracted Independent and Voluntary providers to help to ensure that appropriate standards of care are met, and that care packages are appropriate to the needs of the service users and resources are used as efficiently as possible, contributing to the Social Work Sustainability Programme.

3. PROPOSALS

3.1 There have been significant changes in the Moving and Handling Service within both Educational and Social Services over recent years and the proposed 'Safer Moving and Handling Policy' reflects these as follows:

- The new policy covers the whole of Educational and Social Services - the previous policy covered Community Care services only.
- The new policy outlines the roles and responsibilities of the Moving and Handling Team and contains more detail on managers and employees responsibilities.
- The new policy contains details of Condemned and unsafe practice
- The new policy outlines 'policy values' for moving and handling people and also contains section on 'balanced decision making'
- The new policy has appendices which specify training requirements and dress code. It also contains the Risk Assessment and Mobility Assessment and Assistance Plans which should be used universally across Educational and Social Services. There was no standardised paperwork in use previously.

3.2 Each local authority currently has its own arrangements in place in relation to moving and handling service provision, it is suggested the standardisation of provision is an area that should be considered in the future.

3.3 East Ayrshire Council recognises the invaluable role family carers have in supporting people in the Community. The service does not currently formally extend support to informal carers; it is proposed that feasibility of extending the service is considered.

4. FINANCIAL IMPLICATIONS

4.1 None

5. POLICY/LEGAL IMPLICATIONS

5.1 This fulfils the requirement for the Department of Educational and Social Services to have a policy in place relating to Moving and Handling under the Health and Safety at Work Act (1974) and Manual Handling Operations Regulations 1992. It also supports the Corporate and Departmental Health and Safety action plans in supporting safe working practices for our employees.

6. COMMUNITY PLANNING IMPLICATIONS

6.1 Implementation of this policy will contribute towards the 'Improving Health and Wellbeing' action plan, as it will facilitate Service users to remain as functionally independent as possible and also support individuals to be maintained within their own home as long as it is safe for them to do so. In addition support will be offered to informal carers to assist them in their caring role, and also to reduce risk of Musculoskeletal disorders in informal carers.

7. RISK IMPLICATIONS

7.1 Implementation of the policy will assist in the risk management and reduction of work related Musculoskeletal disorders within the workforce and help ensure that a 'safe system of work' is in place in relation to moving and handling activities. It will also reduce potential risk to informal carers and service users.

8. RECOMMENDATIONS

8.1 Members of the Cabinet are asked to:

- (I) approve the 'Safer Moving and Handling Policy, for implementation within Educational and Social Services;
- (II) agree that initial discussions take place in respect of the development of Shared Services in the moving and handling service across the three local authorities in Ayrshire;
- (III) agree that the feasibility of extending the moving and handling service provision to informal carers is considered with a further report to Cabinet; and
- (IV) otherwise note the content of the report

Graham Short
Executive Director of Educational and Social Services
June 2009

LIST OF BACKGROUND PAPERS

NIL

IMPLEMENTATION OFFICER: Eddie Fraser, Head of Service, Community Care

Anyone wishing further information, Eddie Fraser, Head of Service, Community Care on 01563 576538.

EAST AYRSHIRE COUNCIL

DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES

Moving and Handling Service

"Safer Moving and Handling Policy"

Issued By

Approved By

Date of Issue 4th June 2009

RECORD OF CHANGES

CHANGE NO	01	02	03	04	05	06
CHANGE						
DATE						

Policy Arrangement for Moving and Handling

CONTENTS PAGE

	Pg No
1. Introduction	3
2. Legislative Framework	3
3. Policy Statement	4
4. Organisational Roles and Responsibilities	5
5. Management Responsibilities	6
6. Employee Responsibilities	8
7. Moving & Handling Team Responsibilities	9
8. Monitoring and Review	10
9. Unsafe Practice	10

APPENDICES

Appendix 1	Roles and Responsibilities, Moving and Handling Team	11
Appendix 2	Dress Code for Moving and Handling	13
Appendix 3	Training	14
Appendix 4	Risk Assessments	15
Appendix 5	Balanced Decision Making For Moving and Handling People	16
Appendix 6	Inanimate Load Risk Assessment Form	17
Appendix 7	Person Handling Risk Assessment Form	19
Appendix 8	Mobility Assessment and Assistance Plan	21

1. Introduction

- 1.1** East Ayrshire Council Department of Educational and Social Services (ESS) recognises the threat that the risks inherent in moving and handling poses to individual employees, the organisation and to the provision of our services overall. The Department of Educational and Social Services is committed to addressing these risks in a proactive way by working together with employees and using safe systems of work and good risk management systems.
- 1.2** The Manual Handling Operations Regulations 1992 require employers to remove or reduce the risk of manual handling injuries. In order to comply with these and other legal requirements, the Department of Educational and Social Services operates a Safer Handling Policy. This will help to ensure adequate arrangements are in place for the effective management of moving and handling operations and promote the adoption of an ergonomic approach.
- 1.3** This policy forms an integral part of the Risk Management Strategy. The responsibilities laid down in the Departments' Health and Safety Policy are fully applicable to this policy unless otherwise stated.
- 1.4** Any employee not complying with this policy may be subject to disciplinary procedures.

2. Legislative Framework

- 2.1** This Policy is set within the following framework of legislation and guidance
- Health and Safety at Work Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Manual Handling Operations Regulations 1992
 - Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
 - Provision and Use of Work Equipment (PUWER) 1998
 - The Disability Discrimination Act 2005
 - The Human Rights Act 1998
 - 2002 HSE Guidance: Handling Homecare
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
 - Children (Scotland) Act 1995

3. Policy Statement

- 3.1** The Department of Educational and Social Services recognises that employees involved in moving and handling tasks, including the provision of personal care, are potentially at risk of Injury, by the nature of the work they do. Moving and Handling is defined as the movement of a load by bodily force. This includes lifting, supporting, carrying, putting down, pushing and pulling actions. A load can relate to inanimate objects, as well as people

As an employer, the Department is required in law to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees. Employees also have a responsibility to take reasonable precautions to safeguard their own health and safety and the health and safety of other employees, service users and members of the public.

3.2 The Department will aim to reduce the risk of injury by,

- a) Adopting an ergonomic risk assessment based approach for all moving and handling activities; ensuring that all significant moving and handling risks are identified and as far as is reasonably practicable, control measures are implemented in order to remove or minimise the level of risk associated with moving and handling activities.
- b) Ensuring that employees have clear information, training and guidance about safe working practices and reducing risk. All training will be based on the neuromuscular approach to Human Movement and will include an ergonomic approach to risk assessment and reduction.
- c) Supporting managers to develop and implement safer working practices in relation to Moving and Handling.
- d) Supporting employees injured whilst carrying out their duties and supporting a return to work by a referral to Occupational Health

3.2 This general policy applies to all Educational and Social Services employees and volunteers based in any departmental establishment

3.3. Policy Values

3.4 Handling of People

- Every person who needs assistance with moving and handling will be individually assessed taking into account the individuals' needs, capabilities and circumstances. A balanced approach will be followed which considers the person's human rights as well as the need to protect employees from injury.
- As part of the risk assessment, the risks and benefits to the person will be balanced against the need for employee safety.
- Where indicated as a result of the initial risk assessment, a written individual mobility assessment and assistance plan will be produced. This will be reviewed at appropriate intervals or when circumstances change. This will happen at least on an annual basis. A copy of the person's moving and handling assessment and mobility assessment and assistance plan should be available for employees to refer to.
- The person and, where appropriate, those acting on their behalf, will be actively involved in the moving and handling assessment and decision making process.
- A problem solving approach will be adopted which considers the use of a variety of handling strategies and equipment to reduce the risk of injury. The independence of the person will be encouraged at all times.
- The assessment will identify the number of employees and any equipment that will be required to safely move the person.
- Manual lifting of individuals will be avoided in all but exceptional or life threatening situations. In the case of children, this should also particularly take into account any

developmental needs and other risk factors as well as the weight and height of the child. Any situations which are deemed to be exceptional but not life threatening should be referred to the Moving and Handling Advisor for further assessment.

- Hoists, sliding aids and other specialised equipment should be used whenever possible but it is recognised that in some exceptional circumstances, manual lifting may be required. In these circumstances, methods of avoiding or reducing the risk of injury should be employed based on a full risk assessment, and should be referred to the Moving and Handling Advisor for further assessment.

3.5 Inanimate Load Handling

A minimal lifting approach will be applied to load handling situations based on a full ergonomic risk assessment, which takes account of factors such as size, shape, weight and design of the load. Mechanical aids should be utilised whenever possible.

4. Organisational Roles and Responsibilities

- 4.1** The Executive Director for Educational and Social Services retains the overall responsibility for the implementation of this policy. This includes ensuring that sufficient resources are made available for the purchase of moving and handling equipment, the provision of training for all employees and the availability of appropriately trained employees to support the risk assessment process.
- 4.2** The Organisation has a legal duty so far as is reasonably practicable to ensure that: the need for hazardous moving and handling is avoided or, when it cannot be avoided an assessment is made of the operation and where there is a risk of injury, appropriate steps are taken to reduce the risk to the lowest possible level.
- 4.3** The assessment must follow the Ergonomic approach and take into account the following factors:
 - The requirements of the **Task** to be carried out
 - Physical capabilities of the **Individual** worker
 - Characteristics of the **Load**
 - The working **Environment**

Information and training is provided to employees and managers on risk assessment and basic ergonomic principles.

Safe systems of work are provided including the necessary aids and equipment.

5. Management Responsibilities

Executive Heads and Heads of Service

Are responsible for the effective implementation of the safer moving and handling policy and have a duty of care for all employees.

All Managers, Head Teachers and Heads of Establishments

Are responsible for the effective implementation, monitoring and evaluation of the Safer Moving and Handling policy and have the responsibility, so far as is reasonably practicable, for ensuring that arrangements made under the policy are implemented. This includes:

5.1 Safe Working Practices and Systems of Work

Namely,

- Being aware of the moving and handling tasks that occur within their area of responsibility and, wherever possible, avoiding the need for employees to undertake any moving and handling tasks which involve a risk of injury
- Ensuring that a suitable and sufficient risk assessment is undertaken for all tasks which may involve the risk of injury.
- The introduction of appropriate risk reduction measures where the handling task cannot be avoided and risks have been identified through the risk assessment process. This may include the use of mechanical aids, redesigning the handling task or changing the environment.
- Supervising employees to ensure that safe working practices are being followed and that equipment is being safely used where appropriate.
- Ensuring that adequate staffing levels are maintained to meet moving and handling requirements.
- Making sure that employees wear the appropriate clothing and footwear for moving and handling. In some situations this may include personal protective equipment.

5.2 Risk Assessments

- Ensuring risk assessments of potentially hazardous moving and handling tasks or situations within the workplace are carried out. Specialist support and advice can be obtained where appropriate from the Moving and Handling Team.
- Making a clear, written record of the assessment and communicate its findings to all employees involved in carrying out the task.
- Reviewing risk assessments and making arrangements for the risk assessment to be repeated if they are no longer valid.
- Ensuring a sufficient number of employees are designated as Moving and Handling Risk assessors and are appropriately trained.
- Ensuring that in situations where risk assessments are being performed by nominated risk assessors, that these are being completed and recorded where appropriate in writing. These assessments must also be available for employees involved in the moving and handling activities to refer to.

The task of completing the risk assessment may be delegated to an appropriate employee, e.g. a designated moving and handling risk assessor, but the responsibility for ensuring the risk assessment is carried out remains with the Manager.

5.3 Training

- Making sure all new employees attend a Moving and Handling induction training course, as part of the formal induction programme, before commencement of duties involving moving and handling tasks in the workplace.
- Making sure that all employees attend Moving and Handling refresher Training on a regular basis.

5.4 Equipment

- Ensuring that suitable and sufficient equipment is provided and that this is properly maintained and easily accessible for employees.
- Ensuring that equipment is only used by employees who have been appropriately trained in its use.
- Ensuring that all moving and handling equipment and accessories are thoroughly examined, serviced and maintained in accordance with The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Ensuring that necessary pre-use safety checks are carried out and recorded for all moving and handling equipment prior to use.
- Ensuring that any defective equipment is removed from service, clearly labeled and arrangements for repair or destruction are made.

5.5 Employee Health

- Ensuring that moving and handling requirements are clearly identified when recruiting employees so that appropriate medical and Occupational Health advice can be taken as part of pre-employment health screening.
- Making reasonable allowance for any known health problems which might have a bearing on an existing employee's ability to carry out moving and handling tasks in safety.
- Refer employees to Occupational Health if there is any good reason to suspect that their state of health might significantly increase the risk of injury from moving and handling tasks they are required to undertake.

5.6 Accident/Incident Reporting

- Maintaining a record of accidents, incidents and near misses related to moving and handling and to investigate the circumstances surrounding the accident, incident or near miss.

- Put in place appropriate measures to reduce the likelihood of recurrence.
- Report unresolved problems and deficiencies to senior management such as lack of equipment, unsafe working conditions or lack of trained employees.

6. Employee Responsibilities

Employees have a legal duty to take reasonable care of their own health and safety and that of others who may be affected by what they do or do not do. Employees must therefore:

- Work within their own limitations and not carry out any activity for which they are not trained.
- Co-operate with their line manager in performing risk assessments for moving and handling.
- Use equipment provided e.g. hoists.
- Follow safe working practices.
- Not interfere with or misuse any equipment that has been provided.
- Not use equipment that they have not been trained to use.
- Follow training and instructions provided on moving and handling e.g. moving and handling policy and guidance notes, mobility assessment and assistance plans for individual service users and guidance note and information handouts from training courses.
- Look out for hazards and report any unsafe situation to the local manager. This includes things such as:

Faulty equipment (which should be labeled and taken out of use immediately and reported to line manager)

Unsafe working practices

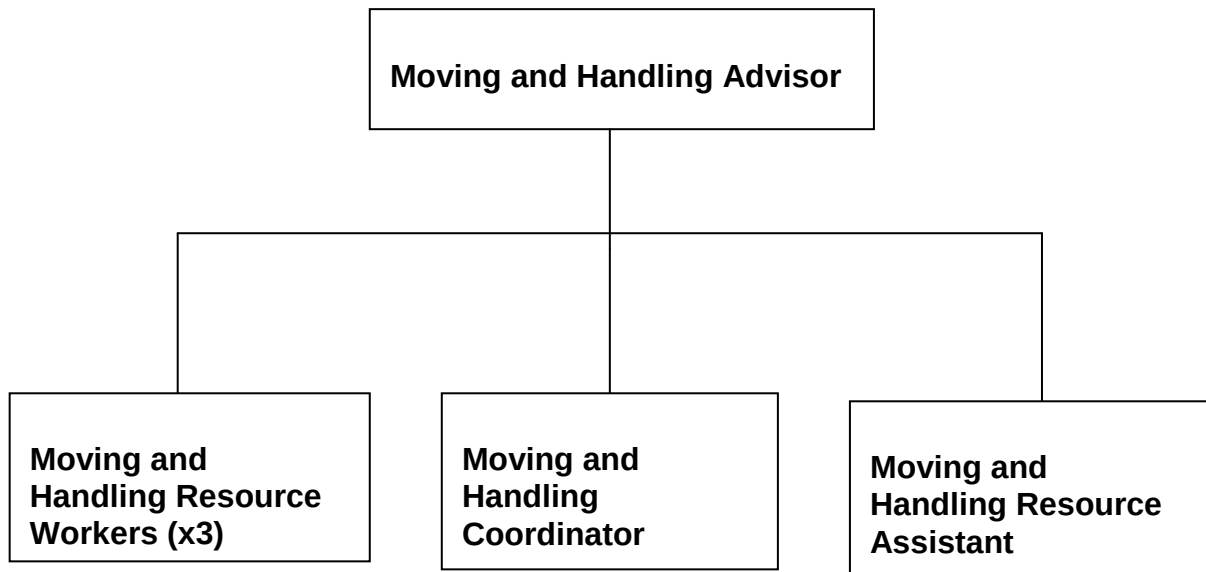
High risk handling procedures

Environmental problems

- Attend moving and handling training including updates for their area of work.
- Report pregnancy or any other factors, which may affect their ability to perform moving and handling to their manager.
- Wear clothing and footwear suitable for carrying out moving and handling tasks and comply with the Dress Code for their area of work (see appendix 2)

7 Moving and Handling Team

The Structure of the Moving and Handling Team is outlined below



Please refer to Appendix 1 for roles and responsibilities of the Moving and Handling Team

8. Monitoring and Review

The Department of Educational and Social Services will monitor the policy to ensure its successful adoption and implementation. It is recommended that the following monitoring tools be put in place:

- Regular audits of Individual Moving and Handling Risk Assessments and Mobility assessment and assistance plans.
- Workplace observations to check that moving and handling practices are consistent with individual assessments and methods taught on training courses.
- Inspection of manual handling accident/incident forms by the Moving and Handling Advisor or Health and Safety Advisor.
- Equipment Audits to check that sufficient equipment is properly maintained and readily available for employee use.
- Reports completed as part of the LOLER examination of lifting equipment.
- Quarterly reports of training attendance.
- Workplace supervision by line managers to ensure that safe working practices are followed.

Reviews of Moving and Handling Risk Assessments must be carried out as and when necessary but are essential if there have been any changes which could affect the assessment, e.g. a change of location, a change of equipment, a change in the needs of the persons, etc.

In any case, Moving and Handling Risk Assessments must be reviewed at least on an annual basis.

9. Unsafe practice

Moving and handling activities which may give rise to a higher risk of musculo-skeletal injury to employees and harm to service users will be actively discouraged by identification and elimination of condemned practice and promotion of safer alternatives

9.1 Condemned practices are identified as being:

- *Drag (or hook) lift*
- *Orthodox (or cradle) lift*
- *Australian (or shoulder) lift*
- *Hammock (top and tail) lift*
- *Arm & Leg lift*
- *Through arm lift*
- *Transfers where the individual places a hand or arm around the handlers neck*
- *Pivot/swivel transfers where the individual is unable to weight bear*

This list is not exhaustive. It represents most of the handling practices that are deemed as condemned or unsafe and should be replaced by Safer Alternatives as taught during moving and handling training.

Lifting the full body weight (including lifting off the floor), or supporting most of the body weight of an individual is not deemed as safe or acceptable practice unless in life threatening circumstances, or when the weight lies within HSE weight filter guidelines.

Appendix 1

1.1 Moving & Handling Advisor Responsibilities

Moving and Handling Advisor will

- Provide competent advice to managers and employees.
- Make available publications/ documentation that reinforce safe practice throughout the Department.
- Maintain personal competencies that are required within the Inter Professional Curriculum for Back Care /Moving and Handling Advisors.
- Establish links with organisations that provide access to peer support and guidance on best practice.
- Advise on strategic developments required to reduce the incidence of musculo-skeletal disorders; complying with legislation and current best practice.
- Promote and co-ordinate the implementation of the Moving and Handling policy.
- Liaise with external organisations and service providers regarding moving and handling activities, in order to adopt safer working practices and promote a standardised approach to moving and handling.
- Be responsible for the delivery of moving and handling Educational programmes and the maintenance of adequate training records.
- Investigate RIDDOR and ACC 1 reports relevant to moving and handling and assist managers in identifying requirements to minimise recurrence.
- Acknowledge National standards to reduce levels of musculoskeletal injuries to employees and make practical arrangements to meet minimum performance level indicators.
- Audit the effectiveness of the Moving and Handling educational programmes to ensure appropriateness and compliance with best practice.
- Provide competent advice on the procurement of Moving and Handling Equipment.

1.2 Moving and Handling Coordinator

Moving and Handling Coordinator will be responsible for

- Scheduling of sufficient moving and handling training provision to meet the training requirements within Educational and Social Services.
- Notification and allocation of scheduled training of employees to respective managers
- Maintaining an accurate database to record all moving and handling training activity
- Oversee an appropriate schedule of 'thorough inspection' and 'servicing/ maintenance' of moving and handling and other related equipment in order to meet statutory requirements.
- Maintain an accurate database to record all necessary information relating to the thorough inspection and servicing/ maintenance of moving and handling and other related equipment

1.3 Moving and Handling Resource Workers

Moving and Handling Resource Workers will be responsible for:

- The delivery of Moving and Handling Training to meet the requirements within the department of Educational and Social Services including training for Moving and Handling Risk Assessors
- Ongoing development of the Moving and Handling Link Workers where required.
- Assisting with Complex Moving and Handling Risk assessment and problem solving
- Provide support and advice on selection and use of appropriate moving and handling equipment
- Assist in the evaluation of the effectiveness of moving and handling training
- Assist in the implementation and evaluation of effectiveness of the Safer Handling Policy
- Maintain personal competencies that are required within the Inter Professional Curriculum for Back Care /Moving and Handling Trainers

Appendix 2

Dress Code for Moving and Handling

The following dress code is strongly recommended for employees who are involved in carrying out moving and handling tasks:

- Flat, supportive footwear with a non-slip sole. Open-toed sandals should not be worn.
- Trousers should be worn instead of dresses or skirts.
- Clothing should be non-restrictive and allow ease of movement.
- Personal protective equipment e.g. gloves and plastic aprons should also be worn in accordance with local risk assessments for some groups of employees.
- Fingernails should be short so as not to cause any trauma to the individuals skin.
- Employees should not wear jewellery, which may cause harm to themselves or the person being moved. Examples of inappropriate jewellery include:
 - watches and rings with sharp edges
 - large hoop earrings
 - necklaces and bracelets

Appendix 3

Training

In order to meet their statutory responsibility the organisation will ensure that suitable and sufficient training is provided for all employees and managers commensurate with level of risk to which they are exposed.

Provision will be made for Moving and Handling Risk Assessment training for designated risk assessors.

Training in the requirements of risk assessment for moving and handling will be mandatory for relevant managers.

All new employees must attend moving and handling training as part of their induction programme prior to the commencement of duties.

Training programmes will be based on the ergonomic and problem solving approach to Moving and Handling and will follow the Neuromuscular Approach to human Movement (NMA).

Training will include the following elements as a minimum requirement:

- Relevant information on the numbers and costs of Musculoskeletal Disorders(MSD).
- Relevant health and safety legislation and the need for balanced decision-making.
- Basic anatomy and function of the spine and the causes of MSDs.
- Principles of efficient movement following the Neuromuscular approach to Human Movement
- Risk assessment based on ergonomic factors.
- Strategies to minimize the occurrence of MSDs
- Selection and safe use of relevant mechanical aids and equipment.

Refresher training is mandatory and will be provided for all employees
More frequent training may be required in some areas depending on the findings of local risk assessments.

Training must also be provided if new equipment is provided in the workplace or if there is a change in the work situation e.g. changes to the environment or changes in service delivery.

Accurate training records will be kept for all training courses to include:

- Signature of trainer
- Signature of employees in attendance
- Course programme and learning outcomes
- Course content including details of practical work covered.

Training programmes will be reviewed and monitored regularly to ensure that they continue to meet the needs of the organisation

APPENDIX 4

Risk Assessment.

Moving and Handling Risk Assessment must be carried out for both Inanimate Loads and in relation moving and handling people where the tasks are perceived as potentially hazardous. A written moving and handling assessment and mobility plan must be completed where indicated by the moving and Handling Risk Assessment. The assessment should cover the following areas:

- Assessor's details and signature, assessment date and review date.
 - Personal information of the person, including height and weight.
 - The service users views on assistance with mobility.
 - Details of relevant medical diagnosis/problems.
 - Handling hazards and constraints.
 - Details of any equipment or aids being used.
 - A detailed handling plan for all foreseeable handling tasks including
-
- Methods and equipment to be used.
 - Numbers of employees required to perform handling tasks.

Each Service area will have designated employees who will perform the initial assessment. Additional advice and support will also be available as appropriate from other specialists e.g. The Moving and Handling Team, Occupational Therapists, Physiotherapists.

The Department will adopt a collaborative approach to risk assessments in situations where employees are working within the premise of another employer, or working in the person's own home alongside employees from another care provider. In these situations representatives of each organisation will co-operate to ensure that a moving and handling assessment and handling plan is completed and that the information is available for all employees to refer to.

It will usually be the organisation with the most involvement that takes a lead in completing the assessment and requesting any equipment or aids that are required.

Some risk assessments will lead to using equipment or adjustments to the environment in order to reduce the risks to the person being moved and those assisting the carer and/or the person being moved

APPENDIX 5

Balanced Decision Making for Moving and Handling People

In a minority of cases the person or their advocate may be reluctant to accept changes that have been recommended to address the risks identified. In these situations the assessor and, where appropriate, the responsible manager will adopt a balanced approach. They will endeavor to respect the person's wishes for mobility and support and, as far as is possible, their independence and autonomy.

It is also recognised however, that under health and safety legislation employees are not required to perform moving and handling tasks that put them at an unacceptable level of risk. In these situations, as a last resort, it may be necessary to limit the service being provided or have the service provided in a different way.

Where there is a difference of opinion over methods of moving and handling it is recommended that a meeting be held with the person, the local manager or Head of establishment and all other relevant people. The meeting should be used to outline the findings of the risk assessment and to seek a safe solution. Specialist advice from the Moving and Handling Advisor should also be obtained.

Limitation of service will be the final option and will only be used after all other possible solutions have been investigated and discussed with the person and other relevant people.

Moving and Handling Risk Assessment Form

Inanimate Loads Only

Location		Area /Room		Manager	
-----------------	--	-------------------	--	----------------	--

Task/Activity	<i>Complete the relevant details of the activity being assessed</i>

Hazards associated with the Task/ Activity		<i>List all hazards here:</i> Lifting, lowering, pushing, pulling, twisting, carrying and working with an awkward posture. <u>The Task</u> Holding away from trunk Twist, stoop, reach, Lift or carry distance Frequency/recovery time. <u>The Load</u> Heavy, bulky, unstable, sharp, or hot surface etc. <u>The Environment</u> Space, floor, thermal, lighting, clothing etc. <u>Individual capacity</u> Pregnant, health problem, requires special training
Individuals or groups exposed		

Current control measures		<i>List current control measures, eg</i> Eliminated the need to handle, redesigned the task or load. Provided handling equipment, improved environment, varied work, job rotation, team handling, information instruction and training, supervision, enforcement of policy, protective measures and monitoring procedures.	
With these controls the risk is (tick)	Low	Medium	High

Further control measures required			Target Date
			Achieved Date
With these controls the risk is (tick)	Low	Medium	High
Date			
Signature			

Use a new box each time this assessment is reviewed
GUIDANCE FOR COMPLETION OF RISK ASSESSMENT IN ANIMATE LOADS

When to Use this Form

During your working day, what Moving and Handling tasks do you carry out? Could any of these place you / others at risk of injury? (e.g. due to size, shape, weight, movement, contents etc). If yes, complete this form to help you identify measures which will lower the risk of injury to as low as possible. After completing this form if the risk remains high contact the Moving and Handling Team for advice.

Task / Activity Section

Give a brief description e.g. transferring wheelchair to car boot, moving armchairs.

Associated Hazards

List any hazards from carrying out this task. See description beside this section.

Individuals or groups exposed

List the people carrying out these tasks.

Current Control Measures

List current measures. Shaded box offers guidance.

Risk Levels

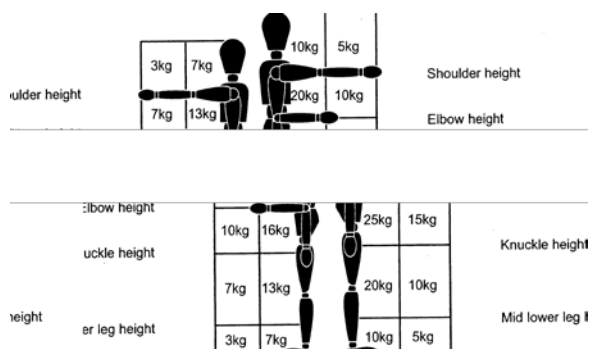
Low = risk of injury - unlikely
 Medium = risk of injury – possible
 High = risk of injury – Probable

Further Control Measures

List measures which are needed to further reduce the risk. May include longer-term plans, changes in environment, equipment etc.

This assessment should be reviewed annually or if any significant changes occur.

Guidance on Lifting / Lowering, Pushing / Pulling and carrying



When carrying loads they should be held against the body whenever possible and carried no further than 10 metres without resting.

Pushing and Pulling. To start load moving force required should be no more than 15 kgs of effort. (female) or 20 kgs (male). To keep the load moving this should not exceed 7kgs of effort (female) or 10kg (male).

APPENDIX 7

Person Handling Risk Assessment Form

To be completed when completing Single Shared Assessment /Review paperwork

Service user name _____ D.O.B. _____ Date-----

Location/address _____ SWIFT/CHI/SQA Number: _____

Assessment completed by _____ Designation _____

Mark a value from 1 to 3 according to the evaluation of each item. Record scores and the level of assistance needed: **See reverse page for guidance on scoring**

Information		SCORE	
Weight	Up to 50kg (8 stone)	1	
	51-69 kg (8-11 stone)	2	
	>70kg (11+ stone)	3	
Height	Up to 1.50 m (4'10")	1	
	1.51 – 1.79 m (4'10"—5'10")	2	
	>1.80 m (5'10"+)	3	
Ability to Cooperate with transfer	Alert / Able to follow instructions	1	
	Unable to follow instructions/ Confusion / lethargy	2	
	Agitated/unpredictable	3	
Ability to change position in lying	Independent	1	
	Able to move with assistance of 1 person with or without equipment	2	
	Able to move with assistance of 2 people with or without equipment	3	
Transfer	Independent	1	
	Able to transfer with assistance of 1 person with or without equipment	2	
	Able to transfer with assistance of 2 or more with or without equipment	3	
Walking	Independent	1	
	Able to walk with assistance of 1 or 2 people with or without equipment	2	
	Unable to walk	3	
Accessories	Up to 1	1	
	2 – 4 accessories	2	
	+5 accessories	3	
Environment	Good	1	
	Fair	2	
	Difficult	3	
Total			

8-12 = "Low risk" = no further action required .Review annually or if anything changes. File in service user's notes. Review at least annually.

13-18 = "Medium risk" = complete Mobility Assessment and Assistance Plan and file in notes

19-24 = "High risk" = complete Mobility Assessment and Assistance Plan

N.B. For Social Work Fieldwork services only , if scores is 13 or more contact local Home Care Manger prior to Care package starting and record below.

Person contacted

Date contacted

Guidance on scoring Person Handling Risk Assessment Form

Weight:

- 1 = equivalent to weight up to 50kg, (8 Stone)
- 2 = indicates weight between 51 and 69 kg, (8-11 Stone)
- 3 = indicates weight equal or higher than 70 kg. (11+ stone)

Height:

- 1 = equivalent to height up to 1.50 m, (4ft 10)
- 2 = indicates height between 1.51 and 1.79 m, (4ft 10 – 5 ft 10)
- 3 = indicates height equal to or higher than 1.80 m. (5ft 10 +)

Ability to Cooperate with transfer:

- 1= Alert / Able to follow instructions
- 2 = Unable to follow instructions/ Confusion / lethargy
- 3 = Agitated/unpredictable

Ability to move in Lying:

- 1 = independent,
- 2 = able to move with assistance, of 1 person with or without equipment
- 3 = Able to move with assistance of 2 or more with or without equipment

Transfer

- 1 = independent,
- 2 = Able to transfer with assistance of 1 person with or without equipment
- 3 = Able to transfer with assistance of 2 or more with or without equipment

Walking:

- 1 = independent
- 2 = Able to walk with assistance of 1 or 2 people with or without equipment
- 3 = Unable to walk

Accessories

- 1 = up to one accessory: the person does not have any or else has only one accessory
- 2= the person has between 2 and 4 accessories
- 3 = the person has five accessories

The following items are examples of accessories- urinary catheters, naso-gastric & enteral (PEG) tubes, drains, feeding tubes, colostomy bags, splints, body jackets etc

Environment:

- 1 = Good. The environment does not pose risks to the care team during the process of moving and transferring the person. There is adequate physical space and floors are even and free from obstructions, working heights are appropriate
- 2 = Fair. One of the following risk factors is present: restricted space, irregular floors, inappropriate/ non adjustable working heights making it difficult to move or transfer the person.
- 3 = Difficult. The environment presents two or more risk factors, such as irregular floors, restricted physical space, inappropriate/ non adjustable working heights making it difficult to move or transfer the person

Service user Mobility Assessment and Assistance Plan

APPENDIX 8

This document should be used in conjunction with M&H Assessment Guidance notes, discussed with the service user and / or carers and completed by the designated Moving and Handling Risk Assessor countersigned by Line Manager

Service User Name:				Date of Birth			
Service User Address/Location							
SWIFT/CHI/SQA number							
Weight Please circle	Under 50kgs(8 st) 50-69 kgs(8-11 st) Over 70kgs (11 st)	> 127 (20 st) Contact M&H Advisor	Height Please circle	< 1.5m(5') 1.5-1.7m (5-5'8") >1.7m (>5'8")	Build Please circle	Slight Medium Large	

Factors which may affect Handling				
Completed By (print name)	Signed:	Date assessment	Date Review due:	Changes as result of review MUST be recorded
Line Manager Medication and effects (if relevant).				

What Equipment is currently available for use?(hoist,sliding sheets, commode etc)

N.B. A copy of this form should accompany the service user if they receive other services provided by EA C Social Services

MOBILITY ASSESSMENT AND ASSISTANCE PLAN
SERVICE USER NAME:
DATE:

OTHER CONDSIDERATIONS	YES / NO	If no, please describe what corrective action is required to ensure safe practice.
Have employees undertaken M&H Training, Do Employees require additional/Specialist training Do employees have the physical ability, to carry out the tasks? Are enough employees available to undertake the tasks? Is Sufficient time allocated		
Can the tasks be carried out without excessive bending, stooping twisting by the carers? Can the tasks be carried out without prolonged static postires.		
Is furniture appropriate (eg height or width of bed, location of furniture or fittings?)		
Is there sufficient space for handling equipment and for freedom of movement?		
Are floors free of slipping or tripping hazards, and compatible with the use of wheeled equipment?		
Is protective clothing required? Will protective clothing hinder movement?		
Is there sufficient lighting?		
Is the service user and / or carer in agreement with the recommendations for safe practice made in this assessment?		Additional Comments

SERVICE USER NAME:

DATE:

MOBILITY ASSESSMENT AND ASSISTANCE PLAN

	Action by	Date
Improvement Plan: List improvements required as identified by this assessment		

Moving and Handling Equipment Required. List equipment required as identified by this assessment	Date Requested	Date Received

Service User Mobility Assessment and Assistance Plan

SERVICE USER NAME:

DATE

Task	No of Carers	Equipment/Aids to be used	Instructions For Carrying Out Task	Changes introduced Date / Initial
1. Turning in bed/Trolley				
2. Repositioning In bed/trolley				
3.Assist to sit up in bed				
4.Assist in / out bed				
5.Assist in /out of wheel/chair				

6.Reposition in Chair				
7.Assist in / out of bath or Shower				
8.Assist on / off toilet tor Commode				
9.Walking				
10.Steps /Stairs				
11.Dressing/Undressing				
12.On / Off transport In/out Car				
13.Assist service user using wheelchair				

Falling service user :- Follow procedures given on training , guide Service user to floor and then assist if appropriate

Fallen service user :- Follow Guidance for Dealing with Fallen Person

This assessment must be reviewed if service users ability, condition or environment changes or new tasks are added If you experience difficulty in carrying out any of these tasks you must notify Home Care Manager / Line Manager immediately.

SEE REVERSE

SERVICE USER NAME:

DATE:

MOBILITY ASSESSMENT AND ASSISTANCE PLAN

Others:(please specify) Eg Positioning in Specialised equipment, Feeding, rebound etc.	No of handlers required	Equipment/Aids to be used Specify type of Hoist, Sling etc. Specify Sling attachments,	Instructions for carrying out task Eg Indirect holds to be used, special points to consider
---	--	---	--

--	--	--	--

Department of Educational and Social Services

Carrying out a Service User Moving and Handling Assessment and Assistance Plan

1. Complete 'Person Handling Risk Assessment Form'

This will indicate whether or not the Service User requires assistance. If the Service User is independent, it can be assumed there will be no risk of injury to Employees from Moving and Handling Tasks. If this is the case, no further action is required. This form **must be reviewed at least on an Annual basis, or at more frequent intervals if the Service Users ability changes or other circumstances change**

2. If the Service user requires assistance, then there may be a potential risk of injury to employees. **A Moving and Handling Mobility Assessment and Assistance Plan** must be completed, including all tasks the Service user requires assistance with.

Read the Guidance Notes on the M&H **Mobility Assessment and Assistance Plan** prior to completing the Document.

- **Page 1** of the form requires information about the Service User (i.e. the **Load**)
- **Page 2** requires information on the **Environment**, the tasks being carried out and the Handlers (**Individuals**) carrying out the Task
- **Page 3** requires an **Improvement plan** to be made to ensure that any identified risks are reduced as far as is reasonably practicable
- **Pages 4&5** require information about the **Tasks** the Service user requires assistance with.

Refer to the Guidance notes when completing this section to remind you of potential hazards when carrying out the tasks. This will assist you in determining the number of handlers required and any necessary Equipment/ Aids required to make the task as safe as possible, and also to note (in comments section) any other measures which are necessary. The guidance notes also include flow charts with suggested control measures for most of the tasks frequently undertaken when delivering Personal Care to Service users.

- **Page 6** requires the Assessment/assistance plan to be **reviewed** and **updated** regularly, and any changes recorded.

This must be done At least on an Annual Basis, or more frequently if indicated.

If risk still unacceptable – refer to Moving and Handling Advisor

Guidance Notes

Service User Moving and Handling Assessment and Mobility Plan

The following is intended as guidance to assist in the assessment of the Service Users mobility / moving and handling needs. Individuals using this guidance must have completed the relevant moving and handling training course, and all handling should be carried in accordance with the methods taught on the course.

When carrying out the necessary **Tasks**, some Risk Factors which need to be considered include:-

- The position of the handler in relation to the Service User (load) and the postures adopted by the Handlers. In general holding/ supporting / moving loads away from the Trunk, twisting and stooping actions, reaching upwards above shoulder height, stretching outwards with upper body out-with base area, and large vertical movements all increase the stresses on the body, and therefore the risk of injury to the Handler.
- Always keep the load as close to the trunk as possible and try to avoid/ reduce these movements if you can. Consider how this can be done in a practical way. eg adjust the height of the bed; use a sliding sheet to move the person towards the Handler. Use core pattern as taught on the Moving and Handling Course.
- Consider how often the tasks need to be done, and if there is sufficient rest time allowed.

Bed Work-Rolling

Can the person roll from side to side independently?

- 
- Yes - encourage independence
 - No - can person roll onto side if assisted by 1 handler
 - Yes - encourage roll side to side – 1 person (consider use of sliding sheet to reduce effort required)
 - No - can person roll side to side with 2 handlers
 - Yes - encourage roll side to side 2 handlers (use sliding sheet to reduce effort required)
 - No - more than 2 handlers and sliding sheet required – carry out detailed Risk Assessment (Ref to M&H Advisor)

Repositioning (Up/Down Bed)

Can person move up /down bed independently?

- 
- Yes - encourage independence
 - No - can person move up / down bed independently if using sliding sheet
 - Yes - encourage independence using sliding sheet
 - No - move up / down bed with assistance 2 handlers and sliding sheet

Lying – Sitting

Can person bring themselves up to sitting position independently?

- 
- Yes - encourage independence
 - No - can person bring themselves up to sitting position with appropriate equipment (eg Rope Ladder, bed rail) – refer to OT
 - Yes - encourage independence using aid / adaptations
 - No - Can person bring themselves up to sitting position with assistance of 1 handler
 - Yes - Provide assistance 1 handler (and aids and adaptations if necessary)
 - No - can person bring themselves up to sitting position with 2 handlers?

Yes - provide assistance of 2 handlers-short term only .May require back raising equipment assistance Refer to OT.
Is Profiling bed required?

Sitting –Standing

Can the person stand on his / her own?

Yes - encourage independence

No - Can the person stand with the aid of equipment e.g. grab rails, altered seat height. etc?) Ref to OT if necessary

Yes - order equipment if necessary and encourage independence

No - Is person able to move from sitting to standing position with limited assistance, from one handlers

Yes - Provide assistance from1 handler (and aids and adaptations if necessary)

No - Is person able to move from sitting to standing position with limited assistance, from two handlers

Yes - Provide assistance from1 handler (and aids and adaptations if necessary)

No - Is the person able to weight bear with assistance of Standaaid?

Yes - carry out appropriate assessment/ contact M&H Link Worker or Advisor

No - Is the person unable to assist with transfer?

Yes - Order hoisting equipment and use for all transfers.

- **If the person is unable to weight bear, can person transfer self, or with limited assistance, using transfer board, either with or without turning Disc?**