



MOVING AND HANDLING PROCEDURE

Introduction and Aim

Public Health Wales NHS Trust (The Trust) recognises its duties and legal responsibilities to ensure so far as is reasonably practicable, the health, safety and welfare of its employee's and other people who may be affected by its activities. Public Health Wales NHS Trust provides a wide range of health related services to the people in Wales. This procedure document outlines Public Health Wales NHS Trust arrangements for discharge of these responsibilities.

The Manual Handling Operations Regulations (revised 1998) (MHOR) 1992 came into force on 1 January 1993 and this procedure provides a framework through which the provisions of the Manual Handling Operations Regulations are complied with as far as is reasonably practicable. Avoid the need for its employees to undertake any manual handling operations at work which involve risk of them being injured.

As with all other work based activities, manual handling should be considered in respect of its health and safety implications for employees and other users of the work environment. In the United Kingdom, manual handling activities within the workplace is subject to legislation, the implementation of which is addressed through a number of government bodies. In addition, guidance for health care practitioners is available from various professional bodies.

This Procedure aims to:

- outline the requirements of the Health and Safety at Work etc., Act 1974;
- the Manual Handling Operations Regulations (revised 1998) (MHOR) 1992
- the Management of Health and Safety at Work Regulations 1999
- outline the management of Health and Safety arrangements within Public Health Wales;
- minimise the Health and Safety risks within Public Health Wales to all staff and others.

Linked Policies, Procedures and Written Control Documents

- Health and Safety Policy
- All Wales Manual Handling Training Passport Scheme Statutory and Mandatory Training Policy.

Scope

This procedure and any arrangements made under it applies to:

- All persons employed or engaged by Public Health Wales, including part time workers, temporary and agency workers, those holding honorary contracts and those engaged by the NHS Wales Health Collaborative
- All service users, visitors and volunteers;

Where Public Health Wales provides services with other organisations, including health boards, the policies and procedures of the employing organisation including honorary contract holders will apply. Where appropriate joint working arrangements will be agreed and for shared premises a Service Level Agreement/Memorandum of Understanding or alternative agreement will be in place.

Equality and Health Impact Assessment	Completed and provided for this Moving and Handling Procedure
Approved by	Health and Safety Group
Approval Date	9 April 2018
Review Date	31 March 2021
Date of Publication:	16 April 2018
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Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Corporate Governance](#).

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1 Introduction

Public Health Wales recognises and accepts its duties and responsibilities as an employer to provide, so far as is reasonably practicable, a healthy and safe environment.

This procedure is a high level overall guide, which sets the boundaries within which action will take place and reflects the philosophy of Public Health Wales.

It provides a prescribed plan for staff to follow, which should not be deviated from.

This procedure describes the arrangements that are required to:

- comply with legislative and external requirements relating to the manual handling of loads (both animate and inanimate);
- ensure that all employees are aware of, and comply with, the Trusts arrangements to reduce the risks from inanimate load and people handling activities;
- contribute to the organisation's overall approach to the prevention and management of musculoskeletal disorders

It is Public Health Wales intention to develop organisational-wide procedures.

2 Procedure aims and objectives

In compliance with the Manual Handling Operations Regulations, the all Wales Manual Handling Training Passport Scheme and the Statutory and Mandatory Training Policy:

- To ensure that all staff are provided with appropriate information, instruction, training and supervision
- To undertake manual handling task using agreed safe methods in line with training (all Wales passport scheme) and guidance
- To reduce manual handling incidents overall, with the use of safe operational procedures
- To ensure that manual handling is managed and audited to maintain safe working procedures.

2.1 This will be achieved by:

- providing safe operating procedures for moving and handling tasks.
- ensuring that Public Health Wales NHS Trust complies with current relevant legislation and established best practice guidelines
- minimising the risk so far as is reasonably practicable (SFARP) to staff whose duties involve moving and handling:
 - assessing the risks from the tasks to be undertaken and provide mechanical aids where identified.
 - training staff, as appropriate, in line with the all Wales passport scheme and as identified as part of the trusts mandatory training policy.
 - maintaining and communicating safe operating procedures and other guidance.
 - maintaining and communicating procedures for the management of untoward events and near miss incidents, arising from moving and handling tasks.
- Maintaining comprehensive records to monitor and review incidents and to progress and demonstrate the effectiveness, in terms of safety and cost, of arrangements and procedures for the safe moving and handling tasks in all aspects of work.

3 Roles and responsibilities

3.1 Organisational Arrangements

In order to ensure that moving and handling tasks is successfully managed within Public Health Wales-NHS Trust, the following responsibilities have been allocated.

The Chief Executive has ultimate responsibility for compliance with legal requirements and recommended codes of practice. However, in practice the responsibility for the implementation of this procedure is delegated to the Deputy Chief Executive / Executive Director of Operations and Finance.

It is the responsibility of Directorates to maintain an accurate training needs analysis.

3.2 Managers are responsible for ensuring;

- all manual handling operations within their area of responsibility are assessed and that any risks are reduced to a level that is as low as is reasonably practicable.
- the application of manual handling skills in the workplace is monitored.
- the implementation of new skills is observed.

- employees attend appropriate training in accordance with the assessed risk within the work area.
- employees attend refresher training when required.
- manual handling equipment available within their work area is suitable and sufficient for the purpose for which it is being used. They must also ensure that it is maintained and kept in safe working order and cleaned as required by the Trust Decontamination Policy.
- employees (both permanent and temporary) are competent to perform their duties both under this procedure and any local procedures/guidance.
- contact is made with the relevant Occupational Health Department if an employee identifies a health condition which may preclude them from attending a manual handling training course and/or fulfilling their other duties.
- local records of training for employees in their area of responsibility are maintained.
- all incidents which occur within their work area are reported in accordance with local Incident Reporting Procedures and that they are investigated and any remedial action is taken as necessary.

3.3 Employee Responsibility

Employees are responsible for ensuring they comply with the provision of the Manual Handling Operations Regulations 1992 (as amended) in accordance with the training and advice received. They must: -

- take reasonable care for their own health & safety and for that of others who may be affected by their acts and omissions.
- not undertake any unsafe practice in line with current national guidelines as instructed via training etc.
- use appropriate manual handling equipment to minimise the risk of injury in accordance with any instruction or training received and follow any safe system of work that is in place.
- visually inspect any handling aid prior to use to ensure that there are no obvious defects that may compromise their safety or the safety of the others. Any defects must be reported immediately to the Line Manager and that piece of equipment taken out of service.
- report to their line manager any physical/health conditions (including pregnancy) that could affect their ability to comply with the requirements of this policy and associated procedures or that they feel may be the result of a manual handling activity.
- attend mandatory manual handling training as required by their line manager and All Wales NHS Manual Handling Training Passport and information Scheme.
- advise their Line Manager if they identify additional training needs or do not feel competent/safe in carrying out their duties.
- report all hazards, defects in equipment, incidents and near misses in accordance with local Incident Reporting procedures.

Failure to adhere to this procedure may result in disciplinary action.

3.4 Estates and Health & Safety Department

The Trust Estates/Health and Safety Departments will co-ordinate the following: -

- monitoring the effectiveness of training in association with the Divisional Manual Handling Trainers.
- ensuring that the Executive Director of Human Resources is advised of the Trust's position with regard to compliance with the Manual Handling Operations Regulations 1992 (as amended).
- review of Incidents and Trends related to Manual Handling activities.
- audit of Divisional arrangements for compliance with the All Wales NHS Manual Handling Training Passport and Information Scheme via the Trust Wide Manual Handling Group.
- dissemination of information both to and from the All Wales Manual Handler's group.

In conjunction with the Manual Handling Trainers and Departmental Managers, the Estates Department will ensure, so far as is reasonably practicable, that: -

- maintenance schedules are available for all mechanically operated lifting and handling equipment.
- all mechanically operated lifting and handling equipment is inspected and tested appropriately by qualified engineers as often as required by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

3.5 Occupational Health Departments

Under the local agreements for appropriate Occupational Health provision, it should be ensured that: -

- pre-employment screening identifies staff that may be at risk from manual handling activities whilst ensuring that the Disability Discrimination Act 1997 is complied with.
- any employee with a health condition referred to the Occupational Health Department, either as a self-referral or via their Line/Departmental Manager is reviewed prior to attending a manual handling training course.
- advice to the Line/Departmental Manager regarding an employee's suitability to undertake manual handling activities is provided.

3.6 Manual Handling Trainers

Manual Handling Trainers should ensure the following, in addition to any local requirements: -

- that competent advice with regard to manual handling issues is given.

- the appropriate training and instruction for employees, in Manual Handling is provided.
- training is given to meet the requirements of the All Wales NHS Manual Handling Training Passport and Information Scheme.
- ensure the consistency in the delivery of training where this is provided by more than one trainer.
- advise on the assessment of risk and assisting in the identification of preventative and protective measures in relation to manual handling.
- assisting in the investigation of incidents which have occurred following manual handling operations.

4 Manual Handling Regulations

The Manual Handling Operations Regulations 1992 (as amended) [MHOR] impose a duty on the organisation to reduce the risks associated with manual handling activities so far as is reasonably practicable.

The regulations establish a clear hierarchy of measures:

- avoid hazardous manual handling operations so far as is reasonably practicable;
- assess any hazardous manual handling operations that cannot be avoided, and;
- reduce the risk of injury to the lowest level so far as is reasonably practicable. Where possible mechanical assistance should be provided, where this is not reasonably practicable then changes to the task, the load and the working environment should be explored.

In order to comply with the MHOR, the following should be considered a risk:

- any activity that involves transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving thereof, by hand or bodily force;
- any activity that could lead to musculoskeletal strain or injury e.g. activities that include potentially long periods of static position, regular stooping, twisting, bending or other poor posture. The risk of injury increases significantly with any combination of the above e.g. bending whilst pushing, twisting whilst lifting etc.

In recognition that there will always be elements of work that require some manual handling, the continual development of safer handling practices and support mechanisms will be implemented, including:

- ensuring a safe working environment by adopting an ergonomic approach, including assessment and design of the working environment and the provision of Safe Systems of Work;
- the need to ensure that employees are provided with, and participate in, recognised training;

- monitoring and supervision in the workplace to ensure that staff are competent in performing manual handling activities during the course of their work;
- provision of suitable and sufficient equipment and the implementation of other control measures identified through risk assessment. All equipment provided should be inspected, maintained and used according to manufacturers' recommendations;
- the awareness of a possible link between stress and manual handling. If a person is under pressure or suffering from stress they are likely to be tense which, combined with poor posture, and/or poor handling technique may lead to a manual handling incident and/or musculoskeletal disorder.

5 Implementation

To ensure the effective implementation of this Procedure the following arrangements will be put into place: -

- **Manual Handling Trainers** – An adequate number of trainers will be trained to ensure that all members of staff who perform manual handling tasks receive appropriate training. Each Trainer will receive a period of tuition that will provide them with the skills to perform their roles in accordance with the All Wales Manual Handling Training Passport and Information Scheme.
- **Employees** – the training needs of each employee will be assessed in accordance with the All Wales NHS Manual Handling Training Passport and Information Scheme.
- **Agency/Temporary Staff** – All agency/temporary staff must have received adequate training prior to commencing any duties within the Trust. This instruction must provide them with the basic skills that they will need to fulfil their placement safely.
- **Students/Trainees** – All students/trainees must have been provided with adequate instruction by their training provider prior to commencing a placement with the organisation. This instruction must provide them with the basic skills that they will need to fulfil their placement safely.
- **Volunteers** - All volunteers should also receive adequate training to enable them to undertake any duties within the Trust.
- **Uniforms / Clothing** - The Trust will ensure that uniforms provided are compatible with the handling tasks to be undertaken.

Staff that do not wear a uniform must ensure that clothing they select to wear at work is compatible with the handling tasks they undertake at work.

- Staff should ensure that the fit of their uniform/clothing allows them to freely move and adopt positions required for any manual handling task.
- Footwear worn by staff that perform a considerable amount of manual handling tasks, or where tasks that are performed require it, should have an enclosed heel and toe, which will help to provide a stable base for the handler.
- **Provision of Equipment** - Appropriate handling equipment should be provided where a risk has been identified. The following should be taken into consideration: -
 - an inventory of handling equipment used within an area should be held locally.
 - all equipment must be suitable for the purpose for which it has been provided and a suitable quantity supplied.
 - any equipment that is/or thought to be faulty must be taken out of use and repaired or a replacement provided.
 - all employees should receive suitable and sufficient instruction and training on all aspects of manual handling equipment before use.
 - local arrangements should outline the role of the manual handling trainer and the role of infection control in the procedure for the purchase of equipment
 - local arrangements should outline the requirement for maintenance of equipment and inspection in accordance with LOLER 1998.

6 Training and/or Communication with Staff

Public Health Wales recognises its legal responsibility to provide instruction information, training and supervision necessary to ensure health and safety.

It is the responsibility of Directorates to maintain an accurate training needs analysis. Managers are responsible for ensuring that staff receive sufficient training and are competent to safely fulfil their duties under the requirements of this procedure.

Training requirements

Personnel whose duties have been risk assessed as low to medium (within recommended limits) required training

- manual handling trainer training delivery or E learning training dependant on availability.
- subsequent refresher training e- learning

Staff, such as those working in a laboratory, whose duties have been personnel risk assessed as medium (may be required to exceed recommended limits) required training:

- inanimate lifting manual handling training 1 day session delivered in-house or with local Health boards
- subsequent refresher training (every 2 years) e- learning/ manual handling trainer training delivery as available.

Staff, such as those working with service users require training;

- patient handling manual handling 1 day session delivered in-house
- subsequent refresher training (maximum frequency every 2 years) manual handling trainer training delivery as available.

Training will be carried out in accordance with Public Health Wales [Statutory and Mandatory Training Policy](#).

7 Monitoring and auditing

This procedure and/or the procedures will be reviewed every three years or sooner in the light of:

- changes to legislation;
- significant evidence-based changes in work practices;
- practice requiring review following an incident.

Regular audits will be undertaken to assess compliance with, and the effectiveness of, this procedure and the associated procedures. Details of the audit process can be found in the associated procedure documents. Regular local monitoring must be undertaken by Divisions including the undertaking of departmental self-audits to ensure:

- staff have access to this procedure and are aware of their responsibilities;
- risk assessments are suitable and sufficient and appropriate control measures are implemented to reduce risks to the lowest level reasonably practicable;
- safe Systems of Work are in place;

- staff receive suitable information, instruction, training and supervision in respect of their work activities and equipment they are required to use;
- when required, appropriate equipment / aids are provided, used, inspected and maintained according to manufacturers' recommendations;
- the working environment is regularly checked to ensure there is sufficient space to safely undertake handling activities and storage arrangements are appropriately utilised;
- incidents are reported and appropriately investigated, lessons are learned and action is taken to prevent a recurrence;
- independent contractors are included in reporting mechanisms;

Reports of outstanding risks and exceptions are recorded on the risk register and reported to the and Health and Safety Group and Quality and Safety Committee on a quarterly basis

8 Information Governance Statement

There are no Information Governance implications to this procedure.

9 References

The following legislation and Guidance has been referred to in order to produce this procedure: -

- Health & Safety at Work etc. Act 1974. (as amended by the Miscellaneous Amendments 2002)
- Management of Health & Safety at Work Regulations 1999.
- Manual Handling Operations Regulations 1992.
- Provision & Use of Work Equipment Regulations 1998.
- Lifting Operations Lifting Equipment Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The relevant Approved Codes of Practice, Guidance on Regulations and specific guidance from the Health & Safety Executive.
- All Wales NHS Manual Handling Training Passport & Information Scheme.

Appendix 1

ALL WALES NHS MANUAL HANDLING RISK ASSESSMENT FORM

Guidelines for use

This form can be used for assessing inanimate load handling tasks or generic patient tasks.

There is a separate Patient Moving & Handling Risk Assessment Form for assessing individual patients

The Manual Handling Operations Regulations 1992 require that the tasks that involve risk should be eliminated. Only when this is not possible should an assessment be carried out to reduce the risk associated with that task to the lowest level that is reasonably practical.

HAZARD Source of potential harm or damage or a situation with potential for harm or damage

RISK Is a combination of the likelihood and severity of a specified hazard occurring?

The Manual Handling Operations Regulations 1992 support the Health & Safety at Work etc. Act 1974. **A breach of these statutory requirements is a criminal offence.**

Accountability – lies with the head of services/designated director/manager.

Responsibility – day to day responsibility of managing risk lies with departmental managers/team leaders.

The person carrying out the manual handling assessment (assessor) should be a competent member of staff who has undertaken the appropriate training in Manual Handling Risk Assessments. The assessment should be reviewed in accordance with the specified review period, whenever there is any change or following a manual handling incident.

The objective of risk management is to identify and reduce the LIKELIHOOD of incidents occurring that could have significant consequences for staff, patients or the Trust, as far as is reasonably practicable.

There are no absolute values for incidents, but effective risk assessment, applying appropriate control measures and monitoring those measures, together with training, can help minimise the potential for injury and/or losses. The Risk Matrix will help with this process.

The completed form must be accessible at all times

Filling in the form

SECTION A:

Primary Location, e.g. hospital/premises/community

- Secondary Location, e.g. ward/department, clinic, residential/care facility/mobile unit
- Precise Location, e.g. side room, store cupboard, corridor

SECTION B: Description of Manual Handling Task

Write down the step by step details of the task for which the assessment applies, e.g. moving people, heavy equipment etc.

Personnel involved:

Identify the staff that are likely to be involved in the task, remember to consider students and other personnel e.g. porters, store men, nurse, clinicians and care workers etc.

SECTION C: Current Risk Control Measures

List control measures currently in use e.g. staff training, written information/protocols/safe operating procedures. List any equipment in use in the appropriate column.

SECTION D: Assessment of Risk

Consider the headings *Task, Patient/Load, Individual Capability and Environment (TILE)*. Tick the appropriate box that reflects most accurately what is involved in the manual handling task.

SECTION E: Frequency of the task

Record the estimated number of times the task takes place during any one working shift. The frequency of the task may identify the need for additional control measures, e.g. more than one persons, hoist to be accessible if used, more appropriate equipment required etc. Make reference to the number of staff involved in the task.

SECTION F: Initial Risk Rating Figure

Refer to risk matrix

SECTION G: Additional Risk Control Measures Required

This part of the form is used to determine and justify the need for additional risk control measures. There will be occasions when the additional control measures required may take some time to implement. The request for these controls should form part of the **Action Plan (agreed with the manager)**. *The new Risk Rating Number* will quantify the projected reduction in risk.

SECTION H: Action Plan Agreed with the Manager

The Action Plan is documented confirmation that the additional risk control measures have been identified and agreed with the manager. This should identify the expected completion date and confirm when controls have been implemented. *A final Risk Rating Number should then be calculated.*

MANUAL HANDLING ASSESSMENT FORM

SECTION A: Administration Details	
Primary Location: Secondary Location: Precise Location:	Date of Review: Signature of Assessor: Date of Review: Signature of Assessor: Date of Review: Signature of Assessor: Date of Review: Signature of Assessor:
Name of Assessor Designation Date of initial Assessment	Signature of Assessor: Date of Review: Signature of Assessor: Date of Review: Signature of Assessor:
SECTION B: Manual Handling Task	
Description of task:	
Personnel Involved (e.g. carer, nurse, health visitor, community staff, contractor, off site worker etc.):	
SECTION C: Current Risk Control Measures	
Control measures currently in use:	Equipment currently in use:

MANUAL HANDLING RISK LEVEL					
<p>In each of the sections, <i>Task, Load, Individual Capability, Environment</i>- tick the appropriate box (Yes or No).</p> <p style="text-align: center;">A "Yes" tick indicates that further action is required to reduce the risk.</p>					
SECTION D: Assessment of Risk					
INITIAL ASSESSMENT	TASK		INITIAL ASSESSMENT	LOAD	
Does the task involve:	Yes	No	Is the load:	Yes	No
Holding load away from trunk	<input type="checkbox"/>	<input type="checkbox"/>	Heavy? Indicate weight ()	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input type="checkbox"/>	Bulky/unwieldy – one side heavier	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	➤ 75cm in diameter		
Reaching upwards	<input type="checkbox"/>	<input type="checkbox"/>	Difficult to grasp – no conventional hand holds	<input type="checkbox"/>	<input type="checkbox"/>
Large vertical movements from floor	<input type="checkbox"/>	<input type="checkbox"/>	Unsteady/Unpredictable	<input type="checkbox"/>	<input type="checkbox"/>
Long carrying distances	<input type="checkbox"/>	<input type="checkbox"/>	Harmful, e.g. sharp, hot contaminated, patient behaviour	<input type="checkbox"/>	<input type="checkbox"/>
Strenuous pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>			
INITIAL ASSESSMENT INDIVIDUAL	CAPABILITY		INITIAL ASSESSMENT ENVIRONMENT		
Does the task:	Yes	No	Does the environment have:		
Require unusual capabilities, i.e. strength, height, age	<input type="checkbox"/>	<input type="checkbox"/>	Constraints on posture, i.e. restricted space, low work surface	<input type="checkbox"/>	<input type="checkbox"/>
Constitute a hazard to those with health problems	<input type="checkbox"/>	<input type="checkbox"/>	Poor floor, e.g. uneven, slippery Unstable	<input type="checkbox"/>	<input type="checkbox"/>
Constitute a hazard to those who are pregnant	<input type="checkbox"/>	<input type="checkbox"/>	Variations in levels, e.g. steps	<input type="checkbox"/>	<input type="checkbox"/>
Require special information and/or training	<input type="checkbox"/>	<input type="checkbox"/>	Strong air movements	<input type="checkbox"/>	<input type="checkbox"/>
Require Personal Protective Clothing	<input type="checkbox"/>	<input type="checkbox"/>	Poor lighting conditions	<input type="checkbox"/>	<input type="checkbox"/>
Other Factors:			Hot, Cold, Humid conditions	<input type="checkbox"/>	<input type="checkbox"/>
SECTION E: Frequency of task					
Record the number of times the task takes place during one working shift. The frequency could require additional control measures.					
Frequency of task: <input style="width: 50px;" type="text"/>			Number of staff involved in the task: <input style="width: 50px;" type="text"/>		
SECTION F: Initial Risk Rating Figure					
Initial Risk Rating Figure: (to calculate see Risk Matrix)					
Probable likelihood	<input style="width: 50px;" type="text"/>	Potential Severity	<input style="width: 50px;" type="text"/>	Risk Rating	<input style="width: 50px;" type="text"/>
Rating	x	Rating		= Figure:	<input style="width: 50px;" type="text"/>

SECTION G: Additional Risk Control Measures Required

Additional control measures to be recorded within this box. The request for these measures should be subjected to a risk priority along with other risk within the location and will form part of a prioritised risk register

No.	Risk Reduction Measures

If the above control measures are implemented, calculate the **New** Risk Rating Figure:

Probable likelihood rating x Potential Severity Rating = Risk Rating Figure

SECTION H: Action Plan Agreed with Manager

No.	Action Plan	Responsible person	Projected Completion Date	Date completed / Signature

Once the above action has been implemented, calculate the final Risk Rating Figure
 Probable likelihood rating x Potential Severity Rating = Risk Rating Figure:

Additional Comments

RISK MATRIX

Note: You must assess each risk against the likelihood of an incident occurring and should it happens the severity of the consequences.

Review of Risk Assessments – you must review your risk assessments in the following three circumstances:

- In accordance with the specified review period and/or
- As a result of change, and/or
- Following an incident

LIKELIHOOD:

Taking into account the controls in place and their adequacy, how likely is it that such an incident could occur? Apply a score according to the following scale.

Level	Descriptor	Description
5	Almost certain	Likely to occur on many occasions, a persistent issue
4	Likely	Will probably occur but it is not a persistent issue
3	Possible	May occur occasionally
2	Unlikely	Do not expect it to happen but it is possible
1	Rare	Can't believe that this will ever happen

SEVERITY:

Taking into account the controls in place and their adequacy, how severe would the consequences be of such an incident? Apply a score according to the following scale.

Level	Descriptor	Actual or Potential Impact on Individual(s)	Actual or Potential Impact on Trust
5	Catastrophic	DEATH	National adverse publicity. WAG Investigation Litigation expected/certain
4	Major	PERMANENT INJURY: e.g. RIDDOR reportable injury/ill health retirement/redeployment	RIDDOR reportable Long term sick Litigation expected/certain
3	Moderate	SEMI-PERMANENT INJURY/DAMAGE e.g. injury that takes up to 1 year to resolve or requires Occupational Health involvement/rehabilitation	RIDDOR reportable/MDA reportable Long term sick Litigation possible but not certain High potential for complaint
2	Minor	SHORT TERM INJURY/DAMAGE e.g. injury that has been resolved within one month	Minimal risk to Trust Short term sick Litigation unlikely Complaint possible
1	Insignificant	NO INJURY OR ADVERSE OUTCOME	No risk at all to Trust Unlikely to cause complaint Litigation risk remote

RISK SCORE/ACTION TO BE TAKEN:

LIKELIHOOD	SEVERITY					
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	
1 – Rare	1	2	3	4	5	No immediate Action
2 – Unlikely	2	4	6	8	10	Action within 12 mths
3 – Possible	3	6	9	12	15	
4 - Likely	4	8	12	16	20	Urgent Action
5 – Almost certain	5	10	15	20	25	

Appendix 2

All Wales Patient Moving & Handling Assessment Form

SECTION A: PATIENT DETAILS		
Patient's Name:	Ward/Dept/Other:	
Address:	NHS No:	
(kgs):	Weight:	
Date of Birth:	Stature:	
Tall Medium Short		
Independent and / or fully mobile (please tick if applicable)		-
no further action required		
SECTION B: ASSESSMENT		
		COMMENTS
1	Relevant Medical History	
2	Physical Disabilities	
3	Psychological/Mental Health	
4	Pain Status	
5	Tissue Viability	
6	History of Falls	
7	Culture/religious considerations	
8	Day/Night Variation	
9	Attachments	
10	Other Considerations	
If the patient's condition changes and /or if environment/location changes the assessment MUST be reviewed		

SECTION: C FOR USE IN COMMUNITY AND EXCEPTIONAL CIRCUMSTANCES			
Environmental considerations	Risk to patient/client/ member of staff	Hazards Identified	Action Taken
Space constraints on movement of handler/equipment			
Access e.g. WC/passageways			
Steps/Stairs/Access			
Flooring			

Slip/Trip Hazards			
Furniture – bed Height/moveable/condition			
Temperature/Humidity/Lighting			
Equipment Power Supply			
Pets/Children etc.			
Other			
Equipment issued by:			
Other Agencies Involved			

SECTION D: SAFER HANDLING PLAN
Please specify appropriate handling aid/method and the number of staff required

Task	No. of people	Equipment Used (include size & type of sling to be used)
Turning on bed		
Moving up/down bed		
Sitting in bed		
In and out of bed		
Transfer bed to chair		
Transfer chair to bed		
Repositioning in chair		
Standing		
Mobilizing		
Other (please state)		

SECTION E:
Specific Therapeutic / Rehabilitation / Paediatric Handling Considerations Only

METHOD	RATIONALE

SECTION F: ADDITIONAL MEASURES REQUIRED e.g. specialist equipment

--

Can the additional measures be achieved? Yes/No..... Date..... (if no, please inform your manager)

Manager's Name..... Manager's Signature.....

Incident Form Completed? Yes/No..... Date.....

SECTION G: SIGNATURE

Name of Assessor (please print)..... Signature of Assessor.....

Designation..... Date.....

SECTION H: Handling Plan Review

Review Date	Review Result / Change	Signature

**All Wales Manual Handling Group
Patient Moving & Handling Assessment Form.
Guidelines for Use.**

This form must be completed for service user who are considered at risk. The service user must be fully assessed, and details of the assessment recorded by a registered member of staff. The Moving and Handling Assessment should be made available to any person involved in moving and handling the patient and **should accompany the patient at all times.**

Section A: Essential Information

Service user name, address, date of birth, NHS Number, other.

Service user weight

If service user is independent and fully mobile no further action is required please tick the box and go directly to section G.

Section B: Assessments

Consider all factors that could affect the patient's mobility including:

1. Relevant medical history e.g. CVA, arthritis, amputation, Parkinson's disease, Osteoporosis etc.
2. Physical disabilities e.g. eye sight, hearing and speech.
3. Psychological e.g. confused aggression etc.
 - Fully co-operative-able to conform and maintain mobility.
 - Comatosed – completely unable to comprehend any verbal commands and unable to confirm.
 - Confused and unable to understand – patients who cannot comprehend what is expected of them and unable to determine how they can help.
 - Agitated – disturbed or excitable. State of mind which may make manual handling difficult.
 - Aggressive – the patient may have unprovoked hostility and the intention to harm others.
4. Pain Status
5. Tissue Viability
6. History of fall(s) – does the patient have any previous history of falling to the ground, past or present.
 - History of vertigo – does the patient have a feeling of themselves or the surroundings rotating, spinning or has any balance problems.
 - Low haemoglobin – to the best of your knowledge, does the patient have low haemoglobin, which may precipitate fainting or falling.
 - Spasm/Epilepsy – does the person have uncontrolled limb jerks and involuntary muscle contraction and rigidity they may or may not be aware of.
 - Other – please highlight any other medical history which may predetermine manual handling problems i.e. dizziness, fainting.

7. Culture/religious considerations
8. Day/Night Variations
9. Attachments, e.g., oxygen etc.
10. Other considerations e.g. social factors, age etc.

Section C: For use in Community and Exceptional Circumstances

Complete this section only if relevant.

Assess the environment in which the patient is being cared for; identify any hazards involved and the actions to be taken to reduce the risks.

Section D: Safer Handling Plan

Consider the service user's ability with regard to each task, and identify appropriate equipment and the number of staff required to safely move the patient. Then identify the method in which the patient should be moved.

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Section E: For Specific Therapeutic/Rehabilitation/Paediatric Handling Considerations Only

Method – Identify method / type of transfer / manoeuvre.

Rationale – Identify reason for the decision to patients and carers.

Section F: Additional Measures Required

Indicate any additional measures for the safer handling of the service user's, including specific equipment required. Where the additional measures cannot be implemented/achieved, please inform your line manager and complete incident form if appropriate.

Section G: Signature

The assessor must ensure that they print, sign and date this section on completion of the assessment.

Section H: Review

If significant/multiple changes are required to Safer Handling Plan, a new form will be required. If minor change has occurred, requiring minimal change to Handling Plan, draw a single line through relevant manoeuvre on section D Safer Handling Plan, initial and date. Then provide details of the change and consequent changes to Handling Plan in Section H Review including date and signature.

Appendix 3

Supplementary Procedures

As this Trust Procedure is meant to over-arch all Divisions, each Division should also ensure that they have local procedures in place (as appropriate), for use in the following circumstances: -

- Bariatric Handling
- Emergency Situations, including handling during fire situation.
- Fallen Person
- Allow the use of handling aids (where applicable)
- Deceased service users.
- LOLER Compliance- Slings, Hoists etc.
- Person refusing to go into lift.
- Purchase of new handling equipment – liaison with Estates Department for information on maintenance and repair of equipment and Infection Control Department for decontamination advice.
- Moving and Handling of specific items of equipment used on a regular basis.