

Moving and Handling Policy

**Lead Director**

Jayne Cooper, Director of Clinical Services

Date Reviewed

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Lead Author(s)

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Recommending Committee

Clinical Governance Meeting

Health & Safety Committee

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Approval Body

Clinical Governance and Safeguarding Committee

Finance, Fundraising & General Purposes Committee

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Next Review Date

October 2023

1 Purpose and Objectives

The Children's Trust recognises the importance of ensuring the risk to staff, children and young people we care for, is assessed and mitigated as much as is reasonably practicable when moving and handling.

The Manual Handling Operations Regulations (MHOR) 1992 require The Children's Trust to avoid hazardous moving and handling activities where possible, and if they cannot be avoided, to assess and reduce the risks, providing training to those affected.

The objectives of the policy are to:

- Ensure that risks associated with moving and handling are controlled;
- Outline The Children's Trust's commitment to meeting its statutory obligations for moving and handling;
- Outline the guiding principles in managing moving and handling risks.

Relevant laws and regulations include but are not limited to:

- Manual Handling Operations Regulations, 1992;
- Lifting Operations and Lifting Equipment Regulations, 1998;
- Provision and Use of Equipment Regulations, 1992;
- Health and Safety at Work Act 1974.

2 Scope

This policy applies to:

- All employees at The Children's Trust.

3 Definitions

Unless otherwise stated, the words or expressions contained in this document shall have the following meaning:

MHOR Manual Handling Operations Regulations

4 Policy Statement

This section sets out the organisation's intention and the guiding principles in relation to manual handling at The Children's Trust, which include:

- 4.1 Ensuring there are appropriate arrangements in place for the management and control of moving and handling activities.
- 4.2 Undertaking an assessment of moving and handling activities, evaluating the risks, and where necessary, taking precautions to reduce them.
- 4.3 Providing suitable handling aids and equipment to reduce the risk of injury to staff and children and young persons in our care.
- 4.4 Having in place emergency procedures for moving and handling children and young persons in the event of a fire or other emergency.

- 4.5 Maintenance, examination and testing of equipment used for moving and handling.
- 4.6 Providing training, information and instruction on moving and handling risks for all areas of the organisation.
- 4.7 Monitoring the effectiveness of moving and handling risk controls.

5 Stakeholder Consultation

Appendix 1 details the stakeholders who were consulted in the development of this policy.

6 Related Policies and Procedures

The following policies and procedures stated below support the effective application of this policy:

- Health and Safety Policy;
- Fire Policy and Procedures;

7 External References and Guidance

The following external resources and guidance were consulted in drafting this policy:

- Manual Handling Operations Regulations, Guidance on Regulations, HSE, L23, (4th edition), 2016;
- Guidance on Manual Handling in Physiotherapy, Chartered Society of Physiotherapy (4th edition) 2014;
- Guide to the Handling of People, National Back Exchange, (6th edition) 2013;
- Manual Handling of Children, National Back Exchange, 2011.
- Risk Management, College of Occupational Therapy, 2010;
- Standards in Manual Handling, National Back Exchange, 2010;
- Manual Handling, College of Occupational Therapy, 2006;

8 Document Change Control

Version	Status	Description (of changes)	Reviewed by	Reviewed/ Issued Date
0.1	Draft	Rewrite of policy and separation of procedures.	J Matkovich S Rowden M Burrough	August 2020
0.2	Draft	References and stakeholder consultation	J Cooper	September 2020
0.3	Draft			
1.0	Final			

Appendix 1 – Stakeholder Engagement Checklist

Review and complete the following checklist to indicate which stakeholders were consulted in the development of this policy.

#	Question	Yes/ No	Stakeholder(s) to be consulted
1	Is there a statutory requirement to have in place this particular policy/ does the policy need to comply with detailed legislation?	Yes	Audit, Risk and Governance Team
2	Is implementation of the policy (or any element of it) dependent on the use of new or existing information technology?	No	
3	Does implementation of the policy (or any element of it) place any demands on/ or affect the activities of the Estates and Facilities teams (e.g. does it impact the provision or maintenance of premises, equipment, vehicles or other TCT assets)?	Yes	Sara Rowden, Health & Safety Manager
4	Does implementation of the policy or any element of it involve/ impact the processing of personal data?	No	
5	Does implementation of the policy require significant unbudgeted operational or capital expenditure?	No	
6	Does implementation of the policy (or any element of it) directly or indirectly impact on the delivery of services / activities in other areas of the organisation? E.g. a policy written by a clinical lead in CF&S might impact on the delivery of care for CYP attending the School.	Yes	Melanie Burrough, Head of Therapy School Sharon Tuppeny, Head of Therapy Rehabilitation Tracy Chapman, Compliance Project Lead Claire Shiels, Head of Nursing & Care Sara Rowden, Health & Safety Manager
7	Is there a need to consider Health and Safety or potential environmental impacts in developing and implementing the policy?	Yes	Sara Rowden, Health & Safety Manager
8	Have you consulted with a representative of those who will be directly impacted by the policy?	N/A	Health & Safety Committee
9	Please detail any other stakeholder groups consulted, if applicable.	Yes	Audit, Risk and Governance Team

