



Public - To be published on the Trust external website

Manual Handling of Objects Procedure

Ref: HS-0001-007-v4

Status: Approved

Document type: Procedure

Overarching policy: [Health and Safety Policy](#)

Contents

1	Introduction	3
2	Purpose	3
3	Who this procedure applies to	3
4	Related documents	3
5.1	Avoid Hazardous Manual Handling	4
5.2	Assess and Reduce the Risk of Injury - Risk Assessment	4
5.3	Training	5
5.4	Provision of Lifting Equipment	5
6	Health, Safety and Security Team	5
7	Definitions	5
8	How this procedure will be implemented	6
8.1	Training needs analysis	6
9	How the implementation of this procedure will be monitored	7
10	References	7
11	Document control (external).....	8
	Appendix 1 - Equality Analysis Screening Form	10
	Appendix 2 – Approval checklist	13

1 Introduction

The Trust has a legal and moral obligation to manage risk. By following this procedure responsible persons will ensure that the health and safety risks associated with manual handling of objects are adequately controlled.

This procedure links to Our Journey To Change as outlined within the Health and Safety Policy.



This procedure does not cover arrangements for manual handling of people in the Trust. This is set out in the [Manual Handling of People Procedure](#)

2 Purpose

Following this policy will help the Trust to comply with its legal obligations set out in:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992 as amended 2002

Following this procedure will also help the Trust to minimise musculoskeletal disorders to staff caused by manual handling tasks.

The Trust is working towards a `Minimal Lifting` approach with the removal or reduction of risk from manual handling tasks employing a good ergonomic approach.

3 Who this procedure applies to

This procedure applies to all bank, locum, permanent, fixed term contract employees (including apprentices) who hold a contract of employment or engaged with the Trust, and seconded (including students), volunteers, non-Executive Directors, Governors, and those undertaking research work within TEWV Trust. It also applies to external contractors, (including Private Finance Initiative (PFI)), agency workers, including those within the Gig Economy and other workers who are assigned to TEWV Trust.

4 Related documents

This procedure describes what you need to do to implement duties under the Trust Health and Safety Policy.

This procedure also refers to:

- ✓ [Risk Assessment \(H&S\) Procedure](#)

5 Procedure

Managers need to:

- Avoid hazardous manual handling operations in their area of responsibility where possible.
- Assess the risk of injury (risk assessment) from any hazardous manual handling operations in their area of responsibility that cannot be avoided. Consider **TILE**:
 - **T**ask
 - **I**ndividual
 - **L**oad
 - **E**nvironment
- Reduce the risk of injury from hazardous manual handling operations in their area of responsibility to as low as reasonably practicable where the operation cannot be avoided.
- Ensure that staff are adequately trained ([section 5.3](#)).
- Introduce handling aids where possible if the operation presents a hazard.
- Ensure the risk assessment is regularly reviewed and monitored to ensure its effectiveness.
- Consider any changes that would impact on the risk assessment.

Staff need to:

- Inform their line manager of any health issues (e.g., long term health conditions, pregnancy etc.) that may impact on their ability to safely carry out the task.

5.1 Avoid Hazardous Manual Handling

You can avoid hazardous manual handling operations by:

- Redesigning the task to avoid moving the load or lessening the load.
- Employing lifting or transport aids.

5.2 Assess and Reduce the Risk of Injury - Risk Assessment

Where it has been identified that manual handling tasks are being undertaken a manual handling risk assessment must be completed using the risk assessment template from the [Risk Assessment \(H&S\) Procedure](#).

5.3 Training

Training should be relevant to the type of work carried out and should cover:

- Manual handling risk factors and how injuries can happen.
- How to use mechanical aids.
- How to carry out safe manual handling, including good handling techniques.
- Systems of work relevant to the worker's tasks and environment.
- Practical work so the trainer can identify anything the trainee is not doing safely and put it right

The content of any training in good handling technique should be tailored to the tasks the workers carry out.

5.4 Provision of Lifting Equipment

Where lifting equipment has been identified, staff should be suitably trained, and the training should be recorded in their personnel files.

6 Health, Safety and Security Team

The [Health, Safety and Security Team](#) (which also includes a Local Security Management Specialist) provides advice and support to all staff and managers around the management of risk.

7 Definitions

Term	Definition
Manual Handling	<ul style="list-style-type: none"> • The transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying, or moving) by hand or bodily force.
Ergonomic Approach	<ul style="list-style-type: none"> • Practical approach to the working environment concerned with design and safe systems of

	work and making handling tasks safer and easier to perform.
--	---

8 How this procedure will be implemented

- This procedure will be published on the Trust’s intranet.
- Line managers will disseminate this procedure to all Trust employees through a line management briefing.
- Line managers to ensure that the appropriate staff are booked on to the courses identified in the below training needs analysis and the examination (where applicable) is successfully completed.

8.1 Training needs analysis

Staff/Professional Group	Type of Training	Duration	Frequency of Training
All staff	Face to Face	1 hours	3 yearly

9 How the implementation of this procedure will be monitored

Number	Auditable Standard/Key Performance Indicators	Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group).
1	Compliance with the legal requirements outlined within the Management of Health and Safety at Work Regulations 1999. <i>NB. There are 14 questions listed in the audit template that are assessed for compliance.</i>	<p>Frequency: Annual rolling audit programme.</p> <p>Method: Risk Assessment audits will be undertaken for a sample of all teams utilising a standard audit template via an internet-based audit platform. Results are collated and discussed at Health, Safety, Security and Fire Group (HSSF GROUP) with a report to be submitted to the appropriate committee.</p> <p>Responsible: Undertaken by members of the Health and Safety Team as directed by the Head of Health, Safety and Security.</p>	Implementation and monitoring are directed by the Risk Committee and devolved to the HSSF Group.

10 References

- ✓ Health and Safety at Work Act 1974
- ✓ The Management of Health and Safety at Work Regulations 1999
- ✓ Manual Handling Operations Regulations 1992 as amended 2002
- ✓ Manual Handling in the Health Services 1998
- ✓ The Human Rights Act 1998
- ✓ Equality Act 2010

11 Document control (external)

To be recorded on the policy register by Policy Coordinator

Date of approval	18 May 2023
Next review date	18 May 2026
This document replaces	HS-0001-007-v3
This document was approved by	Health, Safety, Security and Fire Group - 18 May 2023 (pending Care Group member approval – now received)
This document was approved by	Care Group member – 02 June 2023 (retrospective approval received)
This document was ratified by	EFM DMT
This document was ratified	18 May 2023
An equality analysis was completed on this policy on	21 March 2023
Document type	Public
FOI Clause (Private documents only)	n/a

Change record

Version	Date	Amendment details	Status
V1	Jan 2016	Full review undertaken – no changes required	Withdrawn
V2	August 2016:	Full review undertaken – minor changes made to wording section 3.	Withdrawn

V3	February 2020	<p>Full review undertaken</p> <p>Page 4: Flow chart – addition of need to undertake manual handling risk assessment</p> <p>Page 5: 3.1 Risk assessment added 3.2 Provision of lifting equipment 5.1 Training Needs Analysis</p> <p>Page 6: 6 How the implementation will be monitored</p> <p>7 References - Addition of Provision and Use of Work Equipment Regulations 1998 (PUWER)</p> <p>Page 7 : Appendix 1 – Manual Handling Risk Assessment form</p> <p>Minor amendments to spelling and grammar</p>	Withdrawn
	July 2020	Review date extended 6 months	Withdrawn
v4	18 May 2023	<p>Full review undertaken, wording rationalised and clarified throughout.</p> <p>Removed the following: Manual Handling flow chart. Risk Assessment Appendix.</p> <p>Added the following: Section 5.1 - Avoid Hazardous Manual Handling. Section 5.2. - Assess and Reduce the Risk of Injury – Risk Assessment. Section 5.3. - Training Section 6 – Health and Safety Team</p>	Published.

Appendix 1 - Equality Analysis Screening Form

Please note: The Equality Analysis Policy and Equality Analysis Guidance can be found on the policy pages of the intranet

Section 1	Scope
Name of service area/directorate/department	Health & Safety, EFM
Title	Manual Handling of Objects Procedure
Type	Procedure
Geographical area covered	Trust wide
Aims and objectives	<p>The objectives of this procedure are to:</p> <ul style="list-style-type: none"> • Comply at all times with the Health and Safety at Work etc. Act 1974 etc., the Management of Health and Safety at Work Regulations 1999, and all other relevant statutory provisions; • Manage health and safety effectively to improve the quality of patient care, visitors and working conditions of staff and others.
Start date of Equality Analysis Screening	14 March 2023
End date of Equality Analysis Screening	21 March 2023

Section 2	Impacts
Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?	All staff, patients, contractors and visitors and the general community.
Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups?	<ul style="list-style-type: none"> • Race (including Gypsy and Traveller) NO • Disability (includes physical, learning, mental health, sensory and medical disabilities) NO • Sex (Men, women and gender neutral etc.) NO

	<ul style="list-style-type: none"> • Gender reassignment (Transgender and gender identity) NO • Sexual Orientation (Lesbian, Gay, Bisexual, Heterosexual, Pansexual and Asexual etc.) NO • Age (includes, young people, older people – people of all ages) NO • Religion or Belief (includes faith groups, atheism and philosophical beliefs) NO • Pregnancy and Maternity (includes pregnancy, women who are breastfeeding and women on maternity leave) NO • Marriage and Civil Partnership (includes opposite and same sex couples who are married or civil partners) NO • Armed Forces (includes serving armed forces personnel, reservists, veterans and their families) NO
Describe any negative impacts	Any negative impacts are mitigated within the Procedure.
Describe any positive impacts	Procedure is in place to reduce risk to all staff, patients, visitors, contractors etc.

Section 3	Research and involvement
What sources of information have you considered? (e.g. legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.)	Health & Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 (MHSWR) Manual Handling Operations Regulations 1992 as amended 2002
Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the protected groups?	Yes
If you answered Yes above, describe the engagement and involvement that has taken place	Programme of visits and audits have been undertaken where concerns have been discussed and documented. These have been considered while reviewing the procedure.

If you answered No above, describe future plans that you may have to engage and involve people from different groups	
--	--

Section 4	Training needs
As part of this equality analysis have any training needs/service needs been identified?	No
Describe any training needs for Trust staff	N/A
Describe any training needs for patients	N/A
Describe any training needs for contractors or other outside agencies	N/A

Check the information you have provided and ensure additional evidence can be provided if asked

Appendix 2 – Approval checklist

	Title of document being reviewed:	Yes / No / Not applicable	Comments
1.	Title		
	Is the title clear and unambiguous?	Yes	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Yes	
2.	Rationale		
	Are reasons for development of the document stated?	Yes	
3.	Development Process		
	Are people involved in the development identified?	Yes	
	Has relevant expertise has been sought/used?	Yes	
	Is there evidence of consultation with stakeholders and users?	Yes	
	Have any related documents or documents that are impacted by this change been identified and updated?	Yes	
4.	Content		
	Is the objective of the document clear?	Yes	
	Is the target population clear and unambiguous?	Yes	
	Are the intended outcomes described?	Yes	
	Are the statements clear and unambiguous?	Yes	
5.	Evidence Base		
	Is the type of evidence to support the document identified explicitly?	Yes	
	Are key references cited?	Yes	
	Are supporting documents referenced?	Yes	
6.	Training		
	Have training needs been considered?	Yes	
	Are training needs included in the document?	Yes	
7.	Implementation and monitoring		

	Title of document being reviewed:	Yes / No / Not applicable	Comments
	Does the document identify how it will be implemented and monitored?	Yes	
8.	Equality analysis		
	Has an equality analysis been completed for the document?	Yes	
	Have Equality and Diversity reviewed and approved the equality analysis?	Yes	23 March 2023
9.	Approval		
	Does the document identify which committee/group will approve it?	Yes	
10.	Publication		
	Has the policy been reviewed for harm?	Yes	
	Does the document identify whether it is private or public?	Yes	Public .
	If private, does the document identify which clause of the Freedom of Information Act 2000 applies?	n/a	