

# MANUAL HANDLING POLICY

## Version 3.0

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Name of Policy:	Manual Handling
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Date to be reviewed:	3 years from date of issue unless required sooner

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<b>Description of Amendment(s):</b>	Policy reviewed, job titles updates, addition of bribery paragraph, no material changes.	
<b>This policy will impact on:</b>	All staff of Hull CCG	
<b>Policy Area:</b>	HR & Corporate Policies	
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<b>Author:</b>	Helen Johnson, Health & Safety Advisor	
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	IAGC	14-May-19
<b>Consultation:</b>	T Yel (Staff Side – GMB)	27-Mar-19



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## 1. INTRODUCTION

Hull Clinical Commissioning Group (Hull CCG) is committed to providing a safe working environment for all its employees. This will include the provision of safe management systems, equipment and any information, training and supervision that is necessary to enable its employees to carry out their duties in a safe manner.

Manual Handling is defined as “*any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force*”. Regulation 2(1) Manual Handling Operations Regulations 1992 (as amended) 2002.

Statistics show that manual handling of hazardous loads is one of the most common causes of absence due to injury in the workplace. This policy outlines the measures that must be taken by both managers and employees to reduce the risk of injuries being incurred and sets out guidance for the moving and handling of loads.

The aim of the policy is to eliminate the need for employees to undertake any hazardous manual handling tasks “*so far as is reasonably practicable*”, in accordance with current legislation and to promote best practice with regard to manual handling tasks.

Hull CCG reminds all its employees of their duties under the Manual Handling Operations Regulations 1992 to make full and proper use of service aids provided and will take all reasonable steps to ensure that this Manual Handling Policy is communicated and available to all appropriate persons who have cause to work within the organisation.

General Manual Handling Risk Assessments should be recorded using the standard Hull CCG Risk Assessment Form (attached as Appendix 1).

Specialist risk assessments for specific individuals or for complicated lifting equipment may be carried out by the Occupational Health provider on their own paperwork.

## 2. PURPOSE

The purpose of this document is to provide guidance to staff on Manual Handling. Hull Clinical Commissioning Group (hereafter the CCG) is committed to providing a safe environment for all patients and visitors, its own staff and everyone based at its premises.

This will be achieved by ensuring CCG premises and activities are free from unnecessary manual handling tasks wherever possible, and that those task which remain necessary are carried out in a safe and appropriate way.

## 3. SCOPE

This policy applies to all employees of the CCG, any staff who are seconded to the CCG, contracted and agency staff and any other individual working on CCG premises.

This policy applies to all CCG premises whether owned or leased, and forms part of the overall risk management strategy.



To this end, this policy will be circulated to representatives of tenant and contractor organisations as necessary.

## 4. IMPACT ANALYSES

### 4.1 Equality

The CCG is committed to:

- Eliminating discrimination and promoting equality and diversity in its Policies, Procedures and Guidelines, and
- Designing and implementing services, policies and measures that meet the diverse needs of its population and workforce, ensuring that no individual or group is disadvantaged.

In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

In developing this policy, an Equality Impact Analysis has been undertaken and is attached at Appendix 2. As a result of the initial screening, the policy does not appear to have any adverse effects on people who share protected characteristics and no further actions are required at this stage.

The application of this policy will be monitored alongside recruitment monitoring data to ensure fair application.

### 4.2 Bribery Act 2010

NHS Hull Clinical Commissioning Group has a responsibility to ensure that all staff are made aware of their duties and responsibilities arising from The Bribery Act 2010.

The Bribery Act 2010 makes it a criminal offence to bribe or be bribed by another person by offering or requesting a financial or other advantage as a reward or incentive to perform a relevant function or activity improperly performed. The penalties for any breaches of the Act are potentially severe. There is no upper limit on the level of fines that can be imposed and an individual convicted of an offence can face a prison sentence of up to 10 years.

For further information see <http://www.justice.gov.uk/guidance/docs/bribery-act-2010->

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[quick-start-guide.pdf](#).

If you require assistance in determining the implications of the Bribery Act please contact the Local Counter Fraud Specialist on telephone number 01482 866800 or email at [nikki.cooper1@nhs.net](mailto:nikki.cooper1@nhs.net), Due consideration has been given to the Bribery Act 2010 in the review of this policy document and no specific risks were identified.

## 5. NHS CONSTITUTION

The CCG is committed to:

- Designing and implementing services, policies and measures that meet the diverse needs of its population and workforce, ensuring that no individual or group is disadvantaged.

This Policy supports the NHS Constitution as follows:

**The NHS aspires to the highest standards of excellence and professionalism** in the provision of high-quality care that is safe, effective and focused on patient experience; in the planning and delivery of the clinical and other services it provides; in the people it employs and the education, training and development they receive; in the leadership and management of its organisations; and through its commitment to innovation and to the promotion and conduct of research to improve the current and future health and care of the population.

## 6. RESPONSIBILITIES

Hull CCG recognises and accepts its statutory responsibilities as an employer to avoid hazardous manual handling so far as is reasonably practicable.

Where hazardous handling tasks cannot be avoided a suitable and sufficient risk assessment should be made taking into account:

- The nature of the task
- The nature of the load
- The capabilities of the individuals involved in the task
- The working environment
- Provision, maintenance and suitability of equipment

The risk assessment should be used to implement measures that eliminate or, where this is not possible, to reduce the risk of injury to the lowest level reasonably practicable.

Any assessment should be completed using a CCG template and reviewed annually, or sooner if changes in the task, load, working environment or individual capability occur.



All individuals who may be at risk, including non-employees must be informed of the risks associated with hazardous manual handling tasks so far as is reasonably practicable.

Employees who do not carry out safe manual handling techniques, as identified within the Hull CCG training programmes, but carry out unsafe techniques which increases the risk of injury to themselves and others, may be subject to disciplinary action in line with Hull CCG Disciplinary Policy.

## 6.1 MANAGEMENT RESPONSIBILITIES

- Managers must ensure that all manual handling incidents are reported immediately in compliance with Hull CCG Incident Reporting Procedures and that appropriate investigations are undertaken.
- Any employee with back pain or any other physical condition which may affect their required manual handling capability, whether or not as a result of injury, must be referred to the Occupational Health provider for a specialised assessment.
- Managers must ensure that staff are instructed in the use and maintenance of specialised manual handling equipment where provided in the workplace following manual handling induction training. Such training should be recorded.

## 6.2 EMPLOYEES RESPONSIBILITIES

- All staff shall be reminded of their obligations under the Health and Safety at Work Act etc: 1974, as set out in Section 7, as follows:

*“It shall be the duty of every employee while at work to take reasonable care of the health and safety of himself and other persons who may be affected by his acts and omissions at work”*

and that:

*“As regards any duty or requirements imposed on his employer or any other persons by or under any of the statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.*

- Employees are reminded of their duties under the Management of Health and Safety at Work Regulations 1992, as set out in Regulation 5:  
*“each employee while at work shall make full and proper use of any system of work provided for his use by his employer”.*
- Employees are also reminded of their duties under the Manual Handling Operations regulations 1992, as set out in regulation 12:



*“to make use of appropriate equipment provided for them. Such equipment will include machinery and other aids provided for the safe handling of loads.”*

- All employees are responsible for ensuring that they have read the Manual Handling Policy and that they are familiar with the principles outlined. Compliance with safe systems of work is mandatory. Any breach of this policy observed must be reported to the line manager.
- Employees are required to participate in and comply with the undertaking and review of both generic and individual assessments of manual handling risk and to follow the guidance given where specific risks have been identified.
- Accidents and incidents must be reported immediately in compliance with Incident Reporting, and treatment/advice sought in the case of injury.
- Any employee aware of a health problem or condition, whether or not due to injury which may affect their required manual handling capabilities must report this directly to their manager or refer to the Occupational Health provider if further advice or support is required.

## **7. TRAINING**

- Manual handling instruction is regarded by Hull CCG as mandatory training and Hull CCG considers it to be an integral part of the risk management process and all staff must attend (or complete on-line training if applicable) when required to do so. Compliance will therefore be monitored through the Performance and Individual Development process and through the electronic staff records.
- Training will be provided / commissioned for both face-to-face and the e-learning by Hull CCG.
- All new employees must receive training at the first opportunity following appointment if they are unable to provide a record and details of previous training which satisfy the requirements of Hull CCG. Staff will receive refresher training as necessary. Staff may also be asked to attend further training if new risks are identified or if there are significant changes to the manual handling requirements of their specific role.

## **8. ARRANGEMENTS**

- The Occupational Health provider, in conjunction with the line manager, will provide health screening for all prospective new employees and where appropriate, health checks for those returning to work to assess their fitness for the work to be undertaken. Occupational Health will provide guidance to managers regarding specific elements of an individual's job in order to advise people who may be at risk from manual handling operations.
- The Occupational Health provider's responsibility will be to assess the health of prospective candidates against the physical requirements of the job, including manual handling.



- In response to management concerns, The Occupational Health provider will advise on how to ensure the environment does not adversely affect health.
- Any employee who may have been identified as having a work related health concern may be referred for advice, information and assessment, or may make a self-referral to the Occupational Health Provider.

## **9. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THIS POLICY**

This policy has been developed in the light of current guidance and legislation pertaining to issues which are continuously under review and as such will be monitored at organisational level, by the following means.

- Regular assessment of accident and untoward incident reports.
- Reports of sickness absence due to health problems caused by or affecting individual capability.

## **10. REFERENCES**

- Health and Safety at Work etc: Act 1974
- The Manual Handling Operations Regulations 1992 (MHOR)
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Management of Health and Safety Regulations 1999 (MOHASR)
- Reporting Injury, Disease, Dangerous Occurrences Regulations 1998 (RIDDOR)

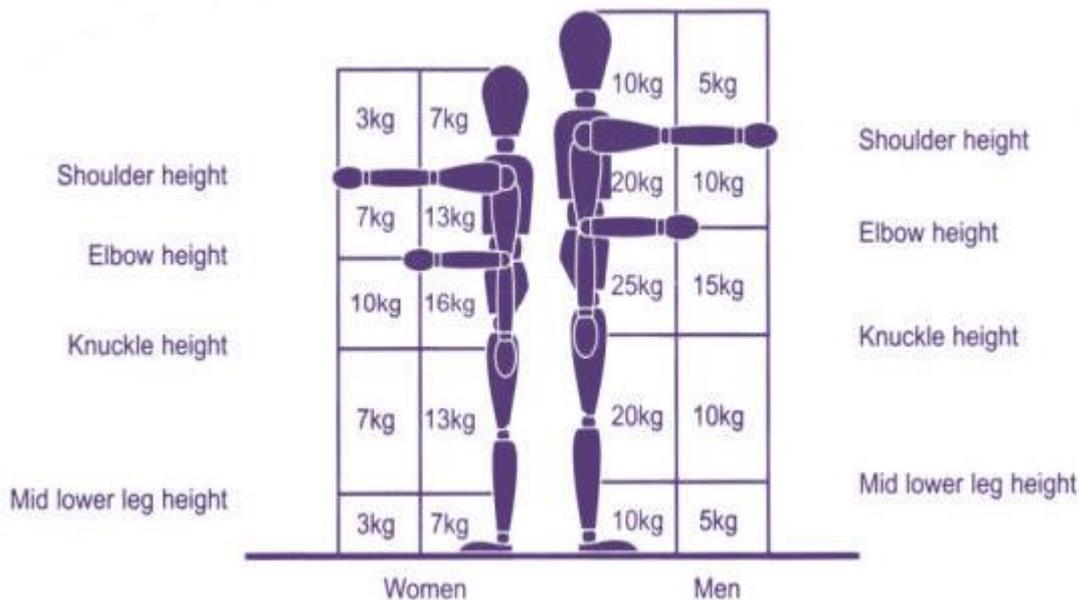
## **11. REVIEW**

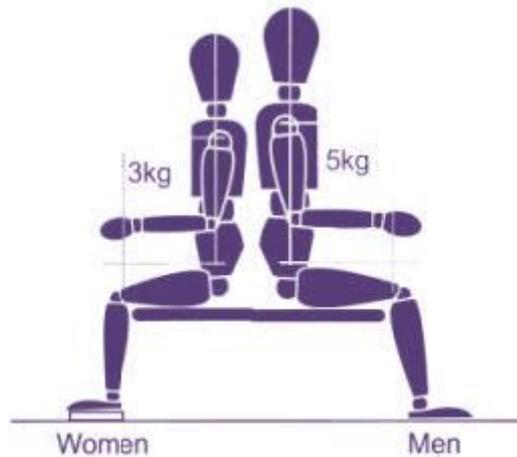
- This policy will be routinely reviewed every 3 years or as required by legislative changes or following incidents.



**Guidelines on the manual handling of loads**

1. Where reasonably practicable all hazardous manual handling must be avoided.
2. Managers are responsible for ensuring the systematic recorded assessment of all potentially hazardous movement of loads and implementation of safe systems of work.
3. Where assessment indicates that the load needs physical assistance to move it, methods that avoid manual lifting must be used, e.g. hoists, belts, trolleys, sack trucks, rollers etc.
4. The Health & Safety weight guidelines below serve as an indication for suitable assessment. These guidelines should be adjusted when working as a team and according to an assessment of characteristics of the load, nature of the task, working environment and individual capability. Where assessment indicates no option but to exceed these guidelines, a more detailed risk assessment must be undertaken and the task carried out by suitably trained staff.
5. Lifting and lowering: When seated or standing for any manual handling task, select the lowest weight zone through which the hand passes during the task.





Handling while seated

6. Pushing and pulling

For Information:

For women, a force of 16.6 kg is the maximum force that should normally be required to start a load moving. 6.6 kg is the maximum force that should normally be required to keep it moving.

For men the maximum force for starting a load moving should normally be 25 kg. While the maximum force required for keeping it moving should be 10 kg.



Hand position when pushing / pulling



**HR / Corporate Policy Equality Impact Analysis:**

<b>Policy / Project / Function:</b>	Manual Handling Policy V3.0
<b>Date of Analysis:</b>	13 <sup>th</sup> March 2019
<b>Completed by: (Name and Department)</b>	Helen Johnson, Health & Safety Advisor
<b>What are the aims and intended effects of this policy, project or function?</b>	To ensure that all staff who undertake manual handling for work are aware of the risks associated with manual handling, and are aware of how to minimise those risks To ensure that Hull CCG fulfils its obligations under the Manual Handling Operations regulation 1992.
<b>Are there any significant changes to previous policy likely to have an impact on staff / other stakeholder groups?</b>	No changes to previous policy
<b>Please list any other policies that are related to or referred to as part of this analysis</b>	Hull CCG Health & Safety Policy
<b>Who will the policy, project or function affect?</b>	All staff employed by Hull CCG who undertake manual handling for work
<b>What engagement / consultation has been done, or is planned for this policy and the equality impact assessment?</b>	This policy has been agreed by the local staff side representative Toni Yel
<b>Promoting Inclusivity and Hull CCG's Equality Objectives.</b>  How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation?  How does the policy promote our equality	This policy and the associated risk assessment process aims to ensure equality of all staff in relation to manual handling issues, regardless of any protected characteristic.

<p>objectives:</p> <ol style="list-style-type: none"> <li>1. Ensure patients and public have improved access to information and minimise communications barriers</li> <li>2. To ensure and provide evidence that equality is consciously considered in all commissioning activities and ownership of this is part of everyone's day-to-day job</li> <li>3. Recruit and maintain a well-supported, skilled workforce, which is representative of the population we serve</li> <li>4. Ensure the that NHS Hull Clinical Commissioning Group is welcoming and inclusive to people from all backgrounds and with a range of access needs</li> </ol>	
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Equality Data	
<p><b>Is any Equality Data available relating to the use or implementation of this policy, project or function?</b></p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as '<i>Equality Groups</i>'.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> <li>1: Recruitment data, e.g. applications compared to the population profile, application success rates</li> <li>2: Complaints by groups who share / represent protected characteristics</li> <li>4: Grievances or decisions upheld and dismissed by protected characteristic group</li> <li>5: Insight gained through engagement</li> </ol>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document). If you answered No, what information will you use to assess impact?</p> <p><b>Please note that due to the small number of staff employed by the CCG, data with returns small enough to identify individuals cannot be published. However, the data should still be analysed as part of the EIA process, and where it is possible to identify trends or issues, these should be recorded in the EIA.</b></p>



## Assessing Impact

Is this policy (or the implementation of this policy) likely to have a particular impact on any of the protected characteristic groups?

(Based on analysis of the data / insights gathered through engagement, or your knowledge of the substance of this policy)

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and, if applicable, justification where a <i>Genuine Determining Reason</i> <sup>1</sup> exists (see footnote below – seek further advice in this case)
<b>Gender</b>		X		This policy applies to all staff regardless of gender, but does specifically address gender issues in the risk assessment process.
<b>Age</b>	X			This policy applies to all staff regardless of age.
<b>Race / ethnicity / nationality</b>	X			<p>The policy applies to all staff regardless of race/ethnicity.</p> <p>Analysis of employee data indicates that the percentage of white employees is reflective of the local population. However, the proportion of BME staff is lower than that of the local population it serves</p> <p>All staff require competencies which include the ability to read and understand English or to request the information in another format available to them</p>
<b>Disability</b>		X		This policy applies to all staff regardless of gender, but does specifically address disability issues in the

1. <sup>1</sup> The action is proportionate to the legitimate aims of the organisation (please seek further advice)



				risk assessment process.
<b>Religion or Belief</b>	X			This policy applies to all staff regardless of religion or belief.
<b>Sexual Orientation</b>	X			This policy applies to all staff, regardless of sexual orientation
<b>Pregnancy and Maternity</b>		X		This policy applies to all staff regardless of pregnancy or maternity, but does specifically address such issues in the risk assessment process.
<b>Transgender / Gender reassignment</b>	X			This policy applies to all staff regardless of transgender or gender reassignment
<b>Marriage or civil partnership</b>	X			This policy applies to all staff regardless of marriage or civil partnership.

### Action Planning:

**As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse impact or strengthen the promotion of equality?**

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:



**Sign-off**

All policy EIAs must be signed off by Mike Napier, Associate Director of Corporate Affairs

I agree with this assessment / action plan

If *disagree*, state action/s required, reasons and details of who is to carry them out with timescales:



Signed:

Date: 03.05.19

