



Moving and Handling Policy

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1	Sep11	Robin Hays	D	Review of Policy
2	Nov11	Richard Harrington	A	Version Control Review
2.1	Jan13	Shelley Jackson	A	Extension to review date approved by S
2.2	Oct 13	Mark Hall	D	Full Review of Policy
3.0	Jan 14	Mark Hall	A	15/01/14 approved at SMG
3.1	Aug 14	Shelley Jackson	A	Version control review
3.2	Jan 17	Shelley Jackson	D	2 yearly review. Detail added regarding pro-active risk assessment process and legal requirements. Inclusion of reference to complex patient risk assessment.
4.0	March 17	Shelley Jackson	A	Approved at TMG (subject to ensuring some wording around training covered is incorporated in the policy)
4.1	Feb 18	Risk Team	A	Document formatted – New visual identity
4.1	April 19	Shelley Jackson	A	TMG approved extension until June 19
4.2	June 19	Shelley Jackson	A	TMG approved extension until September 19
4.3	Aug 19	Shelley Jackson	D	2 yearly review of document conducted. Amendments made regarding department names and job titles. Minor amendments made to wording for clarification
4.4	Jan 21	Shelley Jackson	D	EIA completed
4.5	Jan 21	Shelley Jackson	D	Policy reviewed
5.0	Feb 2021	Risk Team	A	Approved at TMG
A= Approved D = Draft				
Document Lead = Health and Safety Manager				

Associated Documentation:

To support this policy, there are a number of related documents that underpin the risk management arrangements:

- Health & Safety Policy
- Risk Assessment Procedure
- Risk Management Policy
- Incident and Serious Incident Management Policy
- Investigations and Learning Policy
- Process for Inspection for Improvement - SOP
- Statutory and Mandatory Training Policy and Procedure

In addition there are a number of specific process / guidance documents relating to safe moving and handling:

- Moving and Handling Patients with Complex Needs including Bariatric Patients - SOP
- Operational Instruction – vehicle based response bag

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Staff Summary

YAS is committed to ensuring moving and handling incidents are minimised
YAS will implement safe working practices to mitigate moving and handling risks
YAS will risk assess moving and handling risks through an integrated risk assessment process
YAS will raise awareness amongst staff of moving and handling risks
YAS will train staff to identify and mitigate moving and handling risks where possible
YAS will assess and mitigate moving and handling risks for staff, patients and others
YAS will comply with CQC standards regarding moving and handling management
YAS will comply with health and safety legislation relating to moving and handling risks
YAS will monitor processes for moving and handling management to ensure continued effectiveness
YAS will ensure that appropriate roles and committees have responsibility for monitoring

1.0 Introduction

- 1.1 The Manual Handling Regulations 1992 place duties on employers to protect employees from the risk of injury through manual handling tasks in the workplace.
- 2.1 The Manual Handling Operations Regulations 1992, as amended in 2002, 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.

2.0 Purpose/Scope

- 2.1 This policy applies to all staff employed by the Trust and/or working on Trust business, premises or vehicles, and is applicable to the safe handling of patients, equipment and objects.
- 2.2 This policy details the processes by which the Trust will effectively manage moving and handling tasks across all its activities in order to reduce risk to its lowest practicable level and comply with legal requirements.

3.0 Process

3.1 AVOID

The Manual Handling Operations Regulations require employers to AVOID the need for hazardous manual handling so far as is reasonably practicable.

To achieve this, the Trust aims to introduce a minimal lifting policy with no lifting principles.

For patient moving and handling, where the patient's condition and circumstances allow, clinical staff will be supported by the Trust to encourage patients to assist in their own movement and transfers. This is in line with current best practice and will reduce the likelihood of staff and patients suffering avoidable injury from patient moving and handling. It is also recognised as being beneficial to the patient, as it increases self-reliance and aids patient recovery.

In relation to non-patient moving and handling, the Trust will consider no lifting options as a matter of course.

3.2 ASSESS and REDUCE

The Manual Handling Operations Regulations require employers to ASSESS the risk of injury from any hazardous manual handling that can't be avoided and REDUCE the risk of injury from hazardous manual handling, so far as is reasonably practicable

To achieve this, the Trust has in place risk assessment procedures and aims to implement a range of actions supporting the continual development of safer moving and handling practices and support mechanisms across the workplace.

3.3 Risk Assessment

3.3.1 Proactive Risk Assessment

Moving and handling risks to staff, patients and others are not identified and managed in isolation, they are integrated into the Trust's proactive risk assessment processes.

Please refer to the Trust's Risk Assessment procedure and departmental risk assessment guidance documents for details of these processes.

Moving and handling risks are managed from 3 points of view 1) those affecting individuals e.g. specific patients, individual members of staff 2) those affecting groups of staff, certain types of patients and others who come into contact with YAS activities e.g. contractors 3) specific moving and handling risks arising from YAS activities.

The table below shows the 3 categories identified above and shows how the risks for each would be identified i.e. through what type of risk assessment, and also who is responsible for taking action regarding the control of these risks. The assessments themselves may be completed or reviewed by a wide range of people as appropriate including staff, managers, supervisor, Health and Safety Manager and relevant groups / committees.

Risk category	Type of risk assessment (RA) used to identify moving and handling risks	Review person / body	Process for control of identified risks	Example controls
Individual	<p>Patient specific RA (including complex patient*)</p> <p>Staff specific RA</p>	Managers	Managers work with individual staff and patients to tailor activities using safe systems or equipment	<p>Use of extra staff to escort or lift patients</p> <p>Use of additional or specialist lifting equipment</p> <p>Reasonable adjustments to working practices</p>
Group	<p>Job specific RA</p> <p>Non-patient moving and handling RA</p> <p>Vehicle specific RA</p> <p>Task specific RA</p> <p>YAS premise risk assessment (as part of inspection for improvement)</p> <p>Fleet workshop inspection</p>	<p>Managers</p> <p>Health and Safety Manager</p> <p>Fleet Department</p> <p>Health and Safety Committee</p>	<p>Managers work within local departments to tailor activities using safe systems or lifting equipment with escalation through risk management process where necessary.</p> <p>Common risks are identified by Fleet or H&S manager / H&S committee with escalation through risk management process where necessary</p>	<p>Provision of lifting equipment for staff use</p> <p>Modifications to vehicles</p> <p>Changes in workplace lay out or lifting procedures</p>
Specific	Incident analysis reports	<p>Departmental Management</p> <p>Groups</p> <p>Health and Safety Manager</p>	Managers work within local departments to tailor activities using safe systems or lifting equipment with escalation through	<p>Awareness raising regarding availability of specialist lifting equipment following increase in</p>

		Health and Safety Committee	risk management process where necessary.	complex patient related injuries
		Incident Review Group	Common themes identified by H&S manager / H&S committee and the incident review group with escalation through risk management process where necessary.	Consideration of equipment review following increase in carry chair related injuries

** Enhanced risk assessment and control procedures are in place for patients with complex needs including bariatric patients. These patients can present many challenges including the provision of, and access to, equipment, staffing and transport; as well as environmental constraints and communication. The enhanced procedures are detailed in the Trust's SOP for the Moving and Handling of Patients with Complex Needs including Bariatric Patients.*

3.3.2 Dynamic Risk Assessment

It is not reasonably practicable for YAS to proactively assess each and every task or issue facing employees/volunteers as they go about their normal daily activities. Therefore, staff and volunteers are expected to undertake dynamic risk assessments as part of their normal daily activities in order to prevent injury and ensure that moving and handling issues relating to staff, patients and others are minimised to the lowest reasonably practicable level.

It is the responsibility of all staff to carry out Dynamic Risk Assessments (DRA) for any and all situations to limit the risk to themselves and others. A DRA means that all staff assess any hazard and associated risks as they have been trained to do and take appropriate safety precautions to mitigate the presenting risk, such as use of lifting equipment, use of other services such as Hazardous Area Response Team (HART), Fire Service and Incident Support Unit or consideration of a request for back before initiating the necessary moving and handling activity.

3.3 Raising awareness

Risk assessment templates and advice on DRA are available from the Quality & Safety Team.

Patient specific risk assessments are discussed and agreed with patients and their carers to highlight any issues that have been identified and gain co-

operation regarding the prevention of moving and handling incidents. Patient specific risk assessments are also registered on the central control systems for Emergency Operations Centre / Patient Transport Service in order to better inform the service of current or future patient needs.

Moving and handling related incidents are discussed at the Health and Safety Committee which is attended by Union Health and Safety Representatives who feedback information to staff. Staff notices are issued where a particular moving and handling issue has been identified and action is required to prevent recurrence e.g. staff directed to use incident support vehicles for complex patients.

3.4 Competence and Education

Due to the nature of ambulance service frontline work, a key control measure for manual handling risks is the use of safe lifting techniques. Therefore, it is essential that staff have a good level of competence in relation to moving and handling skills.

The competence of individual employees relating to moving and handling is initially ensured through the recruitment process, and on an ongoing basis through Personal Development Reviews monitored in line with the Trust appraisal system.

The entire moving and handling process is underpinned by an effective and systematic Trust-wide education programme provided via the Education Department.

The Trust is committed to maintaining and improving this function in order to provide appropriate training listed in the Training plan produced by the Education department.

3.5 Continuous Improvement

In order to ensure the continual development of safer moving and handling practices and support mechanisms across the workplace, the Trust has in place a Moving Patients Safely Working Group.

The remit of this group is to examine the issue of moving and handling at YAS and, using a number of information sources including incidents and staff feedback, recommend areas for improvement in relation to the Trust's management of moving and handling.

In addition, all moving and handling incidents are also examined by Trust Health and Safety Committees.

Moving and handling incidents that relate to vehicles and equipment are also examined by the Trust Procurement Group.

4.0 Training expectations for staff

- 4.1 Training is delivered as specified within the Trust Training Needs Analysis (TNA).
- 4.2 The Trust undertakes regular training needs assessments which capture moving and handling training requirements. It has produced a training prospectus for all identified training needs, which contains various types of statutory and mandatory training for discussion as part of the staff performance development reviews.
- 4.3 Training will be provided in a variety of formats, for example, in-house, external, work-based, team briefing or e-learning. The prospectus outlines which staff are required to receive what training and how often. This will include training in relation to this policy and associated procedures. Refresher training is also available where employees are identified as benefitting from such a procedure during their personal development review.
- 4.4 The Trust will ensure that all staff have the appropriate level of training and education to fulfil their duties in respect of moving and handling awareness.
- 4.5 The Trust will continue to support staff in undertaking appropriate moving and handling training in order to promote a transfer of knowledge and provide for business continuity/succession planning.
- 4.6 Training for Operational staff will be provided in line with the national ambulance service training requirements.
- 4.7 For staff requiring training relating to equipment and object moving and handling an, appropriate training course will be provided. This currently uses the Solutions training package.
- 4.8 The process for checking that all permanent staff, as identified in the training needs analysis, complete the relevant moving and handling training, and the process for following up those who fail to attend, is described in the Statutory and Mandatory Training Policy.
- 4.9 The techniques to be used in the moving and handling of patients and objects, along with the approved items of equipment, are described within the Ambulance Service Basic Training Manual and other supporting training procedures.

5.0 Implementation Plan

- 5.1 The latest approved version of this Policy will be posted on the Trust Intranet site for all members of staff to view. New members of staff will be signposted to how to find Trust policies and procedures during Trust Induction.

6.0 Monitoring Compliance

6.1 Monitoring performance with regards to health and safety in general is detailed in the Trust's Health and Safety Management System. Please see Health and Safety Policy for details.

Monitoring specific to moving and handling is detailed below:

Monitoring subject	Methodology	Frequency	Monitored by
Review of moving and handling incidents	All moving and handling incidents finally approved by health and safety specialist	On-going	Health and Safety Manager
Identification of incident trends in relation to moving and handling	Incident report submitted for review	Quarterly	Health & Safety Committee
Monitoring of proactive risk assessment completion	Health and Safety work plan submitted to health and safety Committee	Quarterly	Health & Safety Committee
Review of moving and handling incidents	Incident report submitted for review	6 weekly	Moving Patients Safety Group

7.0 References

- The Health and Safety at Work etc Act 1974 (as amended). London: Stationary Office. Available at www.hse.gov.uk
- The Manual Handling Operations Regulations 1992 (as amended). London: Stationary Office. Available at www.hse.gov.uk.

8.0 Appendices

Appendix A – Definitions

Appropriate definitions relating to moving and handling are shown in the table below.

Moving and handling activities or operations	<p>Under the Manual Handling Operations Regulations this means any transporting or supporting of a load by hand or by bodily force, including the lifting, putting down, pushing, pulling, carrying or moving a load.</p>
Moving and handling risk assessment	<p>This is a logical and systematic method of establishing the context, identifying, analysing, evaluating, training, monitoring and communicating the correct moving and handling techniques and procedures associated with any Moving & Handling (M&H) activity, function or process.</p> <p>This includes patient specific risk assessments and standard object M&H assessment documentation</p> <p>This needs to be undertaken in a way that is easily understood by the recipient and which will enable the Trust to minimise losses and maximise opportunities.</p> <p>Effective management of M&H tasks is as much about identifying opportunities and the issues they introduce as it is about mitigating losses.</p>
Proactive Risk Assessment for Pre Planned activities	<p>Proactive risk assessments are carried out to identify and control foreseeable risks. They are normally performed for situations where the risks are mainly static i.e. not constantly changing and can therefore be easily identified and controlled.</p> <p>Proactive risk assessments for patients presenting a known M&H risk can be undertaken using the approved patient specific assessment forms</p>
Routine risk assessment for normal daily activities	<p>It is not reasonably practicable for YAS to proactively assess each and every moving and handling issue facing employees/volunteers as they go about their normal daily activities.</p> <p>All staff and volunteers are capable of and expected to undertake such risk assessments as part of their normal daily activities in order to prevent injury and ensure that moving and handling issues relating to patients and staff are minimised to the lowest reasonably practicable level. This process is called Dynamic Risk Assessment and can be used for the majority of the M&H work encountered by YAS Staff.</p>

<p>Dynamic Risk Assessment</p>	<p>A process of evaluation of any risk that is based on the presenting hazards at a point in time.</p> <p>All YAS staff are trained during basic training and on-going in DRA. This is a process of evaluating risks based on the presenting circumstances when attending to a patient, situation, or scenario that is unpredictable or unknown until arrival at scene. All staff should carry out a DRA on every occasion of Moving & Handling, Patient and Scene assessment, Driving, Clinical Care, Environment and any other task that may be part of daily routine or response work.</p> <p>If the DRA reveals that a situation may place the staff member at risk of injury despite Protective Clothing and Equipment, Staff Training, Conflict Resolution, support of other Services, and Operational Instructions, then they must inform Emergency Operations Centre (EOC) immediately that they have carried out an on scene DRA and determined they should 'stand off' until support arrives, stating the reasons for this, and approach the scene as soon as it is determined to be of an acceptable risk. No operation or deployment of resources will be completely risk free, but risk can be mitigated and reduced with appropriate Dynamic Risk Assessment.</p>
<p>Patient - specific risk assessment</p>	<p>The Trust recognises that some patients create specific moving and handling risks to our staff or the organisation.</p> <p>Where such patients are identified the appropriate Service Manager will ensure that a patient specific risk assessment is undertaken; agreed with the patient or their carer and registered on the central Control systems for EOC / Patient Transport Service in order to better inform the service of current or future patient needs.</p>
<p>Bariatric patient</p>	<p>This is defined by YAS as a patient above the safe weight that a crew can manage, normally 20 stones or 127 Kg.</p> <p>All bariatric patients transported on a regular basis must have a patient specific risk assessment undertaken which is signed off by the patient and manager and is flagged in both the EOC and PTS Control systems.</p>
<p>Object - generic risk assessments</p>	<p>Because objects are a known weight and dimension the Trust has produced a number of M&H risk assessments pro-formas for the handling of objects.</p> <p>These are available on the Trust electronic library system.</p> <p>Where items are being delivered by contractors and the risk assessment shows there is a risk to Trust staff the manager ordering the goods, particularly large or heavy/bulky items, is to</p>

	specify that the contractor is responsible for delivering them to the room where they are intended to be used. They are not to be left in Reception areas for YAS staff to move.																																			
Safe working loads - objects	<p>Approximate indicative weight limits are contained within HSE guidance as follows:</p> <table border="1"> <thead> <tr> <th></th> <th colspan="2">Close to body</th> <th colspan="2">Away from body</th> </tr> <tr> <th>Indicator</th> <th>Female</th> <th>Male</th> <th>Female</th> <th>Male</th> </tr> </thead> <tbody> <tr> <td>Head height</td> <td>15lb (7Kg)</td> <td>22lb (10Kg)</td> <td>7lb (3Kg)</td> <td>11lb (5 Kg)</td> </tr> <tr> <td>Shoulder height</td> <td>29lb (13Kg)</td> <td>44lb (20 Kg)</td> <td>15lb (7Kg)</td> <td>22lb (10Kg)</td> </tr> <tr> <td>Elbow height</td> <td>35lb (16Kg)</td> <td>55lb (25 Kg)</td> <td>22lb (10Kg)</td> <td>33 lb (15 Kg)</td> </tr> <tr> <td>Knuckle height</td> <td>29lb (13Kg)</td> <td>44lb (20 Kg)</td> <td>15lb (7Kg)</td> <td>22lb (10Kg)</td> </tr> <tr> <td>Mid lower leg</td> <td>15lb (7Kg)</td> <td>22lb (10Kg)</td> <td>7lb (3Kg)</td> <td>11lb (5 Kg)</td> </tr> </tbody> </table> <p>There are however no safe working loads available for objects larger than this and higher risks than normal are evident for loads handled outside these parameters. Vigilance needs to be exercised for weights above those shown above and appropriate moving and handling aids employed as appropriate.</p>		Close to body		Away from body		Indicator	Female	Male	Female	Male	Head height	15lb (7Kg)	22lb (10Kg)	7lb (3Kg)	11lb (5 Kg)	Shoulder height	29lb (13Kg)	44lb (20 Kg)	15lb (7Kg)	22lb (10Kg)	Elbow height	35lb (16Kg)	55lb (25 Kg)	22lb (10Kg)	33 lb (15 Kg)	Knuckle height	29lb (13Kg)	44lb (20 Kg)	15lb (7Kg)	22lb (10Kg)	Mid lower leg	15lb (7Kg)	22lb (10Kg)	7lb (3Kg)	11lb (5 Kg)
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Safe Working loads - patients	<p>There are no safe working loads available for patient handling tasks. The Trust has therefore determined that vigilance needs to be exercised due to higher risks than normal being evident for moving and handling activities.</p> <p>Staff are reminded to perform scene/activity/patient risk assessments prior to and during any patient moving and handling activities</p>																																			
Reasonably Practicable	<p>This means making a considered decision about the need to resolve the moving and handling issue after measuring the balance of the time; cost and resources required to deal with it and the benefit to be achieved from resolving it.</p> <p>It means that some moving and handling issues will be accepted as reasonable by the organisation and managed accordingly</p>																																			

Appendix B - Roles & responsibilities

The Trust Board

Management of health and safety including moving and handling issues is a mandatory function of the Trust Board. In order to demonstrate professional governance and corporate accountability the Trust Board will ensure an effective strategy is in place within YAS.

This is subsequently delegated through the Trust Board, by the Chief Executive, to the Executive Directors. The Executive Directors work together with appropriate nominated competent persons to ensure the Trust achieves a high standard of health and safety performance. The Trust Board is responsible for the approval of the strategic direction for health and safety management including moving and handling and compliance with the requirements of this policy by making adequate provisions in the annual budget to allow appropriate commitments to be met. The Trust Board will ensure that two health and safety updates are provided to them annually via the Trust Executive Group.

Trust Management Group

The Trust Management Group (TMG) is responsible for monitoring achievement against the Trust's strategic objectives, specifically those relating to risk, compliance, quality and safety. The TMG monitors the effectiveness of the Assurance Framework in relation to the Trust's clinical and non-clinical risks together with the measures and controls employed to manage these risks. The TMG oversees the performance management of the Trust's operating systems and procedures to provide assurance to the Board on governance and compliance.

Risk and Assurance Group

The Risk & Assurance Group meets on a monthly basis and is chaired by the Executive Director of Quality, Governance and Performance Assurance. It reviews and monitors the corporate risk register and Board Assurance Framework and reviews emerging risks escalated from local risk registers.

Strategic Health and Safety Committee

This Committee is the expert level committee for YAS relating to health, safety and security and as such approves relevant policies relating to this specialist area of work. This committee approves specialist documents of this type in line with its policy development role. The Terms of reference for the committee are available on the Trust intranet site and are considered annually by this committee. Appropriate personnel meet to consider all aspects of safety and security affecting the Trust and its employees. They receive reports relating to investigations, consider changes to work procedures, and/or the introduction of new technology, carry out and receive the findings from risk assessments, monitor and audit the safety and security top issues/risks and report to the Trust Management Group. The Committee is established in partnership with Staff Side Worker Representatives who have agreed to also represent the interests of non-union affiliated employees within the Trust.

Chief Executive

The Chief Executive has the ultimate responsibility for the health and safety of all employees and others affected by the Trusts activities. The Chief Executive will lead

by example and adopt safe behaviour at all times in order to ensure the implementation of effective moving and handling management across the Trust. The Chief Executive will ensure that management requirements are included in the portfolios of all Executive Directors employed by YAS.

Executive Directors

The Executive Directors will lead by example and adopt safe behaviour at all times in order to ensure the implementation of effective moving and handling procedures across the Trust. Executive Directors are responsible for implementing the strategic aspects of moving and handling requirements within their own specific areas of responsibility. Every Director is responsible for ensuring that they set; agree and monitor individual management objectives with their managers on an annual basis. Executive Directors will report on moving and handling matters within their Directorate or Service area via their representative on the strategic health and safety committee.

The Executive Director of Quality, Governance and Performance Assurance is the Board level lead for moving and handling issues.

The Executive Director of Workforce and Organisational Development is responsible for the management of the Occupational Health support throughout the Trust. The service currently provides for assessment of medical fitness prior to employment and advice on return to work following injury. In addition, the Trust provides a comprehensive rehabilitation programme for staff who meets certain criteria having suffered a musculoskeletal injury, in order to assist their return to work.

The Executive Director of Workforce and Organisational Development is responsible for ensuring that training provision is arranged and delivered in line with the annual training needs analysis and training prospectus

Associate Directors; Managers

All Associate Directors and Managers will lead by example and adopt safe behaviour at all times in order to ensure the implementation of effective moving and handling management across the Trust. In particular, they are responsible for:

- ensuring that the moving and handling policy and guidance is adhered to within their area of responsibility
- ensuring the health and safety of their staff and other persons affected by operations under their control is protected by implementing the requirements of the moving and handling policy and guidance
- developing safe working practices and organisational arrangements for operations under their control
- undertaking timely patient specific risk assessments and managing the documentation/record flagging requirements in line with this policy and guidance
- ensuring all equipment provided to reduce the risk of injury from moving and handling activities such as patient slides, handling belts and slip sheets are used in the correct manner
- ensuring moving and handling problems are assessed and reduced so far as reasonably practicable for activities under their control

- determining the training needs of staff under their supervision to enable them to carry out their roles safely
- co-ordinating and monitoring all aspects of moving and handling and reporting matters of concern to the appropriate responsible person or their line manager
- ensure that they comply with the requirements to provide reports for the strategic health and safety committee via their nominated representative
- communicating safer moving and handling messages to staff on a regular basis particularly relating to actions taken post incident investigations or identified as part of lessons learned

Head of Safety

The Head of Safety is responsible for ensuring the Trust has in place arrangements for safe moving and handling.

The Head of Safety will ensure that all matters relating to moving and handling are dealt with appropriately.

In particular their responsibilities will include:

- maintaining a suitable process for the movement of complex patients
- driving continuous improvement in relation to the safe moving and handling of patients
- ensuring the promotion of moving and handling injury reduction in a pro-active manner
- ensuring the involvement of patient representatives in any new patient moving processes

Health & Safety Manager (Nominated Competent Person for Health and Safety)

The Health & Safety Manager is responsible for ensuring the Trust has in place an up to date Moving and Handling Policy.

The Health & Safety Manager will provide general advice and practical assistance in all matters relating to moving and handling within the limits of their general health and safety knowledge.

In particular their responsibilities will include:

- maintaining suitable recording arrangements for health and safety management purposes
- ensuring the promotion of moving and handling injury reduction in a pro-active manner
- ensuring incidents are reported to the Health and Safety Executive where appropriate
- supplying appropriate information in a timely manner
- encouraging reporting and monitoring of all incidents and injuries to staff or other affected parties

- supporting the completion of moving and handling risk assessments

Nominated Competent Persons for Moving and Handling

The Nominated Competent Persons for moving and handling are deemed to be the Education department trainers employed by YAS to deliver moving and handling messages to staff throughout their career. They will lead by example and adopt safe behaviour at all times in order to ensure the implementation of effective moving and handling tasks across the Trust.

They will ensure compliance with this policy and guidance so far as their remit requires and they will provide advice and practical assistance in all matters relating to moving and handling queries or requests for assistance. In particular their responsibilities will include:

- assisting and advising service managers upon request who are undertaking patient specific risk assessments
- maintaining suitable training records relating to moving and handling training
- maintaining suitable records relating to moving and handling risk assessments undertaken by them
- ensuring the promotion of moving and handling in a pro-active manner
- supplying appropriate information in a timely manner
- encouraging reporting and monitoring of all incidents and injuries to staff or other affected parties.

Health and Safety Representatives

Health and Safety Representatives are recognised by their trade union and accepted by the Trust to carry out health and safety duties in line with the requirements of the Safety Representatives and Safety Committees Regulations. The Trust Board via appropriate Executive Directors, will ensure that they are:

- involved in moving and handling monitoring and auditing inspections
- consulted on moving and handling matters affecting staff
- provided with opportunity to participate with Managers and Specialist advisers during any equipment evaluation prior to the introduction of new equipment/vehicles

All Employees

Every employee has a personal responsibility for their own health and safety and has a duty to:

- take reasonable care of his/her own health and safety and has a duty of care toward other persons affected by his/her acts or omissions particularly when undertaking moving and handling tasks;
- co-operate with management in reviewing rules and safe working practices regarding moving and handling in his/her department and for making them effective;
- report all incidents, near misses, hazards, work related illnesses or injuries, however minor, initially using the Prism system as well as informing their supervisor and ensure that these are documented properly
- correctly use Personal Protective Equipment provided by the Trust

- correctly use equipment or items provided for risk reduction during moving and handling activity