

# **MOVING AND HANDLING POLICY**

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# CONTENTS

- i Consultation and Distribution Record
- ii Change Record
- 1. INTRODUCTION
- 2. AIM, PURPOSE AND OUTCOMES
- 3. SCOPE
  - 3.1 Who is the Policy Intended to Benefit or Affect
  - 3.2 Who are the Stakeholders
- 4. PRINCIPLE CONTENT
- 5. ROLES AND RESPONSIBILITIES
- 6. MOVING AND HANDLING TRAINING
- 7. TRAINING COMPLIANCE
- 8. RESOURCE IMPLICATIONS
- 9. COMMUNICATION PLAN
- 10. QUALITY IMPROVEMENT – MONITORING AND REVIEW
- 11. EQUALITY IMPACT ASSESSMENT
- 12. SUMMARY OF POLICY / FREQUENTLY ASKED QUESTIONS
- 13. REFERENCES
- 14. DEFINITIONS
- 15. APPENDIX 1 EMERGENCY SITUATIONS WHERE MOVING AND HANDLING MAY REQUIRE DYNAMIC ASSESSMENT
- 16. APPENDIX 2 HIGH RISK MOVING AND HANDLING LIFTS / PRACTICES TO BE AVOIDED
- 17. APPENDIX 3 MOVING AND HANDLING RESTRICTON TO PRACTICE SPECIMEN DOCUMENTATION

<b>i CONSULTATION AND DISTRIBUTION RECORD</b>	
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<b>Consultation Process / Stakeholders</b>	<ul style="list-style-type: none"> <li>• Human Resources Director</li> <li>• Joint Policies Forum Members</li> <li>• Human Resources Forum Members</li> </ul>
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Feb 1999	Moving and Handling Team Lead	Implementation	1
June 2005	Moving and Handling Team Lead	Review & Update	2
September 2010	Moving and Handling Team Lead	Review & Update	3
March 2013	Moving and Handling Team Lead	Change of format to revised policy format/ reference to e-learning included/Training terminology revised in line with CEL 14 (2011) 'NHS Scotland Manual Handling Passport and Information Scheme'/Phasing out of classroom teaching for ½ day Module A & B for all staff by access to e-learning or workbook by December 2014/Inclusion of Diversity and Impact Assessment.	4
October 2015	Moving and Handling Team Lead	Enhancement of practical Ward/Department competency assessments in line with CEL 15 (2014) 'The Scottish Manual Handling Passport Scheme'. Additional Policy development.	5
September/ October 2018	Moving and Handling Team Lead	General Data Protection Regulation (GDPR) changes applied to 'Change Record', Section 1, 'Introduction' revised, Section 2 'Aim Purpose and Outcomes' revised, Section 3, 'Scope' updated and GDPR statement added, Section 4 changed from 'Strategy' to 'Principle Content' in line with revised policy template, Section 5 'Roles and Responsibilities' updated, Section 6 'Training' revised to follow core principles of the Scottish Manual Handling Passport Scheme, addition of Section 11. Summary of Policy / FAQ's in line with revised policy template, Revision of Section 12 'References', addition of Appendix 1 'Emergency Situations Where Moving And Handling May Require Dynamic Assessment' and Appendix 2 'High Risk Lifts / Practices To Be Avoided.	5.1

ii CHANGE RECORD			
Date	Author	Change(s)	Version No.
August 2021	Moving and Handling Team Lead	<ul style="list-style-type: none"> <li>• Policy template revised to reflect NHS Lanarkshire Policy Template 'Developing Organisation Policies' Version 6.0, October 2019 – Writing a NHSL Policy <a href="http://firstport2/resources/policies/Pages/default.aspx">http://firstport2/resources/policies/Pages/default.aspx</a></li> <li>• Addition for the potential to suspend and extend training validity in exceptional circumstances for moving and handling training through an instruction from the Corporate Management Team or through a recognised scheme of delegation i.e. Gold Command. This can include an extension of up to 12 months on current training expiration.</li> <li>• Following an HSE intervention visit in 2018 a variety of actions were identified by the HSE to improve moving and handling practice. These actions have been included within the latest policy revision and reflect discussions with the HSE at the time. These include: <ul style="list-style-type: none"> <li>- Scope for introducing Moving and Handling Competency Assessors. This was included in a previous policy revision and removed. It was identified that it would be beneficial to have the option to include competency based assessment for greater flexibility in training options and to support staff and Divisional Services.</li> <li>- Training compliance monitored by Divisional, Service and Management leads.</li> <li>- Restriction to Practice process embedded into the Policy in line with agreed actions from the 2018 NHS Lanarkshire HSE Intervention action plan approved by the Chief Executive and Corporate Management Team.</li> </ul> </li> </ul>	5.2

## 1. INTRODUCTION

- 1.1 NHS Lanarkshire Health Board recognises its duty of care to employees of NHS Lanarkshire, students, work experience, trainees, volunteers, temporary and/or agency workers working for NHS Lanarkshire who are involved in manual handling as part of their job role. This duty extends to the potential risk of injury posed to patients and service users. Manual handling will be referred within this policy as 'Moving and Handling'. Moving and Handling is a generic term that the Health and Safety Executive (HSE) use to refer to manual handling within the health and social care sector.

Moving and handling is a key part of the working day for most health and social care staff, from moving equipment, laundry, catering, supplies or waste to assisting patients' / service users in moving and/or mobilising which if not undertaken safely can cause serious injury. This policy focuses on compliance with statutory obligations related to moving and handling and either eliminating, reducing or managing the risks from Moving and Handling activities carried out by NHS Lanarkshire employees, students, work experience, trainees, volunteers, temporary and/or agency workers.

The main legislative standards governing moving and handling are covered by the following:

- Health and Safety at Work (etc.) Act 1974 - requires employers to provide information, instruction, training and supervision to employees.
- Manual Handling Operations Regulations 1992, as amended in 2002 - unavoidable hazardous manual handling operations assessed; risk of injury reduced; underlying risks recognised by employees; tasks, individual capability, load, environment, safe working systems and use of equipment considered. Applies to a wide range of moving and handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person, or inanimate, such as a box, trolley, wheelchair, bed, etc.
- Management of Health and Safety Regulations 1999 - management arrangements, training, risk assessments, etc.
- Lifting Operations and Lifting Equipment Regulations, 1998 - employees trained in use, risks and precautions of work equipment; and
- Provision and Use of Work Equipment Regulations 1998 - lifts planned / executed safely; supervised by competent person(s); systems for thorough examination and inspection of lifting equipment.

In addition to legislation there is the Scottish Manual Handling Passport Scheme (CEL 15 (2014) which outlines the standards required for moving and handling within health and social care and forms an integral part of either eliminating, reducing or managing the risks from Moving and Handling within NHS Lanarkshire as poor moving and handling practice can lead to:

- 1.1.1 Moving and handling incidents which can injure both the person being moved and the person(s) carrying out the activity;
- 1.1.2 Discomfort and a lack of dignity for the person being moved;
- 1.1.3 Back pain and musculoskeletal disorders which can result in sickness absence, significant pain, discomfort and debility and in very serious cases an inability to return to work.

## **1. INTRODUCTION (CONTINUED)**

- 1.2 This policy also outlines actions that will help prevent moving and handling injuries and promote safe working practice. The preference is always to avoid moving and handling activities where possible. This policy seeks to encourage early reporting of symptoms related to moving and handling to minimise further injury and/or discomfort.
- 1.3 The policy and its procedures have been developed and agreed through the partnership process and apply to all NHS Lanarkshire employees, students, work experience, trainees, volunteers, temporary and/or agency workers working for NHS Lanarkshire who undertake moving and handling as part of their role.
- 1.4 Training in moving and handling is mandatory for all NHS Lanarkshire employees, students, work experience, trainees, volunteers, temporary and/or agency workers working for NHS Lanarkshire who are involved in moving and handling.
- 1.5 This Policy also outlines the type of training required. Service Leads/Local Managers and/or Line Managers are responsible for ensuring staff under their responsibility attend moving and handling training commensurate to the tasks and activities undertaken by their staff.

## **2 AIM, PURPOSE AND OUTCOMES**

- 2.1 With regard to moving and handling this policy aims to:
  - 2.1.1 Comply with the Manual Handling Operations Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 and all other moving and handling related legislative and Health and Safety Executive (HSE) guidance requirements.
  - 2.1.2 Follow the standards set out in the Scottish Government 2014 Scottish Manual Handling Passport Scheme.
  - 2.1.3 As far as is reasonably practicable eliminate / reduce or manage moving and handling operations which may result in injury and reduce risks from unavoidable moving and handling operations to the lowest level reasonably practicable.
  - 2.1.4 Provide a high standard of moving and handling training, ensuring training is appropriate to staff and patient / service users' needs.
  - 2.1.5 Avoid moving and handling tasks that could result in injury i.e. no manual handling of patients' / service users without the use of appropriate aids i.e. hoists, wheelchairs, etc. in all but exceptional or life-threatening situations (please refer to Appendix 1).
  - 2.1.6 Facilitate the process for risk assessment of moving and handling activities (please refer to NHS Lanarkshire FirstPort intranet portal webpage- Health and Safety Control Book Guidance - Section 3B).
  - 2.1.7 Reduce the risk of moving and handling injuries through the use of appropriate moving and handling equipment.
  - 2.1.8 Outline what is expected from staff at all levels within NHS Lanarkshire.
  - 2.1.9 Meet the general commitments to the health and safety of staff described within the NHS Lanarkshire Health and Safety Policy Statement.
  - 2.1.10 Provide access to moving and handling training and guidance from moving and handling advisors and/or competency assessors.
  - 2.1.11 Encourage the provision of moving and handling equipment to safeguard staff and patient safety.

### **3. SCOPE**

#### **3.1 Who is the Policy intended to Benefit or Affect?**

This Policy applies to:

- 3.1.1 All NHS Lanarkshire employees, students, work experience, trainees, volunteers, temporary and/or agency workers (also referred to as 'staff groups and individuals' within areas of this policy) working for NHS Lanarkshire who are involved in moving and handling.
- 3.1.2 All NHS Lanarkshire patients and service users.

#### **3.2 Who are the Stakeholders?**

- 3.2.1 All NHS Lanarkshire employees, students, work experience, trainees, volunteers, temporary and/or agency workers working under the control of NHS Lanarkshire who are involved in moving and handling.
- 3.2.2 All NHS Lanarkshire patients and service users.

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### **4. PRINCIPLE CONTENT**

This policy seeks to comply with legislation governing moving and handling within Health and Social Care including the Manual Handling Operations Regulations 1992 (as amended 2002) and best practice such as the Scottish Manual Handling Passport Scheme (CEL 15 (2014)).

- 4.1 The policy seeks to enable the reduction of the risk of injury from moving and handling as far as is reasonably practicable for all NHS Lanarkshire patients, service users, employees, students, work experience, trainees, volunteers, temporary and/or agency workers working under the control of NHS Lanarkshire. In practice this involves:
  - 4.1.1 The avoidance of moving and handling where it is reasonably practicable to do so by employing solutions to eliminate / reduce or manage potential injury from moving and handling activities.
  - 4.1.2 Where there is a perceived risk of injury to an employee or patient / service user related to moving and handling an assessment of the significant moving and handling risk(s) should be considered using the appropriate documentation i.e. mobility chart and/or use of Control Book moving and handling risk assessment form(s) (please refer to NHS Lanarkshire FirstPort intranet portal webpage 'Salus Occupational Health, Safety & Return to Work Services', 'Moving and Handling' intranet page).
  - 4.1.3 Encourage co-operation and independence from patients' / service users to self-mobilise as far as is possible and where required staff will intervene to assist and this may be with mechanical assistance i.e. using moving and handling equipment.
  - 4.1.4 Monitoring, reviewing and as appropriate update moving and handling training and guidance for all employees of NHS Lanarkshire employees, students, work experience, trainees, temporary and/or agency workers working under the control of NHS Lanarkshire.



#### **4. PRINCIPLE CONTENT (continued)**

4.1.5 In terms of people handling to avoid high risk practices (please refer to Appendix 2).

#### **5. ROLES AND RESPONSIBILITIES**

##### **5.1 The Chief Executive**

5.1.1 The Chief Executive has overall responsibility for all health and safety matters. The Director of Human Resources has delegated responsibility from the Chief Executive and is responsible for ensuring that certain Health and Safety related policies and procedures, including this policy for moving and handling is implemented throughout the organisation. Additional information on delegated policies can be found on the NHS Lanarkshire Legislative Compliance Register posted on the 'Salus Occupational Health, Safety & Return to Work Services', 'Health and Safety' intranet page.

##### **5.2 The Director of Human Resources**

5.2.1 Will act on behalf-of the Chief Executive to ensure that the Moving and Handling Policy is implemented.

5.2.2 The General Manager for the 'Salus Occupational Health, Safety and Return to Work Services' (hereafter referred within this policy as 'Salus') will act on behalf of the Director of Human Resources to provide specialist training, advice and guidance for the practical application of this policy e.g. identifying, evaluating and managing the risks associated with moving and handling through the NHS Lanarkshire 'Control Book' which is effectively the organisational manual for managing operational health and safety matters.

##### **5.3 Directors with Divisional Responsibilities**

5.3.1 Have responsibility for ensuring there are sufficient resources to apply this policy in practice.

5.3.2 That local procedures are prepared where required.

5.3.3 Ensuring that there are arrangements for monitoring incidents linked to moving and handling.

5.3.4 Monitoring compliance with moving and handling training for their nominated Division(s). This can be delegated to a senior management lead.

##### **5.4 Site Directors / General Managers / Heads of Service and Service / Departmental Managers are responsible for:**

5.4.1 Ensuring the Moving and Handling Policy is implemented within the operational area(s) they are responsible for. Staff to whom specific responsibilities are delegated, discharge these responsibilities and that all staff covered by this policy, under their area of responsibility receive and maintain moving and handling training to the level outlined within Section 6. of this policy.

## **5. ROLES AND RESPONSIBILITIES (continued)**

### **5.4 Site Directors / General Managers / Heads of Service and Service / Departmental Managers are responsible for:**

- 5.4.2 Evaluating any uncontrolled risks associated with moving and handling for their area(s) of responsibility to determine if additional measures are required. Training and use of mechanical moving and handling aids are examples of control measures that can be used to reduce the potential risk from moving and handling to staff and/or patients' / service users (please refer to NHS Lanarkshire FirstPort intranet portal webpage 'Salus Occupational Health, Safety & Return to Work Services', 'Moving and Handling' page and/or Section 3B of the Health and Safety Control Book available from the Salus Health and Safety FirstPort Portal).
- 5.4.3 Implementing control measures in order to reduce or eliminate any moving and handling risk(s) identified to 'as low a level as is reasonably practicable'.
- 5.4.4 Considering moving and handling risks created by the design of new facilities / refurbishment / extension / remodels / etc. and/or the purchase of new equipment and/or new / revised work practices. The involvement of the Moving and Handling team lead should be an integral part of the assessment of any significant new facilities / refurbishment / extension / remodel / etc. where moving and handling is a part of the service(s) being provided and/or undertaken.
- 5.4.5 Ensure that arrangements are in place for monitoring incidents linked to moving and handling. This may include the periodic preparation and/or review of statistics related to moving and handling incidents.

### **5.5 Line Managers are responsible for:**

- 5.5.1 Moving and handling activities being undertaken safely within their area of responsibility.
- 5.5.2 All staff under their area of responsibility being aware of the moving and handling policy and how to access the policy through the NHS Lanarkshire FirstPort intranet portal webpage.
- 5.5.3 Ensuring staff complete moving and handling training relevant to their job role. This will include training for new staff, training for assessors as well as refresher training being completed within the policy timescales outlined within Section 6. of this policy.
- 5.5.4 Retain and monitor record(s) of moving and handling training for staff they are responsible for. This includes responsibility for ensuring staff complete LearnPro e-learning and where applicable practical moving and handling training within the nominated time outlined within Section 6. of this policy.
- 5.5.5 Identify moving and handling risks within their area / department / service and where appropriate undertake a moving and handling assessment and establish if the risk(s) associated with moving and handling are adequately controlled. Any risk assessment(s) undertaken should be reviewed at periodic intervals and updated as required. Normally an annual review is sufficient unless an issue arises that requires an earlier review (please refer to Section 3B, Manual Handling within the Health and Safety Control Book posted on the NHS Lanarkshire FirstPort intranet portal webpage. Model risk assessments can be found on the Salus Moving and Handling FirstPort Portal for reference. Control Book Holders should follow the guidance provided and any additional actions required as outlined within the moving and handling guidance provided within Control Book Section 3B).

## **5. ROLES AND RESPONSIBILITIES (continued)**

### **5.5 Line Managers are responsible for:**

- 5.5.6 Where applicable develop departmental procedures and/or safe systems of work to eliminate / reduce or manage any operational risks associated with moving and handling.
- 5.5.7 Making sure staff groups and individuals within their area of responsibility who undertake moving and handling activities are given appropriate information, instruction and training, including training at induction with further updates and refresher training as necessary.
- 5.5.8 Being aware of unresolved issues highlighted within moving and handling risk assessments carried out for their area(s) of responsibility. If applicable provide staff groups and individuals with additional control measures to manage the risk(s) identified e.g. additional moving and handling aids, bariatric equipment, etc.
- 5.5.9 Ensuring that all injuries or near misses involving moving and handling are reported on the NHS Lanarkshire Incident Recording System (Datix) and being aware of all moving and handling incidents which occur within their area of responsibility.
- 5.5.10 Making sure that appropriate support is provided to staff involved in any moving and handling incident.
- 5.5.11 Referring staff complaining of musculo-skeletal symptoms to the Salus Occupational Health, Safety and Return to Work Services and notifying the Moving and Handling team if a Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) injury occurs from a moving and handling incident.
- 5.5.12 Taking account of the risk(s) created by moving and handling in the design of new facilities / services and/or work practices, and seeking additional advice from the Moving and Handling Team lead where required.
- 5.5.13 Where required, request additional assistance from Moving and Handling Advisors and/or the Moving and Handling Team lead to help identify measures to eliminate / reduce or manage moving and handling risk(s).

### **5.6 All NHS Lanarkshire employees, students, work experience, trainees, volunteers, temporary and/or agency workers working under the control of NHS Lanarkshire are responsible for:**

- 5.6.1 Taking reasonable care for their own safety and that of patients and service users and others who may be affected by their activities.
- 5.6.2 Co-operating by following rules and procedures designed for safe working.
- 5.6.3 Successfully completing the appropriate NHS Lanarkshire moving and handling training and complete refresher training at designated intervals as outlined within Section 6. of this policy.
- 5.6.4 Requesting additional or refresher training when required i.e. when transferring to a different job role involving different types of moving and handling, following a moving and handling injury, etc.
- 5.6.5 Making full and proper use of moving and handling equipment provided and reporting any defects in the equipment so that it can be taken out of use pending repair / replacement.
- 5.6.6 Carrying out moving and handling operations with due regard to training received.

## 5. **ROLES AND RESPONSIBILITIES** (continued)

- 5.6.7 Follow any local safe moving and handling systems, risk assessments and/or procedures for their service area and reporting to their Line Manager any risks, problems or shortcomings which they think have not been effectively dealt with.
- 5.6.8 Reporting any personal factor(s) which might increase the risk of a moving and handling related injury to themselves or another (such as musculo-skeletal injury, illness or pregnancy).
- 5.6.9 Reporting any injury or significant pain to their Line Manager which may have been caused and/or exacerbated by moving and handling operations and recording this on the Datix Incident Recording System.
- 5.6.10 Reporting all incidents to their Line Manager that may affect the health and safety of themselves or others and asking for guidance from a Moving and Handling Advisor if they are not certain.
- 5.6.11 Reporting any dangers to their Line Manager that they identify or any concerns they might have in respect of moving and handling.

### 5.7 **All NHS Lanarkshire employees, students, work experience, trainees, volunteers, temporary and/or agency workers working under the control of NHS Lanarkshire carrying out patient moving and handling will be responsible for:**

- 5.7.1 Assessing patients' potential handling needs before handling them. This can be achieved through the completion of a mobility chart and where appropriate an individual patient risk assessment (please refer to NHS Lanarkshire FirstPort intranet portal webpage 'Salus Occupational Health, Safety & Return to Work Services', Section 3B of the Health and Safety Control Book – Individual Patient Risk Assessment). The mobility chart should be updated as required and staff should be familiar with the latest content when mobilising a patient.
- 5.7.2 Ensure an 'Individual Patient Moving and Handling Risk Assessment' is completed where moving and handling needs are considered particularly complex.
- 5.7.3 Note the methods of moving and handling detailed within the patient's mobility chart and where undertaken the patient's 'Individual Risk Assessment' and ensure these are reviewed and updated including in response to changes in the patient's mobility status.
- 5.7.4 For patients in the community i.e. patients' outwith hospital accommodation and/or residing in private accommodation i.e. social housing / owner occupied housing / etc. the patient care plan should reflect the patients moving and handling needs.
- 5.7.5 Follow the recommended procedures for the management of any bariatric patient. For the purpose of this policy a bariatric patient is a person who has a Body Mass Index (BMI) of 35 or more and/or whose weight exceeds the Safe Working Load (S.W.L.) of equipment being used in their care (e.g. beds, hoists, seating, etc.).
- 5.7.6 Avoid manually lifting patients in all but exceptional or life-threatening situations. Unless there is an emergency (needing immediate action to avoid serious harm to a patient's health), lifting most or all of the weight of a patient without a mechanical lifting aid must not be carried out (please refer to Appendix 1).
- 5.7.7 Make use of the moving and handling equipment available. Action may be taken in line with NHS Scotland 'Once for Scotland' Workforce Policies where there is evidence that any NHS Lanarkshire staff member is knowingly and/or repeatedly carrying out inappropriate or high risk moving and handling manoeuvres without due cause (please refer to Appendix 1).

## **5. ROLES AND RESPONSIBILITIES (continued)**

### **5.8 Head of Health & Safety is responsible for:**

5.8.1 The Head of Health & Safety is the primary source of expertise for health and safety related issues. The Head of Health & Safety provides advice for all aspects of health and safety. This includes the management of the moving and handling service.

### **5.9 The Moving and Handling Team Lead is responsible for:**

The Moving and Handling Team Lead is the primary source of expertise in moving and handling, and has the following responsibilities:

5.9.1 Reviewing and updating this Policy as appropriate.

5.9.2 Reviewing and updating, as necessary, the guidance provided within the Health and Safety Control Book for moving and handling and all information and guidance related to Moving and Handling posted on FirstPort.

5.9.3 Providing technical and organisational direction to Moving and Handling Advisors and other members of management and staff as and when required.

### **5.10 Moving and Handling Advisors are responsible for:**

5.10.1 Developing and overseeing corporate training provision for moving and handling and provide advice and guidance on moving and handling operations.

5.10.2 Helping staff to use patient-handling equipment correctly through training and advice.

5.10.3 Encouraging safe moving and handling operations.

5.10.4 Leading, co-ordinating and developing moving and handling training.

5.10.5 Delivering moving and handling training and maintaining a record of all staff who receive training.

5.10.6 Providing advice to staff on moving and handling and risk control.

5.10.7 Carrying out site visits as required to provide advice and guidance on moving and handling and in particular complex cases.

5.10.8 Providing advice on moving and handling operations, new projects and procurement of moving and handling related equipment.

5.10.9 Investigating and producing an investigation report in line with Salus SOP 148 for moving and handling related incidents reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

### **5.11 Salus Health and Safety Advisors are responsible for:**

5.11.1 Providing data from Datix in the form of quarterly reports on the incidence of moving and handling injuries within NHS Lanarkshire.

5.11.2 Advising Line Managers with regards to the risk assessment process.

5.11.3 Providing technical and organisational help related to health and safety to Managers and members of staff when necessary.

### **5.12 Occupational Health Advisors are responsible for:**

5.12.1 Carrying out pre-employment screening for new staff.

5.12.2 Provision of confidential advice and guidance on any aspect of occupational health at work.

5.12.3 Providing a service to all staff within the organisation.

## 5. **ROLES AND RESPONSIBILITIES** (continued)

### 5.13 **Moving & Handling Competency Assessors are responsible for:**

- 5.13.1 Identifying moving and handling training modules that staff require to complete using current or new training needs analysis assessments.
- 5.13.2 Ensuring competency assessments are carried out and recorded for designated staff within their nominated service area(s) within a 3 year rolling programme.
- 5.13.3 Following a competency assessment, provide feedback to the person(s) being assessed in relation to the outcome and how the outcome was reached.
- 5.13.4 On completion of a competency assessment(s). Issue the Line Manager with the competency assessment outcome documentation for safe keeping.
- 5.13.5 Attending refresher training to retain competence for assessing staff.
- 5.13.6 Monitor moving and handling practice within their nominated service area(s) and address any practice concern(s) with staff direct and where appropriate to the designated Line Manager.
- 5.13.7 Encouraging staff within their nominated service area to use moving and handling aids and/or equipment.

All staff can consult the Salus Health and Safety Service confidentially on any aspect of health and safety at work. Within the UK and Health and Social Care in general, incorrect manual handling is one of the most common causes of injury at work. It causes work-related musculoskeletal disorders (MSDs) which account for over a third of all workplace injuries (Ref: 'Manual handling at work A brief guide', INDG143 (rev3), published 11/12). (For the latest UK statistics, visit the HSE web page, <https://www.hse.gov.uk/statistics>).

## 6. **MOVING AND HANDLING TRAINING**

Moving and Handling training is based on the Scottish Manual Handling Passport Scheme (CEL 15 (2014) and teaches the principles of efficient moving and handling to reduce the likelihood of injury from moving and handling activities which cannot be avoided. NHS Lanarkshire is committed to meeting the core standards of the NHS Scotland Manual Handling Passport Scheme (Passport Scheme). Training will follow the format of the modules as defined within the 'Passport Scheme'.

### 6.1 **Scottish Moving and Handling Passport Scheme**

- Module A - Manual Handling Theory
- Module B - Manual Handling of Inanimate Loads
- Module C - Chair Manoeuvres
- Module D - Bed Manoeuvres
- Module E - Hoisting
- Module F - Lateral Transfers

- 6.1.1 All NHS Lanarkshire employees, students, work experience, trainees, volunteers, temporary and/or agency workers working for NHS Lanarkshire who undertake moving and handling as part of their role are required to comply with the requirements of the Scottish Manual Handling Passport Scheme which is the basis for the moving and handling training provided within NHS Lanarkshire.

## **6. MOVING AND HANDLING TRAINING (continued)**

- 6.1.2 All NHS Lanarkshire employees, students, work experience, trainees, volunteers, temporary and/or agency workers working for NHS Lanarkshire require to complete Module A (manual handling theory) and Module B (inanimate load handling and practical application of ergonomics). This can be achieved either through e-learning (LearnPro) followed by successful completion of the online learning assessment to re-enforce the learning experience. Staff who do not have access to LearnPro can view an NHS Lanarkshire bespoke digital moving and handling training presentation and complete a paper based validation assessment which should be retained within their local personal or training file. A paper based workbook and assessment is also available for use by staff with no access to e-learning.
- 6.1.3 All staff are required to complete Modules A & B at 2 yearly intervals.
- 6.1.4 In addition to undertaking Module A & B, all NHS Lanarkshire employees, students, work experience, trainees, volunteers, temporary and/or agency workers working for NHS Lanarkshire who as part of their role undertake physically demanding activities e.g. porter services, may require additional training with a moving and handling advisor. Such training will be made available and Line Managers and/or Staff should contact the Moving and Handling Section for additional training. Contact details are provided through the Salus Moving and Handling Portal on FirstPort.

### **6.2. Clinical Staff Involved In-Patient Handling**

All clinical staff who patient handle will require to successfully complete the full Scottish Moving and Handling Passport practical training incorporating Module C (Chair Manoeuvres), Module D (Bed Manoeuvres), Module E (Hoisting) and Module F (Lateral Transfers) and successfully complete a refresher course within 3 years. The only exception are staff who as part of a training needs analysis do not require 1 or more of the modules noted and/or who no longer carry out moving and handling activities as part of their job role.

### **6.3 Staff Transferring to NHS Lanarkshire Who Have Previously Completed Training under the NHS Scotland Manual Handling Passport and Information Scheme (Passport Scheme)**

Staff transferring from other Health Boards who can evidence participation in the Passport Scheme within the previous 3 years may subject to review/assessment and at the discretion of a moving and handling advisor and the agreement of their Line Manager be excluded from undertaking moving and handling training with the exception of participation in the 3 yearly refresher scheme which should be completed prior to the expiry of their current training.

### **6.4 Additional Training Guidance for Clinical Staff Involved In-Patient Handling**

Staff can be nominated to attend training more frequently than the 3-year refresher intervals in accordance with local assessment of their training needs i.e. returning to work following injury or moving to a service area requiring patient moving and handling from a role which previously involved limited patient handling.

Line Managers should contact the Moving and Handling Advisors for details of training arrangements for non-clinical and ancillary staff and/or for any additional advice on the application of this policy.

## **6. MOVING AND HANDLING TRAINING (continued)**

### **6.5 Exceptional Circumstances**

In exceptional circumstances moving and handling training may be suspended by an instruction from the Corporate Management Team or through a recognised scheme of delegation i.e. Gold Command. This can include an extension of up to 12 months on current training.

### **6.6 Training Competency Assessment**

Staff require on completion of training to demonstrate competency in patient handling tasks.

Further information and how to register for practical training sessions can be accessed through the Salus FirstPort pages at <http://firstport2/staff-support/salus-occupational-health-and-safety/default.aspx> / Moving and Handling and/or through LearnPro.

### **6.7 Department Based Competency Assessment**

- 6.7.1** Assessors require to have relevant experience, skills and knowledge of moving and handling within their specified area(s) to be eligible for nomination. They will require to successfully complete a 3 day moving and handling training assessor course as well as any further updates indicated by their nominated Moving and Handling team advisor. Assessors will require to demonstrate competency in all modules of the Scottish Manual Handling Passport Scheme.
- 6.7.2** Following successful training from the Moving and Handling team subject to further refresher training and/or updates. Departmental Competency Assessors may record competencies for staff within eESS/ LearnPro detailing the tasks and modules assessed. If a staff member is competent in all modules identified for that area, this may exclude them from the need to attend refresher training. Please contact the Moving & Handling Department for further information and to identify possible departmental Assessors.

## **7. TRAINING COMPLIANCE**

The Health and Safety Executive (HSE) encourage Health Boards to ensure all indicated staff who require to be trained in moving and handling have successfully completed training and that their training is renewed within the 3-year expiration period.

The HSE also require Health Boards to evidence a system to record training, monitor compliance with new and refresher training and to take appropriate measures to safeguard staff and patient safety where a staff member's moving and handling training has expired. The only exception would be for staff who no longer require Moving and Handling training as part of their job role.



## **7. TRAINING COMPLIANCE (continued)**

### **7.1 Monitoring Training Compliance**

**7.1.1** Each Divisional senior management team require to ensure that moving and handling training is monitored, assessed and reported at appropriate governance forums at periodic intervals. This may range from quarterly to annually. A minimum compliance level of 90% is normally considered sufficient by the HSE to meet statutory requirements with restriction to practice measures in place for the remaining 10% or less of staff who are non-compliant with the 3 yearly refresher period. Any new member of staff requires to complete moving and handling training before they undertake any active moving and handling activities. New and existing staff can defer attending training where they are not involved in moving and handling activities within their job role. These staff can be excluded from compliance monitoring as can staff on long term sickness absence and/or on a leave of absence.

### **7.2 Restriction To Practice**

**7.2.1** Following an HSE Intervention visit NHS Lanarkshire implemented a process referred to as 'Restriction to Practice'. A letter was issued by the Chief Executive of NHS Lanarkshire to Operational Directors on the 20th February 2019 introducing 'Restriction to Practice' for staff with lapsed moving and handling practical training.

Restriction to practice is intended to apply to staff whose moving and handling training has lapsed and who still required to undertake moving and handling tasks as part of their job role. The rationale was to introduce a mechanism to avoid staff placing themselves and/or patients at risk by not successfully completing either refresher training and/or an assessment of their moving and handling skills in line with the Scottish Manual Handling Passport Scheme which requires training to be revalidated within a rolling 3-year programme.

Maintaining moving and handling skills is required to comply with statutory requirements. The restriction to practice process is outlined within Appendix 3 of the Policy with specimen information for issue to staff with a stage 1 and stage 2 letter for issue to indicated staff as part of the process. The restriction to practice process was temporarily suspended in late March 2020 due to COVID operational demands for a period not exceeding 12 months.

However, it was agreed with the HSE that restriction to practice would form an ongoing commitment to maintain 90% compliance levels for training for moving and handling. Further guidance on the process is available from the NHS Lanarkshire Head for Health and Safety and the process is the responsibility of Divisional Directors to implement within their service. The process can also be delegated to a nominated senior manager within each Division (please refer to Appendix 3).

## **8. RESOURCE IMPLICATIONS**

### **8.1 Financial Considerations**

- 8.1.1 Time and support for Departmental Managers/Control Book Holders to assess hazards for potential/actual risks to staff related to moving and handling and communicate assessment content/control measures to all relevant staff (and patients' / service users where appropriate).
- 8.1.2 Purchase and maintenance of equipment to eliminate / reduce and/or manage moving and handling activities.

### **8.2 Staff Considerations**

- 8.2.1 Following a reported injury, time for participating in the recording of an incident on Datix and being involved in a local investigation of the incident where appropriate.
- 8.2.2 Time and support of managers' /control book holders.

### **8.3 Education/Training/Awareness Considerations**

- 8.3.1 Time for staff to participate in moving and handling training / refresher training.

## **9. COMUNICATION PLAN**

This policy is posted on the NHS Lanarkshire public website and is accessible by all. From revision of the policy, there will be no further formal programme of introduction or cascade, however, there will be general notification of the revision through the staff briefing process.

## **10. QUALITY IMPROVEMENT – MONITORING AND REVIEW**

### **10.1 Policy Review**

This Policy will be reviewed either every 3 years and/or following legislative changes related to moving and handling by the author and contributing author(s) and circulated to Stakeholders. The reviews, including qualitative and quantitative data, will be reported through the Occupational Health and Safety Performance Group.

### **10.2 Control Book Audits**

The Salus Health & Safety Section will undertake periodic and planned control book audits which will include a review of Section 3B on moving and handling.

## **11. EQUALITY IMPACT ASSESSMENT**

EQIA completed?            Yes



## 12. SUMMARY OF POLICY / FREQUENTLY ASKED QUESTIONS

In summary, this Policy seeks to promote effective risk management procedures aimed at eliminating / reducing or managing moving and handling operations which may result in injury and reduce risks from unavoidable moving and handling operations to the lowest level reasonably practicable. In essence this policy seeks to encourage the principles outlined within HSG65, Managing for health and safety' <http://www.hse.gov.uk/pubns/books/hsg65.htm> which outlines the summary process of Plan, Do, Check, Act. With regard to Moving and Handling this entails the following:

- Planning to avoid hazardous manual handling operations so far as is reasonably practical.
- Assessment of manual handling risks that cannot be avoided and which have the potential to cause injury. This may include who could be harmed, how and the controls required to manage the risk(s).
- Reducing the risk of injury so far as is reasonably practicable i.e. through appropriate controls such as training, supervision, provision of moving and handling aids, use of hoists, etc.
- Reviewing and monitoring of moving and handling risks i.e. assess that moving and handling risks are being adequately controlled such as through proactive and reactive monitoring (supervision of staff undertaking moving and handling tasks, review of incident data, etc.).

### 12.1 What does patient moving and handling training include?

Several relevant and professional bodies including the Royal College of Nursing, the Chartered Society of Physiotherapists, the College of Occupational Therapists, the National Back Exchange and the Health and Safety Executive in conjunction with 'The Scottish Manual Handling Passport Scheme, have publish guidance as to the possible content of moving and handling training.

Generally, the advice given is that the practical skills of safer people moving and handling, including the key principles of human movement and the correct selection and safer use of handling aids. The course theory also includes the employer's and employee's legal responsibilities, ergonomic and risk assessment principles, back care and practical moving and handling training on a wide range of equipment used within healthcare.

### 12.2 How often do you have to complete moving and handling training?

E-Learning Modules A+B (LearnPro) automatically appear on staff members training dashboard at 2 yearly intervals for refresher training. Practical modules C, D, E, F require to be completed no more than 3 years from the previous date of practical training. However, moving and handling practical training can be undertaken more frequently if required i.e. following a moving and handling injury, changing roles which require more frequent and/or complex patient handling / mobilising, implementation of new moving and handling equipment, etc. Please contact the moving and handling team through contact details posted on the Salus Moving and Handling FirstPort portal for further advice or guidance.

## **12. SUMMARY OF POLICY / FREQUENTLY ASKED QUESTIONS (continued)**

### **12.3 What are the benefits of moving and handling training provided?**

Training on the use of appropriate handling aids benefits all the staff and the persons being moved / mobilised. From the staff's point of view, heavy, back-injuring moving and handling tasks should be eliminated. Sickness and injury levels related to moving and handling should also be low, as should accident and incident levels. NHS Lanarkshire benefits from low levels of sickness absence connected to moving and handling, safer working practices, fewer accidents and incidents to staff with staff less likely to lodge a legal claim for injury.

The immediate benefit to the person being moved / mobilised is an improvement in the quality of their care. Most individuals appreciate being moved safely and comfortably in a hoist. Others can be encouraged to be more independent with their mobility, and will benefit both physically and mentally, reducing the side effects associated with reduced mobility and contribute towards physical rehabilitation programmes and reduced hospital admission / stay.

### **12.4 Can a patient be lifted without a hoist?**

The Manual Handling Operations Regulations 1992 require NHS Lanarkshire to avoid hazardous manual handling tasks so far as is reasonably practicable. The regulations do not prohibit staff from assisting people without a hoist, but do require them to put measures in place to carry out moving and handling tasks safely.

An across the board 'no lifting' policy, whilst eliminating some handling risks, overlooks the needs of the individual and the benefits to them from receiving appropriate assistance with mobility. Such assistance can enable rehabilitation and help people to enjoy more active and independent lives.

Where individuals need moving and handling assistance, a suitable and sufficient assessment should be undertaken. This can be through the use of a risk assessment, mobility chart or be assessed by staff in situ i.e. what is referred to as a dynamic risk assessment. Staff and patients should not be put at risk from unsafe handling practices. A diverse range of handling aids and techniques are available which, when used by appropriately trained staff, will assist staff to move or mobilise patients safely.

### **12.5 I work in patient's homes, does NHS Lanarkshire provide moving and handling equipment for me to use and who should faults be reported to?**

NHS Lanarkshire provides equipment for all patients'/ service users to receive personal care within their own home. If this equipment fails or requires maintenance, please contact the Integrated Equipment and Adaptation Service (IEAS) on 01236 274460.

### **12.6 Do I need to attend training to complete a moving and handling risk assessment?**

Various Health and Safety training courses provided by Salus involve teaching on completing risk assessments. Successful completion of the practical moving and handling training will provide sufficient knowledge to be able to participate in risk assessing moving and handling activities. More complex adult and children risk assessments should be undertaken with additional guidance from the Salus Moving and Handling advisors.

Should you require more complex risk assessment skills then the Salus Moving and Handling team are able to offer additional support and/or further assistance.

## 12. SUMMARY OF POLICY / FREQUENTLY ASKED QUESTIONS (continued)

### 12.7 Where can I get information about handling bariatric patients?

Bariatric handling activities should be assessed by a competent person. Specialist equipment is available for use on all NHS Lanarkshire hospital sites. Should you require more complex advice please contact the Salus Moving and Handling team.

## 13. REFERENCES

- 13.1 Health and Safety Executive (2004) Manual Handling: L23 Manual Handling Operations Regulations 1992 (as amended 2002) Guidance on Regulations, 4<sup>th</sup> Edition. Norwich, HMSO.
- 13.2 Moving and handling in health and social care, <http://www.hse.gov.uk/healthservices/moving-handling.htm>.
- 13.3 HSG65, Managing for health and safety' <http://www.hse.gov.uk/pubns/books/hsg65.htm>.
- 13.4 Smith, J. with amendments May (2013) The Guide to the Handling of People, 6th Edition, Teddington, Middlesex, Backcare. Website: <https://nationalbackexchange.org/>.
- 13.5 Royal College of Nursing (Moving and Handling Guidance. Website: [www.rcn.org.uk](http://www.rcn.org.uk).
- 13.6 Nursing Midwifery Council Moving and Handling Guidance. Website: <https://www.nmc.org.uk/>.
- 13.7 Chartered Society for Physiotherapists (2002) Guidance on Manual Handling in Physiotherapy, 4<sup>th</sup> Edition. Website: [www.csp.org.uk](http://www.csp.org.uk).
- 13.8 Hignett, S., Crumpton, E., Ruszala, S., Alexander, P., Fray, M., Fletcher, B (2003). Evidence-Based Patient Handling, Tasks, Equipment and Interventions, 1st Edition. London, Routledge.
- 13.9 Health and Safety Executive (2004). Manual Handling at Work, A brief guide, INDG143(rev3). HSE Books. Website: [www.hse.gov.uk](http://www.hse.gov.uk).
- 13.10 Prepared by the Institute of Occupational Medicine for the Health and Safety Executive (2003) The principles of good manual handling: Achieving a consensus. First published 2003. Norwich. <http://www.hse.gov.uk/research/rrhtm/rr097.htm>.
- 13.11 CEL 15 (2014) – 8 August 2014 'The Scottish Manual Handling Passport Scheme [http://www.sehd.scot.nhs.uk/mels/CEL2014\\_15.pdf](http://www.sehd.scot.nhs.uk/mels/CEL2014_15.pdf).

## 14. **DEFINITIONS**

For the purposes of this policy, definitions of terms used within this policy are:

- 14.1.1 The Manual Handling Operations Regulations 1992, as amended in 2002 ('the Regulations') apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person or an animal, or inanimate, such as a box or a trolley (Ref: 'Manual handling at work, A brief guide', INDG143 (rev3), published 2012).
- 14.1.2 Manual Handling: Transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force as well as postural loading from fixed working postures.  
Patient – A person who is receiving care from NHS Lanarkshire clinical services and for the purpose of this policy requires to be assisted to mobilise or be moved with assistance (including lifting, putting down, pushing, pulling, carrying or moving).
- 14.1.3 Service User – a generic term for someone who uses or has access to health and social care services from NHS Lanarkshire.
- 14.1.4 Employee: Anybody with an NHS Lanarkshire payroll number.
- 14.1.5 Competence: "The combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence."
- 14.1.6 Education: The imparting and acquiring of knowledge through teaching and learning.  
Training: The process of teaching or learning a skill or job and/or aspects of how to undertake specific tasks of a job role.
- 14.1.7 The human effort may be applied either directly or indirectly to the load whilst the introduction of mechanical aids may reduce the risk of injury; it may not eliminate the risk since human effort is still required.
- 14.1.8 Hazard is anything that has the potential to cause harm.
- 14.1.9 Risk is the likelihood of harm being caused by a hazard.
- 14.1.10 Risk Assessment - is a review of possible hazards and how likely 1 or more of these hazards could occur. A risk assessment is the process of identifying measures either already in place or that can be put in place to avoid a person being harmed by the potential hazard(s).

## 15. APPENDIX 1

### EMERGENCY SITUATIONS WHERE MOVING AND HANDLING MAY REQUIRE DYNAMIC ASSESSMENT

There are situations that can be described as emergencies, that is, 'life threatening', where the person must be moved to safety immediately and there may be no time to obtain equipment or plan the move. These situations can include where a person is:

- In water and in imminent danger of drowning;
- In an area that is actually on fire or filling with smoke;
- In danger from a bomb threat;
- In danger from a collapsing building or other emergency and urgent evacuation situation;
- Attempting suicide by hanging.

These are life threatening but in many circumstances are foreseeable and plans to evacuate when using birthing/ hydrotherapy pool should be in place.

All other situations are foreseeable and must be dealt with through either training provided on moving and handling or through advice and guidance from one of the NHS Lanarkshire Moving and Handling Advisors. Examples of situations where this may apply are given in the table below:

Situation	Response
Cardiac arrest with the person on a chair or on the floor	If the person is on a chair, slide them to the floor and commence resuscitation on the floor until they have been stabilised, then proceed to hoist the person onto the bed / trolley, trying to keep the person in as reclined a position as possible.
Unconscious person on the floor	Place the person in the recovery position on the floor until either they return to consciousness or if not, the hoist is available to transfer him onto a bed / trolley. Proceed to hoist them onto the bed/trolley, trying to keep the person in as reclined a position as possible.
A falling person	If a person is collapsing move behind them and begin to step backwards, allowing the person to slide to the floor with their back against your front. You must not try to catch a falling person.
A fallen person	Recover a person from the floor with minimal assistance or a hoist. Community staff, depending on local protocols, may have access to additional equipment such as inflatable cushions.
A person on the floor who has a suspected spinal injury or femur	Use the hoist as carefully and as safely as possible, keeping the person in as reclined a position as possible. If the fall occurred in a confined space, slide the person into a more spacious area, preferably with the use of a sliding sheet, and use the hoist. In non-Acute hospital settings a 999 call will be required.
In the event of evacuation for any reason	Move the person as quickly and as safely as possible. Local protocols should be developed to account for the action to be taken in this situation, including the potential use of equipment designed to assist with evacuation.

If it is not reasonably practicable to avoid the moving and handling tasks, then the employee(s) involved must be prepared to assess the risks of the proposed handling tasks and reduce the risk(s) identified. They must seek to avoid endangering the person, themselves or other staff as far as is reasonably practicable.

## 16. APPENDIX 2

### HIGH RISK MOVING AND HANDLING LIFTS / PRACTICES TO BE AVOIDED

High risk practices can be defined as “any move that involves staff lifting the full body weight or a major part of the body weight of a patient” and “any move where the patient /client can grip onto the handler [lock on]”. The Lifts and Practices identified below should not be used:

1. Examples of high risk techniques are as follows:

- Drag Lifts / Underarm Hook – where a person is held under the axilla / armpit and includes the following activities; moving a person up the bed; sitting a person forwards in a chair / bed; assisting a person into standing; and, walking a person with linked arms;
- Orthodox / Cradle Lift;
- Manually straight lifting a person;
- Australian / Modified Australian / Shoulder Lift;
- Pivot transfer;
- Bear Hug / Clinging Ivy.

2. Examples of high risk practices are as follows:

- Manually lifting a person in and out of a bath/ birthing pool/ hydrotherapy pool;
- Manually lifting a person from the floor;
- Manually transferring a person from bed to chair; chair to chair; chair to bed using any of the above high risk techniques;
- Gripping;
- Lifting /supporting major portion or all of a person’s body weight.

These are not exclusive or exhaustive lists. If you are unsure of the lifts / practices you are using, please contact a member of the moving and handling team through the contact details provided on FirstPort. Further advice can be found from the moving and handling pages on the NHS Lanarkshire FirstPort Moving & Handling Portal.



## 17. APPENDIX 3

### MOVING AND HANDLING RESTRICTON TO PRACTICE SPECIMEN DOCUMENTATION

#### 17.1 SPECIMEN STAFF BRIEFING

##### RESTRICTION TO PRACTICE STAFF BRIEFING

## Staff Safety Action Briefing



**Date Issued: *'Insert date'***

***'Insert name of' Site/Service and/or University Hospital***

## Moving and Handling Restriction To Practice

### Do you require Face to Face Practical Moving and Handling Training?

- If yes, the legal requirements of the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work etc. Act 1974 requires you to maintain your statutory training.
- If you let your statutory training lapse, then you may be placed on 'Restriction to Practice' until you complete the training.

### Change In Practice Affecting Moving and Handling Training

A change in practice was notified on the 20<sup>th</sup> February 2019 to all Senior Operational and Executive Directors within NHS Lanarkshire by the Chief Executive that required staff members involved in the moving and handling of patients to have successfully completed the NHS Manual Handling Passport and Information Scheme, CEL 15 (2014) training in Moving and Handling within a rotating 3-year period.

This ensures staff comply with statutory responsibilities under 'The Management of Health and Safety at Work Regulations 1999' and the Health and Safety at Work etc. Act 1974. The change in practice followed on from an HSE Intervention within NHS Lanarkshire in November 2018 identifying further measures required to ensure that our Health Board provides suitable safeguards for staff and patients related to moving and handling.

To protect the safety of staff and patients from moving and handling risks, NHS Lanarkshire arranged with the Health and Safety Executive (HSE) to implement a new safeguarding process referred to as 'Restriction to Practice'. The restriction relates specifically to the moving and handling of patients. Whilst on 'Restriction to Practice' staff members affected will only be permitted to assist another member of staff with moving and handling activities who has successfully completed their LearnPro within the last 24 months and practical moving and handling training within the last 36 months pending successful completion of practical moving and handling training.

## Staff Actions:

If you work with patients and assist them with moving and handling, as part of your job role please ensure you:

- Complete the Moving and Handling LearnPro module every 2 years in line with guidance from the National Institute for Health and Care Excellence (NICE) (you can complete this anytime from 3 months before it expires); and
- For patient handlers, book a training place on LearnPro and successfully complete the practical face to face moving and handling training with a member of the Moving and Handling Team within every rotating 3-year period (period commences from date of last training session successfully completed. Refresher training can be attended up to 6 months before it expires). As far as is possible please do not let your training expire.

## Line Managers Actions:

With the exception of limited and / or exceptional circumstances, ensure all staff you have responsibility for who undertake moving and handling as part of their job role have successfully completed the compulsory LearnPro module at 2 yearly intervals and where required for patient handlers that they complete mandatory practical face to face training within a rotating 3-year period. Please also ensure for staff whose practical face to face training is due to expire within a 12 week rolling period i.e. a rolling 12-week period from any week throughout the year are booked onto an available training course and that they successfully complete the practical training before it lapses.

Where the LearnPro module has lapsed please ensure the staff member completes this at the start of their next scheduled time at work. Where the practical face to face training has lapsed or has 1 calendar month or less before it expires you will require to:

- Issue the affected staff member with the Stage 1 standard letter on 'Restriction to Practice' in their job role in regard to moving and handling activities. This advises the staff member that they are requested to successfully complete refresher training within the next 28 days from the date of the letter issued. 'Restriction to Practice' will commence at the end of the 28-day notification period;
- The letter will be retained on their personal file until they successfully complete refresher training. Thereafter it will be removed and disposed of through the confidential waste stream. No permanent record will be retained;
- Notify your nominated senior management team member of the staff members details so they can be entered onto a site non-compliance training register for moving and handling until they complete their refresher training;
- Ensure the affected staff member is only permitted to assist another member of staff with moving and handling activities who has successfully completed their LearnPro within the last 24 months and for patient handlers, practical moving and handling training within the last 36 months pending successful completion of their own refresher practical moving and handling training.

- Where the practical training is not completed within 28 days of the 'Stage 1' letter being issued and subject to an extension being granted (only in line with limited exceptional / unforeseen circumstances i.e. medium to long term absence / bereavement leave / return from medium to long term absence / maternity leave / return / etc.) you are required to issue a Stage 2 letter to the staff member providing a further 28 days to undertake the training;
- If you require further advice on this process, please contact a member of the Salus Moving and Handling Team on: 01698 753695 or your nominated HR Advisor.

**Issued By: 'insert *name of Senior Manager i.e. Director or Service Manager*', 'insert name of site and/or service'**

*Briefing prepared by the Head of Health and Safety, Salus Occupational Health, Safety and Return to Work Service, HR Directorate on behalf of the Human Resources Director and Director of Acute Services (Version 1.1 – last revised 23<sup>rd</sup> August 2021)*

## 17. APPENDIX 3 (continued)

### 17.2 SPECIMEN RESTRICTION TO PRACTICE STAGE 1 LETTER

**Letter to:** *'insert staff member's name, job title and work location i.e. Service/Site/Ward/etc.'* *'Insert name of Site/Service and/or University Hospital*  
**Email:** *'insert staff members e-mail address'* *'Insert Site/Service and/or Hospital Address'*  
www.nhslanarkshire.co.uk



#### 'Restriction to Practice' 'Stage 1' Letter

Date of Issue:  
Date Restriction to Practice Takes Effect:  
(28 consecutive days from date of issue of letter)

Staff Payroll Number:  
Enquiries to:  
Direct Line:  
Email:

PRIVATE AND CONFIDENTIAL

*'Insert name of issuing manager' / 'Work Address' / 'Contact Details'*

#### **SUBJECT: Stage 1 Notification of Restriction to Practice Pending Successful Completion of Statutory Moving and Handling Practical Face to Face Training**

Dear *'insert full name of staff member'*,

A change in practice was notified on the 20<sup>th</sup> February 2019 to all Senior Operational and Executive Directors within NHS Lanarkshire by the Chief Executive that required staff members involved in the moving and handling of patients to have successfully completed the NHS Manual Handling Passport and Information Scheme, CEL 15 (2014) training in Moving and Handling and to complete refresher training within a rotating 3-year period.

This ensures staff comply with statutory responsibilities under 'The Management of Health and Safety at Work Regulations 1999' and the Health and Safety at Work etc. Act 1974. The change in practice followed on from an HSE Intervention within NHS Lanarkshire in November 2018 identifying further measures required to ensure that our Health Board provides suitable safeguards for staff and patients related to moving and handling.

To protect the safety of staff and patients from moving and handling risks, NHS Lanarkshire arranged with the Health and Safety Executive (HSE) to implement a new safeguarding process referred to as 'Restriction to Practice'. The restriction relates specifically to the moving and handling of patients. Whilst on 'Restriction to Practice' staff members affected will only be permitted to assist another member of staff with moving and handling activities who has successfully completed their LearnPro within the last 24 months and practical moving and handling training within the last 36 months pending successful completion of practical moving and handling training.

In line with the above change in practice, you are being issued this letter notifying you that your practical moving and handling training has either lapsed or will lapse within the next 28 days and you have 28 days from the date of this letter to successfully complete the mandatory practical face to face moving and handling training. Failure to complete this training within the next 28 days will result in you being placed on 'Restriction to Practice' in your current job role. In effect, 'Restriction to Practice' will commence at the end of the 28-day notification period and is noted in the letter heading above.

Your name will be recorded onto a site compliance training register for moving and handling until you successfully complete the practical moving and handling refresher training. Your name will be removed from the register once you have successfully completed the refresher training. You will not be permitted to attend the practical refresher training unless you have successfully completed the LearnPro moving and handling module within the last 24 months.

This letter will be retained in your personal file until you successfully complete the training. Thereafter it will be removed and disposed of through the confidential waste stream. No permanent record will be retained.

Subject to exceptional /or unforeseen circumstances, if the practical training is not successfully completed within the next 28 days you will be advised that you will be subject to Stage 2 of the 'Restriction to Practice' process which will result in a further letter being issued.

Please be aware that you can complete a refresher course in moving and handling up to 6 months before it expires and / or the LearnPro Moving and Handling Module 3 months before its expiry.

If you wish to make a complaint regarding any aspect of this process, please do so in writing within 14 days of receipt to your Line Manager who will review the nature of your complaint and act accordingly. This process will not be suspended unless the complaint is upheld.

Yours sincerely

*'Insert name, job title and signature of person issuing this letter'*

cc

*'Copy in Relevant Site Nominated Management Lead & any other relevant manager(s)'*

## 17. APPENDIX 3 (continued)

### 17.3 SPECIMEN RESTRICTION TO PRACTICE STAGE 2 LETTER

**Letter to:** *'insert staff member's name, job title and work location i.e. Service/Site/Ward/etc.'*

**Email:** *'insert staff members e-mail address'*

*'Insert name of Site/Service and/or University Hospital*

*'Insert Site/Service and/or Hospital Address'*  
www.nhslanarkshire.co.uk



#### **'Restriction to Practice'** **'Stage 2' Letter**

Date Stage 1 Letter Issued:  
Restriction to Practice Effective Date:

(28 consecutive days from date of issue of Stage 1 letter)

Staff Payroll Number:  
Enquiries to:  
Direct Line:  
Email:

PRIVATE AND CONFIDENTIAL

*'Insert name of issuing manager' / 'Work Address' / 'Contact Details'*

#### **SUBJECT: Stage 2 Notification of Restriction to Practice Pending Successful Completion of Statutory Moving and Handling Practical Face to Face Training**

Dear *'insert full name of staff member'*,

Following issue of the Stage 1 letter on the *'insert date'* you have not completed the practical moving and handling training by the required 28-day notice period which expired on *'insert date'*. With immediate effect you are now being placed on restricted practice and will only be permitted to assist another member of staff with any moving and handling activity who has successfully completed their LearnPro within the last 24 months and practical moving and handling training within the last 36 months.

Your name will be retained on the site compliance training register for moving and handling until you successfully complete the practical moving and handling refresher training. Your name will be removed from the register once you have successfully completed the refresher training. You will not be permitted to attend the practical refresher training unless you have successfully completed the LearnPro moving and handling module within the last 24 months.

This letter will be retained in your personal file until you successfully complete the training. Thereafter it will be removed and disposed of through the confidential waste stream. No permanent record will be retained.

Subject to exceptional /or unforeseen circumstances, if the practical moving and handling training is not successfully completed within the next 28 days you may be subject to a review for failing to adhere to Health and Safety Rules and Procedures and failure to comply with an NHS Lanarkshire policy. Any review will be undertaken in line with NHS Scotland 'Once for Scotland' Workforce Policies <https://workforce.nhs.scot/policies/>.

Please be aware that you can complete a refresher course in moving and handling up to 6 months before it expires and / or the LearnPro Moving and Handling Module 3 months before its expiry.

If you wish to make a complaint regarding any aspect of this process, please do so in writing within 14 days of receipt to your Line Manager who will review the nature of your complaint and act accordingly. This process will not be suspended unless the complaint is upheld.

Yours sincerely

*'Insert name, job title and signature of person issuing this letter'*

cc

*'Copy in Relevant Site Nominated Management Lead & any other relevant manager(s)'*