
Report To:	Policy and Resources Committee	Date:	15 November 2016
Report By:	Head of Organisational Development, Human Resources and Communications	Report No:	HR/26/16/PR
Contact Officer:	Pauline Ramsay Health and Safety Team Leader	Contact No:	01475 714723
Subject:	Moving and Handling Policy		

1.0 PURPOSE

1.1 The purpose of this report is to seek Committee approval for adoption of a new Moving and Handling Policy (Appendix1).

2.0 SUMMARY

2.1 The Manual Handling Operations Regulations 1992 place a duty on employers to carry out a risk assessments of manual handling tasks and to reduce the risks of manual handling by:

- avoiding hazardous manual handling operations so far as is reasonably practicable;
- assessing any hazardous manual handling operations that cannot be avoided;
- reducing the risk of injury so far as is reasonably practicable.

This policy formalises these requirements into a corporate policy.

2.2 The Health and Safety at Work etc. Act places a duty on employers to prepare a written statement of their general policy and as part of that policy to have in place arrangements for the implementation of Health and Safety. The Moving and Handling Policy will form part of the Council's arrangements for Health and Safety.

2.3 The policy sets out how the Council will control the risks from moving and handling operations in line with the relevant legislation and HSE guidance documentation.

2.4 The People and Organisational Strategy was approved by the Policy and Resources Committee in September 2016. This particular proposal is contained within Theme 2 - Employee Skills Development, Leadership, Succession Planning (Employees our most Valuable Resource) and Theme 3 - *Employer of Choice (Continuous Improvement)* in that it focuses on the health, safety and welfare of our workforce.

3.0 RECOMMENDATIONS

3.1 The Committee is recommended to approve the Moving and Handling Policy.

3.2 The Committee is asked to support this policy by active promotion of Health and Safety.

4.0 BACKGROUND

- 4.1 Inverclyde Council is required to ensure that the risks to employee, from the risk of injury due to manual handling, are assessed in line with its legal duties as defined by the Manual Handling Operations Regulations 1992 (as amended), the Management of Health and Safety at Work regulations 1999 and the Health and Safety at Work etc. Act 1974.
- 4.2 By law (Health and Safety at Work etc. Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains a statement of general policy on health and safety at work in the organisation and arrangements in place for putting that policy into practice. The Moving and Handling Policy details the arrangements the Council has in place for managing the risks to employee from moving and handling operations.
- 4.3 The Moving and Handling Policy sets a clear direction for the Council to follow; it will contribute to all aspects of business performance as part of a demonstrable commitment to continuous improvement. It will demonstrate a shared common understanding of the Council's vision, values and beliefs. A positive Health and Safety culture is fostered by the visible and active leadership of senior managers. This is reflected within the policy.
- 4.4 The policy consists of the following main sections:
- Statement of Policy
 - Roles and Responsibilities
 - How the Policy should be implemented
 - Management Requirements
 - Information and Training Requirements
- 4.5 This policy replaces the Council's Manual Handling of Loads Policy 1999 which has been withdrawn. It has been updated to include risks from moving and handling of people, and to bring the policy into line with the Scottish Manual Handling Passport scheme.

5.0 PROPOSALS

- 5.1 The Moving and Handling Policy be adopted by Inverclyde Council and used as a framework to further enhance the safety of employees and those affected by the work of the Council.

6.0 IMPLICATIONS

Finance

- 6.1 There are no financial implications for this report.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

Legal

- 6.2 Legal: Failure to have a robust policy in place and to implement it could result in enforcement action being taken against the Council.

Human Resources

- 6.3 There are no Human Resources implications.

Equalities

- 6.4 There are no Equalities issues within this report.

Repopulation

- 6.5 There are no repopulation issues within this report

7.0 CONSULTATIONS

- 7.1 The Moving and Handling Policy has been coordinated through the Corporate Health and Safety Committee with Health and Safety seeking the views of both union and management colleagues. The Trades Unions have agreed the Policy.

8.0 LIST OF BACKGROUND PAPERS

- 8.1 Appendix 1 – Moving and Handling Policy

Moving & Manual Handling Policy

Version 2.0

Produced by:
Health and Safety
OD, HR & Comms

Inverclyde Council
Municipal Buildings
GREENOCK
PA15 1LX
November 2016



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AUDIOTAPE, OR CD.

DOCUMENT CONTROL

Document Responsibility		
Name	Title	Service
Pauline Ramsay	Health and Safety Team Leader	OD, HR & Comms

Change History		
Version	Date	Comments
1.0	1999	Original Policy - Manual Handling of Loads now withdrawn
2.0	Nov 2016	Policy reworked to bring in moving and handling of people as well as inanimate objects and to bring it into line with the Scottish Manual handling Passport.

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Distribution may be made to others on request

A copy of this policy will be placed on Icon, a hard copy should be made available where relevant to those employees who do not have access to icon.

Policy Review		
Review Date	Person Responsible	Service
November 2017	H&S Team Leader	OD,HR & Comms

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1 INTRODUCTION

- 1.1 The Manual Handling Operation Regulations 1992 require the Council to ensure that employees are protected for the risk of injury or ill health due to the requirement to lift and carry loads. These loads can either be inanimate objects or people.
- 1.2 Poor practice in manual handling causes over one third of all workplace injuries and can account for a significant number of workdays lost. Within Inverclyde Council approximately 25% of absence is due to musculoskeletal disorders.
- 1.3 The regulations require the employer to adopt an ergonomic approach to the removal or reduction of risk from manual handling injuries, also to ensure safe systems of work within a safe working environment. The ergonomic approach requires manual handling to be seen in the context of a wide range of factors, which includes the nature of the task, the load, the working environment, and the individual's capabilities.

2 POLICY STATEMENT

- 2.1 It is the policy of Inverclyde Council to take all reasonably practicable steps to safeguard the health, safety and welfare at work of all of its employees. The council will comply with all aspects and provisions of the following regulations which underpin this policy:
 - Health & Safety at Work etc. Act 1974;
 - The Manual Handling Operations Regulations 1992;
 - The Management of Health and Safety at Work Regulations 1999,
 - The Provision and Use of Work Equipment Regulations 1998,
 - The Lifting Operations and Lifting Equipment Regulations 1998

and all other relevant statutory obligations. This includes the organisation and arrangements required to ensure the risks from manual handling are adequately controlled for employees and others who may be affected by our undertakings.
- 2.2 A high standard of health and safety performance is recognised as an integral part of the council's service delivery. Therefore, sufficient resources will be allocated to meet the requirements of the council's Infection Control Policy.
- 2.3 This standard will be achieved by Inverclyde Council:-
 - Providing managers with sufficient information to identify work activities and persons at risk from manual handling activities.
 - Providing managers with information about the manual handling and management standards for identifying the risk of exposure.
- 2.4 Provide managers with information and training in respect of :-
 - Identifying high risk activities where manual handling is likely to be a hazard.
 - Appropriate control measure.
 - The suitability of workplaces, safe working practices, and equipment used by employees.
- 2.5 The aim of this policy is to minimise the risk of exposure to musculoskeletal injuries due to manual handling activities.
- 2.6 The Council are committed to working with our employees and partners to address these risks in a proactive way, by employing a good risk management system and

ergonomic practice as far as reasonably practicable within each working environment.

- 2.7 We aim to eliminate or minimise the risks of moving and handling activities where possible. Where it is not possible we aim to implement a range of support and develop safer moving and handling practises. Where moving and handling cannot be avoided it will then be subjected to a moving and handling risk assessment where the risks will be reduced to the lowest levels as far as reasonably practicable.

3 SCOPE

- 3.1 This policy applies equally to all employees regardless of grade, experience or role within the organisation. The policy also applies to contracted staff as far as reasonably practicable and to pupils, service users or members of the public who have access to Council premises.

4 CONSULTATION AND IMPACT ASSESSMENT

- 4.1 Inverclyde Council recognises the importance of employee consultation and is committed to involving all employees in the development of policies and procedures. The following groups are formally consulted:
- Trade Union Representatives through the Corporate Health and Safety Committee.
 - All Chief Officers.
 - Employees via the Council Intranet.
- 4.2 An Equalities Impact Assessment was carried out using the Council's Equalities Impact Assessment Template.

5 ROLES AND RESPONSIBILITIES

In addition to the responsibilities laid out in the Corporate Health and Safety Policy the following responsibilities are specific to this Policy.

5.1 Corporate Directors

Corporate Directors have a collective and individual responsibility to employees in providing health and safety leadership within Inverclyde Council and the Health Social Care Partnership, they should ensure that this policy is cascaded downwards to all employee levels and that:

As far as is practicable, the adequate provision of financial resources to meet the foreseeable expenditure for appropriate equipment or handling aids to eliminate or reduce the risks from manual handling and manual handling training relevant to the risks identified.

5.2 Heads of Service

Heads of Service will have a pivotal role in the effective implementation of the Moving/Manual Handling Policy. They shall be responsible for ensuring:

- That this policy is implemented within those areas under their control or influence.
- That there is a system to monitor that their Managers are complying with this policy.
- That where two or more Services are located within a building to liaise with other Heads of Service to co-ordinate manual handling arrangements and provision of manual handling aids and equipment.
- That adequate equipment or facilities are provided and maintained and;

- That suitable notices are displayed informing employees of the arrangements for manual handling.

5.3 Managers/Team Leaders/Supervisors

Any person who has a managerial/supervisory responsibility for other employees, whatever title they are given has the responsibility to:

- Assess the manual handling risks to employees and others, and to establish appropriate procedures..
- Inform employees of the level of risk in their workplace.
- Ensure that manual handling training is provided where required and retraining carried out every three years.
- Provide employees with guidance and information to minimise the risk of manual handling injuries.
- Ensure that handling aids and equipment are checked and maintained as per manufacturer's instructions.
- Ensure that a designated person(s) is identified who will monitor and keep appropriate records in regard to:
 - Training
 - Equipment inspection and maintenance
 - Statutory inspections and test of lifting equipment.

5.4 Moving and Handling Co-ordinator/Moving and Handling Trainers

Where the Service have appointed a Moving and Handling Co-ordinator or Trainer they will ensure that:

- Adequate training programmes for moving and handling are in place within their area of responsibility.
- Oversee the implementation of this policy within their area of responsibility.
- Moving and assisting courses are evaluated and reviewed as necessary and in line with current legislation and guidance.
- Ensure adequate record keeping in relation to training.
- Support the service in carrying out risk assessments.
- To review the moving and handling training programme annually and update any training materials or working practices.
- Advising managers and employees on best practice of moving and handling, and where risks cannot be eliminated.
- Delivering manual handling training as per their training to the Service area they have responsibility for.
- Maintain records of employees who have attended training.
- Designing, facilitating and evaluating the moving and handling training programme for all staffing groups.
- Providing advice and guidance on procurement of equipment and safe systems of work during use of equipment.
- To assist with investigations into moving and handling accidents/incidents, and to advise or make recommendations to prevent further accidents or incidents.
- To liaise with Health & Safety Adviser as and when required.

5.5 Employee Responsibilities

All employees have a responsibility to ensure that they are complying with the health and safety procedures and requirements appropriate to their job. To achieve this, in relation to this Policy, employees should:

- Where designated as a responsible person ensure that appropriate records are kept and that checks are carried out as per the Council policy.
- Inform their line manager immediately if there are any concerns about safety in relation to manual handling.
- Follow the training provided and use the appropriate handling aids where required.
- Report any incidents where there is a risk of injury due to manual handling or where a musculoskeletal injury has been sustained.

5.6 Agency workers and Employer responsibilities

Any agency workers working on behalf of Inverclyde Council or the HSCP will have the same level of moving and handling training provided by their employer which is in line with the Scottish Manual Handling Passport Scheme.

Agency workers have a responsibility to ensure that they comply with the health and safety procedures and requirements appropriate to their job when working on behalf of Inverclyde Council or the HSCP.

All training records for agency workers should be available for inspection as and when required.

5.7 Health and Safety Team Leader

The Council Health and Safety Team Leader shall ensure that this Policy is monitored for effectiveness, is subject to regular reviews, and is revised when necessary. They will do so in conjunction with Heads of Service and Trade Union Safety Representatives.

5.8 Corporate Health and Safety Committee

The Corporate Health and Safety Committee will perform a pivotal role in ensuring that this policy is implemented.

The safety committee will oversee monitoring of the effectiveness of the policy and other measures to reduce risks and promote workplace health and safety.

6 ARRANGEMENTS

These arrangements outline the Council's intentions regarding management of risks from manual handling. The Council have committed to follow the guidelines and standards set as part of the Scottish Manual Handling Passport Scheme.

Flow chart 1 below shows the steps required when risk assessing manual handling activities.

6.1 Risk Assessment

The risks from manual handling can be dealt with in the same way as any other health and safety issue - through carrying out a risk assessment, this must be carried out for all work activities where employees are required to move or handle items or people as part of their work tasks.

Various factors need to be considered in assessing the risk. The key points are:

- Task – Does the task involve handling away from the trunk, twisting, stooping, reaching. Is the employee required to lift or carry a distance.
- Load – Is the load, heavy, bulky, unstable, sharp, or hot etc.

- Environment – what space is there, is the floor in good condition, is it hot or cold, is the lighting good.
- Individual – Is the individual pregnant, have health problems, require special training.

The aim of the assessment is to enable decisions to be made about the actions needed to prevent or control the risk. This includes eliminating the requirement for manual handling, the setting up of practical control measures, providing information and training, monitoring of the effectiveness of these controls.

A number of risk assessment proforma's are available:

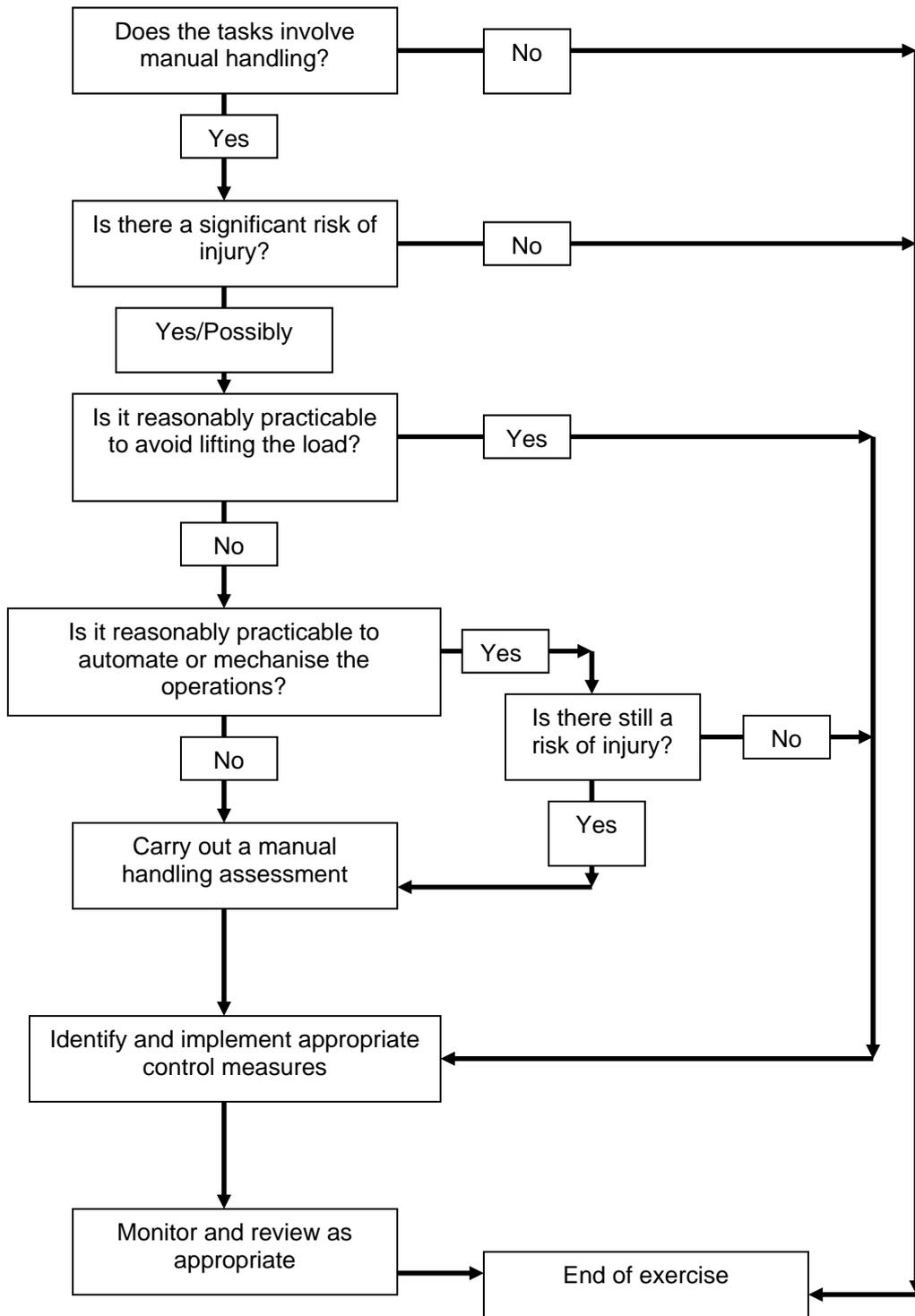
- Generic Inanimate Load Handling with guidance (Appendix 1)
- Generic People Handling (Appendix 2)
- Individual Person Handling Risk Assessment – Council premises (Appendix 3)
- Person Handling Assessment – Care in the community (Appendix 4)

These forms can be adapted depending upon the individual needs of the Service. Where the forms have been adapted these must be clearly labelled with the Council's logo and the heading changed to indicate the Service or section the form is used by.

The assessment of manual handling tasks within the Council must only be undertaken by staff that have a level of knowledge, experience and competence appropriate to the task being assessed.

Care should be taken not to overcomplicate manual handling assessments and where simple and straightforward controls can be implemented the need for a 'specific' manual handling assessment can be negated. There will however be tasks that do require a more 'in depth' manual handling assessment and the information provided below offers advice and guidance on how the various issues associated with manual handling and the differing types of assessment may be carried out.

Flow Chart 1



6.2 Lifting of Loads and Inanimate Objects

This type of assessment is aimed specifically at manual handling tasks that require loads, materials etc. to be transferred and moved by staff from one place to another. Many of these tasks can be incorporated within the general risk assessment process and the flow chart above should be followed to identify the areas to be considered to determine the level of assessment required.

6.3 Moving and Assisting Service Users/Patients

This type of assessment is aimed specifically at tasks that involve the care of service users and, in particular, the help and assistance provided by employees to service users who have additional support needs.

These types of assessments can be carried out at two levels, with a 'Level 1' assessment being an initial assessment of the client to determine:

- a) The level of the client's incapacity
- b) If assistance from carers is required
- c) If the current controls available are adequate
- d) The methodology to be used by carers assisting the client
- e) If a more 'in-depth' assessment is required

Assessments at this level can be undertaken by staff with basic knowledge, understanding and experience of moving and assisting issues within a 'care environment' and will form part of any initial care plan developed for a service user or patient.

'Level 2' assessments will be carried out when the person undertaking the 'Level 1' assessment identifies a requirement for a more in-depth assessment as, in their opinion, they do not have the competence to carry this out. Where the need for this level of assessment is identified it will be the responsibility of the appropriate manager to arrange for a competent person(s) to carry out such an assessment.

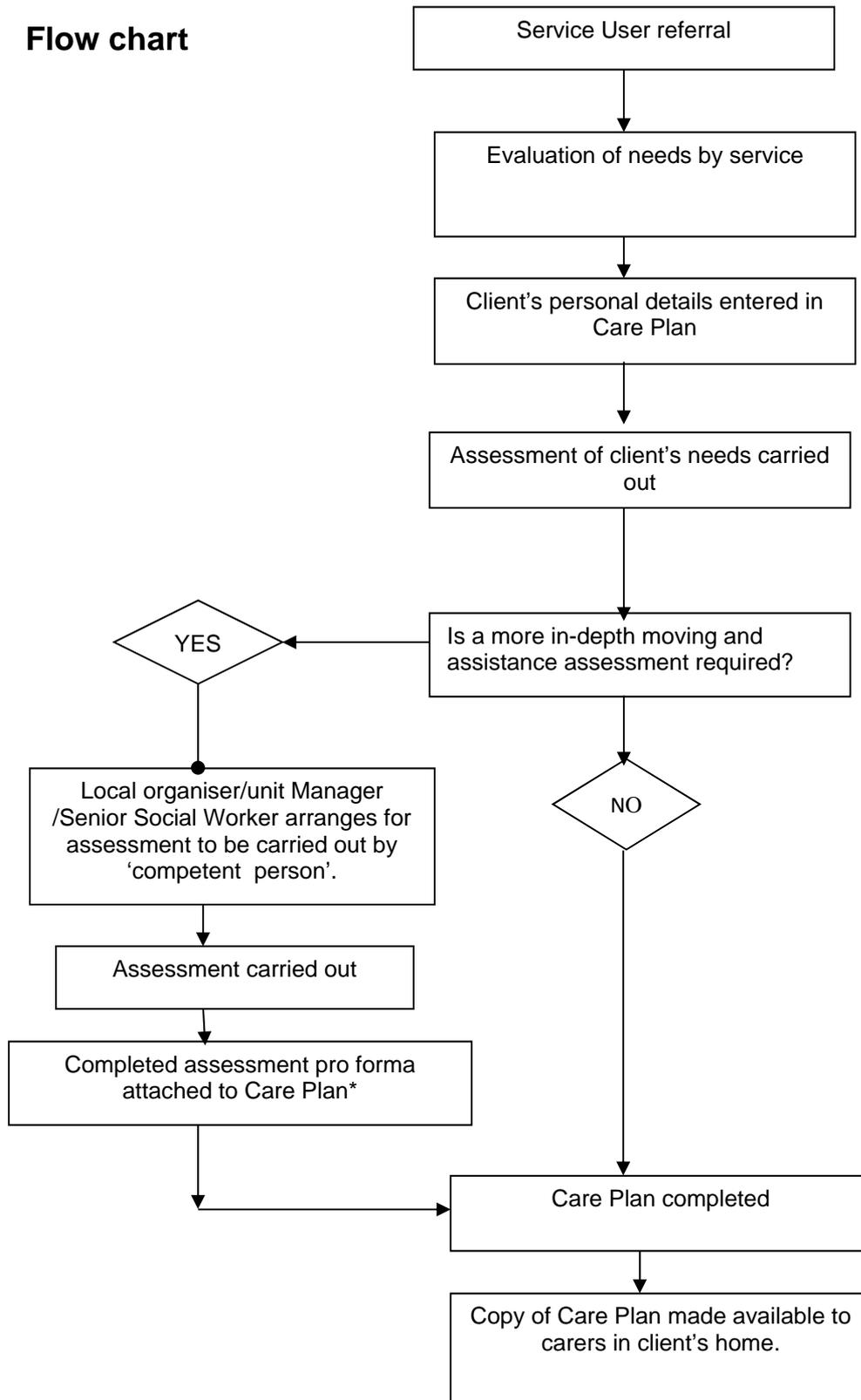
Given the nature of the council and community health care partnership undertakings, many of the 'moving and assisting' assessments that need to be carried out for service users/patients will be intrinsically linked to an individual service user's/patient's general care needs.

In recognition of this service user's/patient's Care Plans have been developed that will allow both the 'care' needs of the service user/patient and the 'moving and assisting' needs of the client to be initially addressed on a single pro forma (see appendices section). These care plans will incorporate the 'Level 1' assessment described above whilst the specific 'moving and assisting pro forma' should be used where a more in-depth assessment is required. This should then be attached to the Care Plan and used for reference by carers.

The flow chart overleaf outlines the areas to be considered to determine the level of assessment required.

Other information relevant to the care of the client should be included in the Care Plan as per normal arrangements within each section/department.

Flow chart



*In some circumstances the 'moving and assistance' assessment may have been carried out by another agency and details entered on their pro forma. In these situations the information should be transferred to the Council or HSCP pro forma and copies of both pro-formas attached to Care Plan.

7 TRAINING/INFORMATION

All staff must be trained in the proper moving and assisting techniques prior to undertaking work that involves moving and assisting service users or patients, lifting equipment, materials etc.

Refresher training should be carried out within an appropriate timescale based on the tasks being undertaken, staff competence and the findings of any relevant risk assessments.

Training shall be arranged and co-ordinated at a service level.

7.1 Individual - Training Records & Competency Assessments

To ensure that staff are well trained a competency based approach has been taken to ensure that both Council and HSCP staff meet the requirements of the moving and handling passport in Scotland.

Each staff member will have competency based level of learning and assessment

which is modular based and assessed annually by approved persons within their respective organisations. The modules have been set out below to give an understanding of the moving and handling passport within Scotland.

Modules

- | | | | |
|---|--------|---|------------------------|
| • | Module | A | Manual Handling Theory |
| • | Module | B | Inanimate Objects |
| • | Module | C | Chair Manoeuvres |
| • | Module | D | Bed Manoeuvres |
| • | Module | E | Hoisting |
| • | Module | F | Lateral Transfers |

7.2 Manual Handling/Client Care Plan Pro-Forma

The following pro forma/guidance for carrying out assessments are available in the Appendices Section of this document:

- Client Care Plan – ‘In the Community’ (Including Initial M & H Assess.)
- Client Care Plan – Residential & Daycare (Including Initial M & H Assess)
- Moving & Handling Assessment (All Services)
- Guidance Sheet for Moving & Handling Assessments
- Manual Handling Assessment (Lifting loads)

7.3 Safe Working Loads

All equipment provided by the Inverclyde Council, Health Social Care Partnership will be maintained and tested for the safe working loads of people. At no time should this equipment exceed the maximum limit as this will affect the stability of the equipment provided.

Where service users or patients exceed the maximum weight limit for equipment then Bariatric equipment should be used. Further advice should be taken from occupational health staff, community nursing staff or moving and handling co-ordinators.

7.4 Service Users/Patients Who are Obese or Morbidly Obese (Bariatric)

When a Bariatric service user/patient comes into contact with the service then contact should be made with the Occupational Therapist, community nursing staff, moving and handling co-ordinator or adviser for additional support and advice.

7.5 Patient Handling Assessment in an Emergency

The Health and Safety Executive states that the law is not intended to stop “well-intentioned” improvisation in an emergency. This would include an unexpected life-threatening situation involving the safety of service users/patients, employees and members of the public in situations such as a fire, a major spillage or other emergency.

8 MONITORING, EVALUATION & REVIEW

This policy was ratified by the Council's Policy and Resources Committee on November 2016 and implemented immediately thereafter.

Regular monitoring and review are necessary to measure the effectiveness of the policy and to ensure it remains relevant to the needs of the Council. This policy will be subject to monitoring and review on a regular basis by the Corporate Health and Safety Section via the Corporate Health and Safety Committee.

The policy will be reviewed 12 months from implementation and every three years thereafter unless there is significant change in legislative requirements or risk assessment identifies a need for review. Measuring the effectiveness of the policy will include the auditing of compliance with Scottish Manual Handling Passport.

9 LIST OF APPENDICES

Appendix 1

Sample - Manual Handling Assessment (Lifting loads)

Appendix 2

Sample - Client Care Plan – ‘In the Community’ (Including Initial M & H Assess)

Appendix 3

Sample - Client Care Plan – Residential & Day care (Including Initial M & H Assess)

Appendix 4

Sample – Moving & Handling assessment – Home & Residential

Appendix 5

Sample - Bariatric Risk assessment

APPENDIX 1

Manual Handling Assessment Form (MH1)

Service	
Location:	
Number of people directly involved:	
Ref. No.	
Date of Assessment:	
Group/Individual involved:	
Brief Description of Task being carried out.	
Is it reasonably practicable to avoid moving the load?	Yes - <input type="checkbox"/> No further action required. No - <input type="checkbox"/> Complete this assessment.
Does the operation also involve pushing or pulling?	Yes - <input type="checkbox"/> If the weight is more than 1000kg for men and 750kg for women then you will also need to carry out an assessment for pushing or pulling.
Does the operation involve lifting or handling people?	Yes - <input type="checkbox"/> Specialist assessment required. Contact your Moving and Handling coordinator for People Handling.

If required the Questionnaire in the Manual Handling Guidance Document can be used to gather information.

Level of Risk ✓

Ref. No.	Identified Hazards	Low	Med	High
	Complete a brief description of hazards identified.			
1	Weight and number of times handled. (Questions 1-4 in the guide)			
2	Body position and handling issues. (Questions 5 to 8 in the guide)			
3	The load being lifted or carried. (Question 9 in the guide)			
4	The environment. (Questions 10 and 11 in the guide)			
5	Distance and Route being carried. (Questions 12 and 13 in the guide)			

If required the Questionnaire in the Manual Handling Guidance Document can be used to gather information.

Level of Risk ✓

Ref. No.	Identified Hazards Complete a brief description of hazards identified.	Low	Med	High
6	Team Lifting (Question 14 in the Guide)			
7	The individuals carrying out the task (Question 15 in the guide)			
8	Any other factors. (Questions 16 and 17 in the guide)			
Overall Level of Risk				

Action Plan

Identify recommendations to reduce the risks identified above, prioritising areas of high risk.

No.	Recommendation	Timescale	Action assigned to:	Date completed
Overall level of risk once recommendations are in place. ✓		High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>
Assessors Name		Signature		Date Completed
Managers Name		Signature		Date Authorised
Review Date				
Comments				

Guidance for Completion of Manual Handling Assessments

PART 1

Observe the Task

You may find it useful to watch the task being carried out and if you are not sure of the risks in the operation use the checksheet below to identify them. This is all information you will need to carry out your manual handling assessment. To help you a traffic light system is used where green (G) is a low risk situation, amber (A) is a medium risk, red (R) is high risk and purple (P) is very high risk.

1	Does the manual handling task involve: (tick all that apply)	Lifting <input type="checkbox"/> Carrying <input type="checkbox"/> Team lifting <input type="checkbox"/> Number in Team
2	What is the weight of the load. In Kg.	Kg
3	For team handling only. Tick the relevant box.	2 Persons < 35 kg 3 Persons < 40 kg <input type="checkbox"/> Score 0 (G) ● 2 Persons 35 – 50 kg 3 Persons 40 – 75 kg 4 Persons 40 – 100kg <input type="checkbox"/> Score 4 (A) ● 2 Persons 50 – 85kg 3 Persons 75 - 125 kg 4 Persons 100 – 170 kg <input type="checkbox"/> Score 6 (R) ● 2 Persons > 85 kg 3 Persons > 125 kg 4 Persons > 170kg <input type="checkbox"/> Score 10 (P) ●
4	How many times is the load lifted and/or carried in an hour.	
	Using the figures from Questions 2 and 4 with the graphs on pages 10 and 11 of this guide you can find out what the risk rating it for your lifting or carrying operations.	Lifting Only <input type="checkbox"/> Score 0 (G) ● <input type="checkbox"/> Score 4 (A) ● <input type="checkbox"/> Score 6 (R) ● <input type="checkbox"/> Score 10 (P) ● <hr/> Carrying Only <input type="checkbox"/> Score 0 (G) ● <input type="checkbox"/> Score 4 (A) ● <input type="checkbox"/> Score 6 (R) ● <input type="checkbox"/> Score 10 (P) ●

5 Look at the pictures below and tick the picture which most closely relates to the distance the operatives hands are from their lower back



Close- upper arms aligned vertically and upright trunk

Score 0 (G)



Moderate - Upper arms angled away from body



Moderate - Trunk bent forward

Score 3 (A)



Far - upper arms angled away from body and trunk bent forward

Score 6 (R)

6 What vertical distance does the operative have to lift the load? This is the vertical lift region. Look at the photographs below and tick the one that most closely resembles how high the operative has to reach when lifting the load.



Lift from above knee and/or below elbow height

Score 0 (G)



Lift from below knee and/or above elbow height

Score 1 (A)



Lift at head height or above



Lift from floor level or below

Score 3 (R)

7a	<p>For lifting and team lifting only. Look at the operative's trunk as they lift the load. Does the operative's trunk twist in relation to their hip or thighs OR do they lean over to one side. Tick the most relevant box.</p>	<p><input type="checkbox"/> There is little or no twisting or sideways bending. Score 0 (G) ●</p> <p><input type="checkbox"/> There is trunk twisting OR sideways bending. Score 1 (A) ●</p> <p><input type="checkbox"/> There is trunk twisting AND sideways bending. Score 2 (R) ●</p>
<p>7b This is for carrying only. Tick the box beside the photograph that most closely resembles how the operative is carrying the load.</p>		
 <p><input type="checkbox"/></p> <p>Load and hands symmetrical in front of the trunk.</p> <p>Score 0 (G) ■</p>	 <p><input type="checkbox"/></p> <p>Load and hands asymmetrical, upright body position</p> <p>Score 1 (A) ■</p>	 <p><input type="checkbox"/></p> <p>One handed carrying to the individual's side</p> <p>Score 2 (R) ■</p>
8	<p>Is there anything that restricts the movement of the operative while they are carrying out the task? For example: narrow passageways or doorways that make the operative turn or move the load to get through; low ceilings that make the operative bend forward. Tick the most relevant box.</p>	<p><input type="checkbox"/> None Score 0 (G) ●</p> <p><input type="checkbox"/> Restricted Score 1 (A) ●</p> <p><input type="checkbox"/> Severely Restricted Score 3 (R) ●</p>
9	<p>Look at how the operative grips the load and tick the box that best describes how well they can grip it.</p>	<p><input type="checkbox"/> Containers with well designed handles or handholds that are fit for purpose. The load had loose parts enabling a comfortable grip. ●</p> <p>Score 0 (G) ●</p> <p><input type="checkbox"/> Containers with poorer handles or handholds. Fingers are clamped at 90 degrees under the container. Score 1 (A) ●</p> <p><input type="checkbox"/> Containers of poor design. Loose parts, irregular objects, bulky or difficult to handle. Non-rigid sacks or animate objects (animals and people). Score 2 (R) ●</p>

10	<p>Look at the floor surface and tick the box that best represents the condition of the floor.</p>	<p><input type="checkbox"/> Dry and in good condition Score 0 (G) ●</p> <p><input type="checkbox"/> Dry but in poor condition or uneven. Score 1 (A) ●</p> <p><input type="checkbox"/> Contaminated, wet, sloping or unstable. Score 2 (R) ●</p>
11	<p>Think about other environmental factors such at extremes of temperature, lighting conditions (dark, bright, poor contrast), strong air movements. Tick the most relevant box.</p> <p>List the other factors in your description of the task at the end of Part 2.</p>	<p><input type="checkbox"/> No other factors present. Score 0 (G) ●</p> <p><input type="checkbox"/> One other factor present. Score 1 (A) ●</p> <p><input type="checkbox"/> Two or more other factors present. Score 2 (R) ●</p>
12	<p>Only complete this if the task involves carrying. Estimate the total distance the load is carried (not the distance “as the crow flies”) Tick the most relevant box.</p>	<p><input type="checkbox"/> 2m to 4m Score 0 (G) ●</p> <p><input type="checkbox"/> 4m to 10m Score 1 (A) ●</p> <p><input type="checkbox"/> 10m or more Score 3 (R) ●</p>
13	<p>Only complete this if the task involves carrying. Look at the route the operative has to take to carry their load. Tick the box or boxes that describe the obstacles on the route.</p> <p>If there is more than one risk factor (i.e. a steep slope and then up ladders) total the scores. i.e. 2+3=5</p>	<p><input type="checkbox"/> No obstacles or the carry route is flat. Score 0 (G) ●</p> <p><input type="checkbox"/> Steep slope Score 2 (A) ●</p> <p><input type="checkbox"/> Trip Hazards or steps. Score 2 (A) ●</p> <p><input type="checkbox"/> Ladders Score 3 (R) ●</p> <p>If more than one box is ticked in this question what is the total score. _____</p>
14	<p>Only complete this if the task involves team lifting or handling. Communication between the operatives is essential when lifting as part of a team. Examples of good communication would be that you may hear the operatives counting 'one, two, three' etc prior to the lift. When lifting the object look to see if the load is lifted smoothly and that team members lift together. An uncoordinated team lift may leave one member of the team bearing the entire weight.</p>	<p>Team communication, co-ordination and control is:</p> <p><input type="checkbox"/> Good Score 0 (G) ●</p> <p><input type="checkbox"/> Reasonable Score 1 (A) ●</p> <p><input type="checkbox"/> Poor Score 3 (R) ●</p>

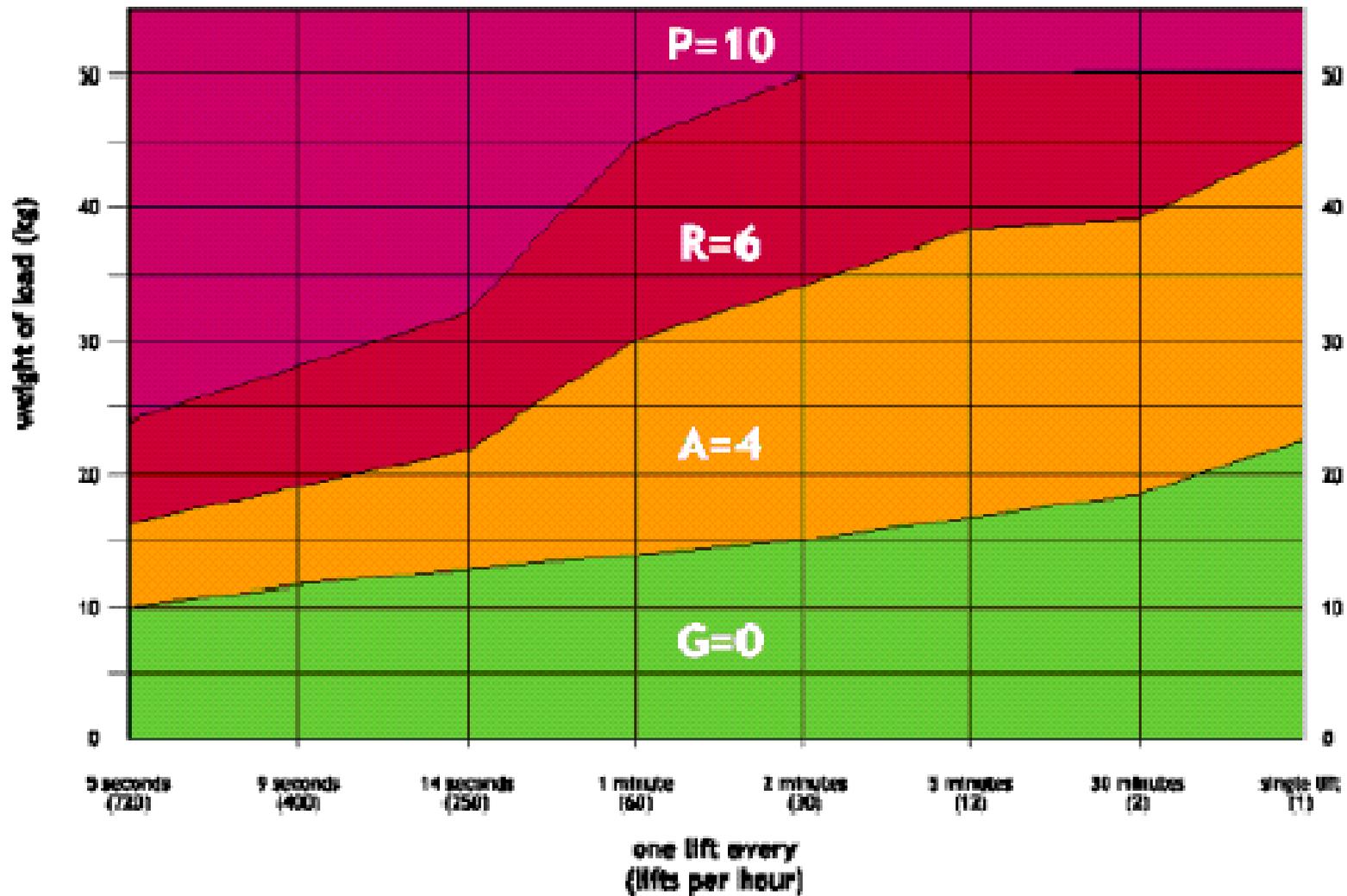
15	<p>The individuals carrying out the task. Think about the employees who will be carrying out the task and tick any of the factors below which could increase the risk of manual handling injuries to the employees carrying out this task. More info Pg 17</p> <p><input type="checkbox"/> difference in competence or skills (important for team lifting); <input type="checkbox"/> new employees who may need time to acquire the necessary work skills; <input type="checkbox"/> workers of varying body sizes, i.e. height, reach, weight etc. This can lead to adopting poor postures when lifting or lowering objects; <input type="checkbox"/> vulnerable groups, e.g. older workers and new or expectant mothers; <input type="checkbox"/> health status and disability; <input type="checkbox"/> individual attitudes or characteristics that may affect compliance with safe working practices or reporting of symptoms. <input type="checkbox"/> high workloads, <input type="checkbox"/> tight deadlines, <input type="checkbox"/> lack of control of the work and working methods.</p>
16	<p>Other indications that the task could be high risk.</p> <p><input type="checkbox"/> The task has a history of manual handling incidents. <input type="checkbox"/> The task is known to be hard work or high risk. <input type="checkbox"/> Employees doing the work show signs that they are finding it hard work. Any other indications:</p>
17	<p>Give a short description of the task being carried out.</p>

If you wish to you can add up the scores from the boxes you ticked, this will give you an overall risk rating. The higher the score the more urgent it is to put controls in place to reduce the risk.

	Low Risk	Medium Risk	High Risk	Very High Risk
Lifting Only	0-5	6-13	14-26	27-30
Carrying Only	0-5	6-17	18-29	30-33
Team Lifting	0-5	6-14	15-29	30-33

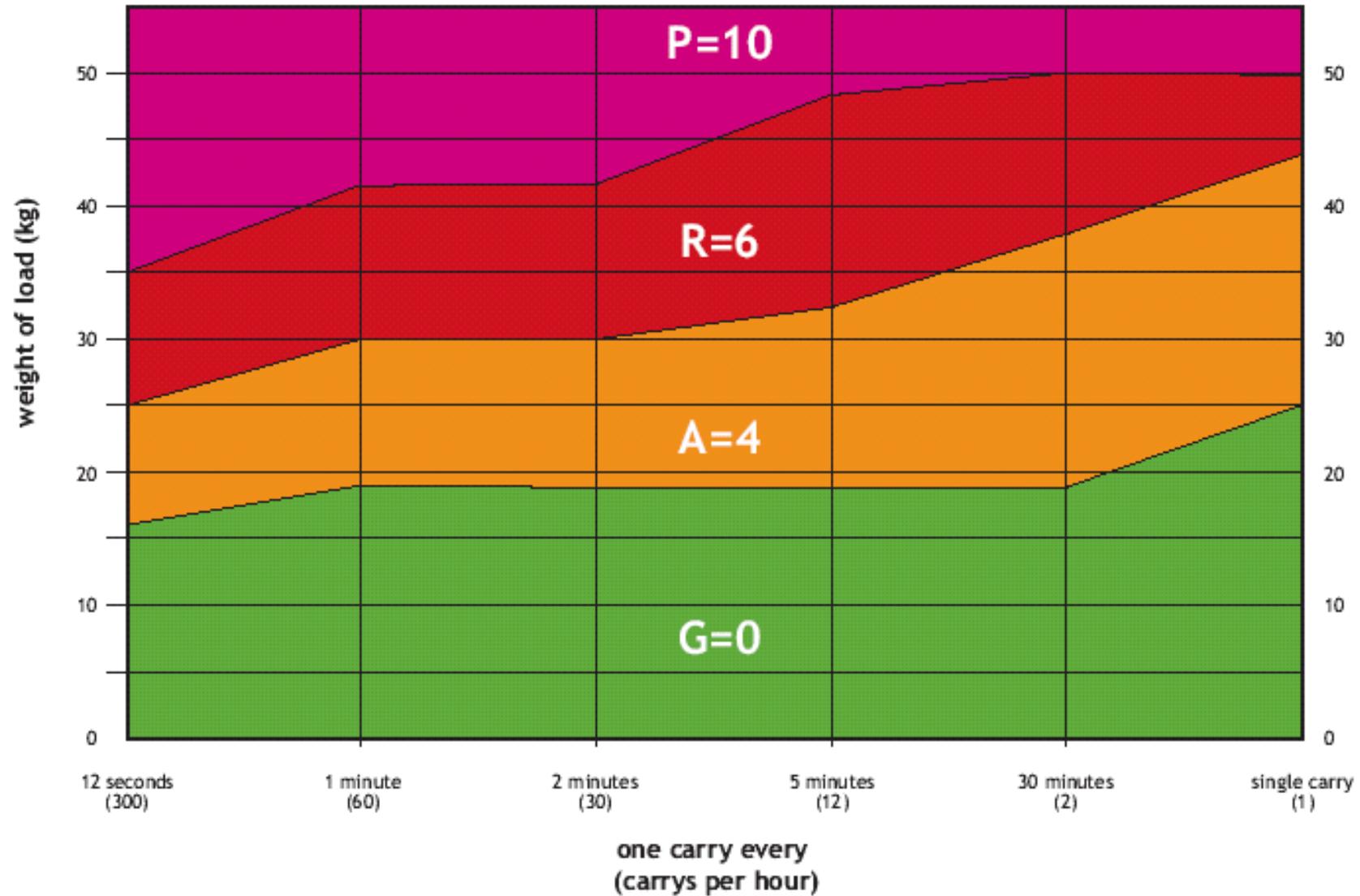
Load/Frequency Graph for Lifting Operations

Load/frequency graph for Lifting Operations



Load/frequency graph for Carrying Operations

Load/frequency graph for Carrying Operations



More Information

This section has some hints and tips about how you can reduce the risks associated with the information you have recorded above. The suggestions quoted here are not exhaustive and other solutions may be more appropriate.

Load weight and lift carry frequency (Q 1 to 4)

The easiest way to reduce the risk is to reduce the weight of the load. This may mean you have to increase the number of lifts you have to make, however the overall result is usually to lower the risk. If you look at the load/frequency graph for lifting operations you will see that a load of 30kg lifted once every hour is an “amber risk”. If you half the weight of the load to 15kg and lift this twice in every hour the risk is reduced and becomes “green”.

However you will have to be careful that the frequency of lifts are not increased too much.

Can a handling aid such as a hoist, trolley or other aid be used? See fig 1

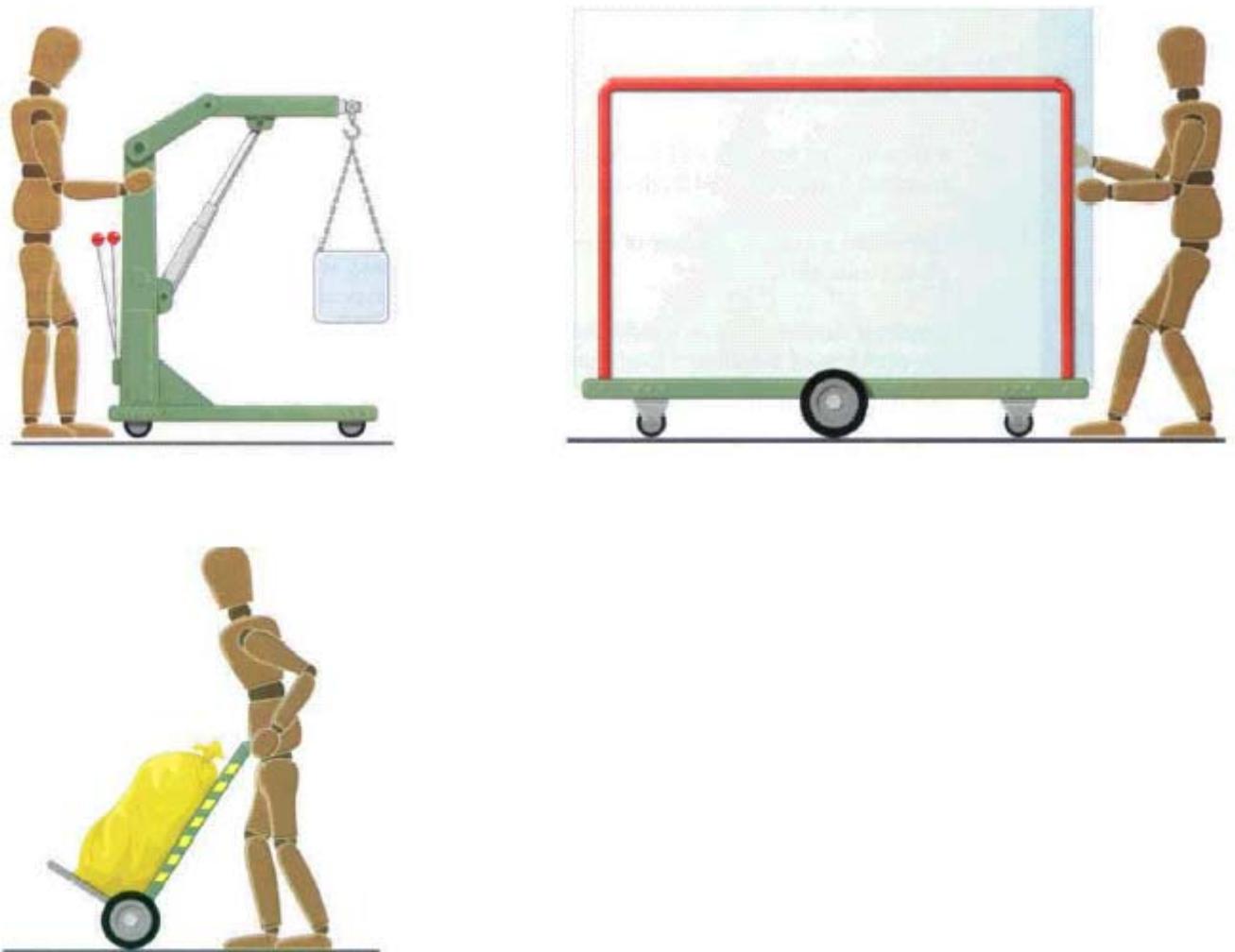


Fig 1

Hand Distance from the Lower Back and Vertical Lifting (Q 5, 6)

Have a look at figure 2. This diagram gives guideline weights of loads that can usually be safely lifted or lowered from different positions.

Lifting and lowering

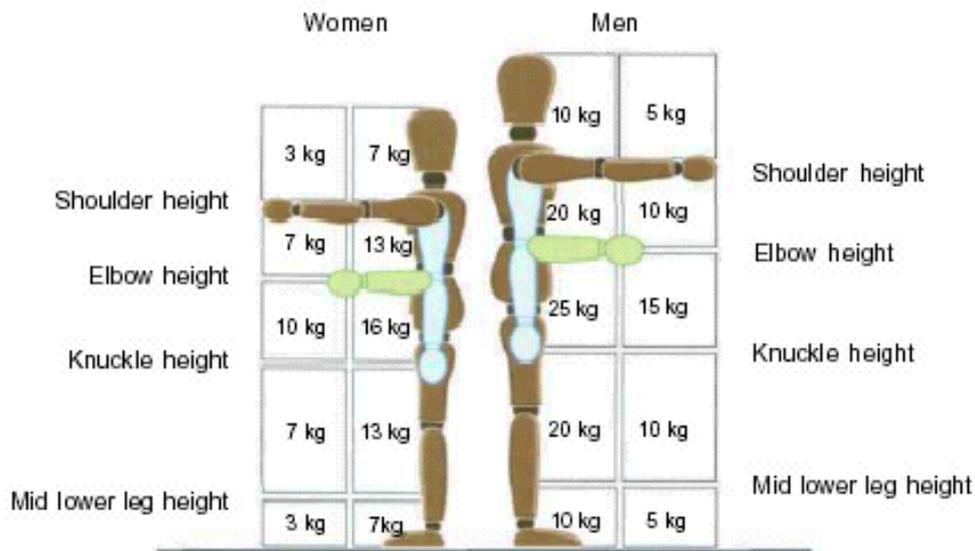


Fig 2

As you can see the heavier the load the more important it is to carry it close in to the centre of the body.

When loading shelves are the heaviest loads stored on the middle shelves, if not consider rearranging the shelves to put the heaviest loads at the middle and near the front.

Do objects on the floor restrict access to the item that is being lifted? If so clear the floor to ensure that the operative can get close to the load (figure 2)

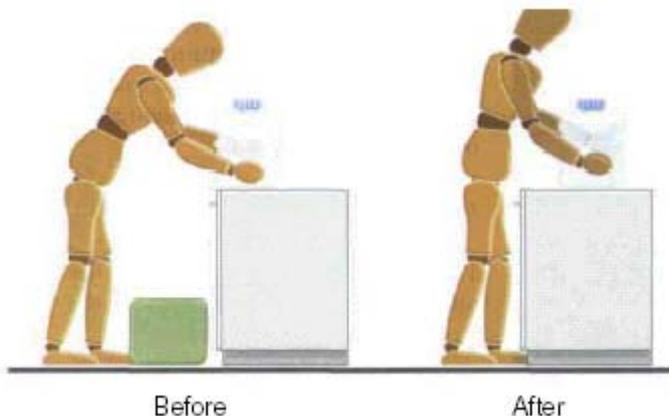


Fig 2

Where lots of items are stored on the floor would it be possible to provide shelves to put them on?

Do the employees need training in safe lifting techniques or are they not applying the training they have received?

Trunk Twisting Sideways Bending. (Q 7)

When lifting is there anything which causes the operative to have to bend or twist, if so can it be cleared away or the work space rearranged to make it easier to access.

Is the operative forgetting to move their feet when lifting the load, if so they may need to be reminded to move their feet or training given?

If the operative has to carry something at their side can it be placed on/in a trolley to be pushed or pulled? Or is training required to ensure the operative knows to carry the object in front of them.

If the storage area is restricted, i.e. basement, under-stairs, or low cupboard: you may need to consider if this is a suitable storage area.

Restrictions on Movement (Q8)

If there are any areas that restrict movement you may need to rethink where items are being stored, or the route being taken. If this is not possible and the operative is required to carry something through a restricted opening or passageway, putting the load on a low barrow or trolley which can be pushed or pulled through the opening or passageway could be considered.

Gripping the Load (Q9)

If the item being lifted has no handholds can ones be created using rope or string? Could the item be placed in a box or bag with good handholds, or on a trolley or other mechanical aid? Can the package be broken down into smaller easier to handle loads?

Floor Surface and Condition (Q10)

If the floor surface is wet you may need to look at why this is happening, e.g. are people bringing water in on their shoes from outside? If so the addition of absorbent mats at doorways may help. Are items being moved when floors are being cleaned, if so moving the object at a different time may avoid this risk? If the floor surface is in poor condition it should be reported to Property Services for repair and a safer alternative route may have to be found until this is carried out. If the surface is sloped is there a safer flatter route available? Consider if the use of a handling aid would help.

Environmental Factors (Q11)

Is the temperature very hot or cold, this may be more relevant in the summer or winter for people who have to work outside. In the summer more regular breaks may have to

be considered and water made available to drink. In the winter, if ground conditions are very wet or muddy, routes may have to be changed, or, if slippery due to ice, routes should be gritted before transporting a load.

If lighting is poor temporary lighting may be required or lighting may need to be upgraded. Think about wind; areas round high flats and through tunnels are often subject to large air currents and trying to carry a large flat object in these conditions is difficult, therefore, you may want to consider alternatives. Would an alternative route be available, e.g. using the back door of a building rather than the front? Could the van be taken to the door or would a handling aid help?

Carry Distance (Q12)

The easiest way to reduce the carry distance is to use a handling aid such as a trolley, sack barrow or some form of lifting and moving system. There are a large number of aids available for handling tasks, some of which are pictured below.



Sack Barrow



Stair climber



Pallet Truck



Trolleys



Lightweight Panel Carrier
truck
Lifting tables

Sheet Carrying

Mobile cranes

This is only a small selection of the various types of equipment available, there are a large number of suppliers who will come on site to discuss your specific moving and handling requirements.

Obstacles on Route (Q13)

Where there are obstacle on the route these should be cleared. Within storage areas passageways should be clearly marked and instructions issued that no items are to be stored in the walkways. Regular inspections of walkways for trip hazards should be carried out.



Where doors have to be negotiated on route, arrangements should be made to hold these open. On no account should fire doors be wedged open. If a fire door needs to

be kept open due to heavy traffic there are systems available to hold the door open and automatically release it in the event of a fire alarm.

Dorguard fire door retainer

Communication and Co-ordination (Q14)

Where you have team lifting make sure one person is in charge of the lift and that all people involved know what the instructions are. For example everyone should be clear about when to lift, use something like “one, two, three, lift”. Also make sure before hand that all know where they are going, you should not have one person heading in one direction and the other in the opposite.

Look at the people carrying out the lift, are they similar height and capability. If someone is very much taller than the other then the smaller person may end up bearing most of the weight.

The ideas above are only general hints and tips, the people who are carrying out the work are likely to have many more suggestions about how to do the job safely.

The Individual (Q15)

How is a team made up, are any members of a lifting team new or significantly smaller or larger than the others. If so you may wish to consider training for the team, or rearranging positions or pairings within the team.

New employees such as apprentices or young persons are more vulnerable to injuries because of their inexperience. New employees should receive training and their work adjusted to give them time to acquire the necessary skills. Where they are using handling aids training must be given in how to use them and their competence checked.

Employees come in all shapes and sizes, this may mean that if an employee is short they may have to be given steps or ladders to access high shelves. If an employee's weight means that they cannot perform manual handling tasks correctly steps may have to be taken to restrict the duties they carry out and they should be referred to Occupational Health for advice. This is a sensitive area and advice is available from OD, HR and Comms on how this should be tackled.

Where an individual cannot perform a manual handling task through age, disability, or health a variety of steps can be considered. Would the introduction of mechanical aids help the employee carry out the task? This should be considered, as it is likely to be beneficial to employees without these issues. The introduction of such mechanical aids may fall into the category of “reasonable adjustments” as stipulated in the Disability Discrimination Act. There may be a requirement to adjust duties or in exceptional cases consider redeployment; again advice is available from OD, HR and Comms.

Advice on dealing with employees who are pregnant is available through OD, HR and Comms and the Health and Safety section.

“Macho” attitudes can often prevent employees reporting symptoms, as can a culture of blame within the organisation. Where this is identified training of employees and managers may be required to overcome these problems. Where an employee persistently does not comply with safe working practices training should be given, it may also be worth considering if the safe working practice is appropriate. However, in persistent cases disciplinary action may be required.

Where the workload is identified as too high steps may have to be taken to put more employees on the job or to reduce the workload.

Tight deadlines can lead to employees taking shortcuts in safe working practices, if this is identified as a problem steps may be required to reassess how work is carried out.

If employees feel they have no control over their working practices and work rate this can lead to poor application of safe working methods. It can be beneficial to give employees some say in how a task is carried out. Alternatively if there is a lack of supervision employees may shortcut safe working methods. Training for supervisors may be required to ensure they are aware of their Health and Safety responsibilities. E.g. The IOSH Managing Safely course.

How Heavy is it?

Typical weights of materials and equipment handled within Inverclyde Council

This list is not exhaustive, and weights given are approximate weights based on information provided by suppliers. If there is any doubt about the weight of anything being moved efforts should be made to obtain a more accurate weight.

Information on weights should be passed to the Health and Safety section for inclusion in this list.

Item	Approximate Weight
Stationary	
Ream of Paper	2.5kg
Box of Photocopy Paper	12.5kg
Standard Archive Storage box (approx. 250mmx327mmx415mm) filled with paper. (Can hold a maximum of 8 reams of paper)	20kg
Lever arch file filled with paper	2.5kg
Using the weights above it should be possible to make a reasonable estimation of the weights of most cardboard-based storage mediums used for paper.	
Display Screen Equipment	
Computer Monitor (Not flat Panel)	17kg
Flat Panel Computer Monitor	8kg
CPU	
Laptop notebook	3kg
Lexmark T620 printer	21kg
Lexmark E332n	10kg
Lexmark 520	20kg
HP combined office printers/copiers/scanners/fax	25kg
Furniture	
Twin Pedestal Desk	80kg
Single Pedestal Desk	50kg
Office Table	30kg
Two drawer filing cabinet (wood)	30-40kg
Two drawer filing cabinet (metal)	
Four Drawer Filing Cabinet (metal)	
Miscellaneous	
19 litre Water bottle(1l = 1kg)	19kg
Flip chart	10kg
Mobile flip chart	21kg
Household/building	
Bathroom sink (not including pedestal)	13kg
Toilet pan	12kg
Ceramic cistern	15kg
Plastic cistern	5kg
Cast iron bath	100kg
Plastic bath	20kg
Exterior wooden door	
Wooden fire door ½ hr rating	Between 30kg to 47kg, depending

Item	Approximate Weight
	on its size.
Interior plain wooden door	
Box of 44 150mm ² tiles	10kg
Kitchen units	
3m length standard chipboard based kitchen worktop	45kg
Base unit's sizes 300mm x 500mm	15kg (maximum weight)
Base unit's sizes 300mm x 600mm, 400mm x 500mm, and 500mm x 500mm.	20kg (maximum weight)
Base unit's sizes 400mm x 600mm, 500mm x 600mm, 600mm x 500mm, and 800mm x 500mm.	25kg
Base unit's sizes 800mm x 600mm, 1000mm x 600mm, and 1000mm x 500mm.	30kg
Base unit's sizes 1000mm x 600mm and 1200mm x 500mm.	35kg
Base unit's sizes 1200mm x 600mm.	40kg
Wall unit's sizes 300x575, 400x575, 300x720,	10kg
Wall unit's sizes 500x575, 600x575, 400x720, 500x720, 600x720, and 300x900.	15kg
Wall unit's sizes 800x575, 1000x575, 800x720, 400x900, 500x900, 600x900	20kg
Wall unit's sizes 1000x720 and 800x900	25kg
Wall unit's sizes 1000x900	30kg
Drawer Packs (base units with 1 to 2 drawers) 500x600 and 600x600	35kg

APPENDIX 2

Page 1 of 2

Completed by:

Date:

CLIENT CARE PLAN (In the Community)

(Including Initial Moving & Assistance Assessment)

Client Name:		Preferred Name:		Tel No:					
Client Address:				Community Alarm	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Door Entry Code		
				Client ID:		DOB:			
Weight	___Kg	___St ___llbs	Height	___m ___cms	___ Ft ___In	Start / Review Date:	Team:		
Medical Condition & Skin Condition									
Medication			Continence						
Mobility Category (See GN1 in guidance sheet)			Level 1	Level 2	Level 3	Level 4			
Please describe any individual characteristics that may affect the moving and handling of the client (See GN2 in guidance sheet):									
Please identify below task(s) where clients may need moving and handling assistance:									
Task	Assistance by Carers		Further assessment required		Task	Assistance by Carers		Further assessment required	
• Sitting	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	• To / from bed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Standing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	• In / out of car	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Toileting	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	• To / from chair	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Walking	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	• To / from wheelchair	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• To / from shower	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	• Up / down stairs	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• To / from bath	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	• Sustained posture	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Moving / sitting in bed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please detail any others tasks below:									
						Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
						Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of Carers required: 1 <input type="checkbox"/> 2 <input type="checkbox"/> Other <input type="checkbox"/> (If other please discuss with Area Organiser)									

Day	Times	Duration	Practical/ Personal	Tasks*	Method to be used/No of workers/Equipment Required	Assessment Attached (please tick)				
Date Care Plan Reviewed	Date		Date		Date		Date		Date	
	Initials		Initials		Initials		Initials		Initials	

For use by Home Care	Yes	No	Amount	£
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***Where necessary please use additional sheets**

APPENDIX 3

Completed by:

Date:

CLIENT CARE PLAN (Residential/Day Care)

(Including Initial Moving & Assistance Assessment)

Client Name:				Client ID:		DOB:		Room No:			
Weight	___Kg	___St___lbs	Height	___m ___cms	___Ft ___In	Review Date:					
Medical Condition & Skin Condition											
Mobility Category (See GN1 in guidance sheet)			Level 1		Level 2		Level 3		Level 4		
Please describe any individual characteristics that may affect the moving and handling of the client (See GN2 in guidance sheet):											
Please identify below task(s) where clients may need moving and handling assistance and provide further details overleaf:											
Task		Assistance by Carers		Further assessment required		Task		Assistance by Carers		Further assessment required	
• Sitting		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	• To / from bed		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Standing		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	• In / out of car		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Toileting		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	• To / from chair		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Walking		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	• To / from wheelchair		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• To / from shower		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	• Up / down stairs		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• To / from bath		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	• Sustained posture		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Moving / sitting in bed		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please detail any others moving and assisting tasks below:											
								Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
								Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of Carers required: 1 <input type="checkbox"/> 2 <input type="checkbox"/> Other <input type="checkbox"/> (If other please discuss with Unit Manager)											

APPENDIX 4

Moving & Handling Assessment - Home & Residential Care

Client Name		Client ID No / Room No..		Weight		Height			
Please refer to guidance notes overleaf when undertaking assessments				Mobility Category (See GN1)		1	2	3	4
Please describe any individual characteristics that may affect the moving and handling of the client :									
Please provide below details of the task(s) that clients may need moving and handling assistance and associated information									
Task	Equipment to be used	Methodology				No of staff			
						1	2	3	4
						1	2	3	4
						1	2	3	4
						1	2	3	4
Please detail any training, information or instruction required by staff or any further action required									
Please provide details of any associated documentation:									
Date assessed									
Assessed by									
Review date									
Use a different column each time assessment is reviewed									
THIS ASSESSMENT SHOULD BE APPENDED TO THE CLIENTS CARE PLAN AND BE FREELY AVAILABLE TO CARERS									

When carrying out a Care Assessment for a client please take into account the information provided in the guidance notes below			
Guidance Note 1 Mobility of Client		Guidance Note 2 Individual Characteristics	
<p>Level 1 Independent and does not require hands on assistance, can use mobility aid independently (if required), may require verbal prompting</p> <p>Level 2 Requires assistance of one carer to mobilise and can transfer. May use mobility aid</p> <p>Level 3 Requires assistance of two carers to mobilise and can transfer May use mobility aid</p> <p>Level 4 Non-weight bearing</p>		<p>Physical: Disability, Weakness, Pain, Skin Lesions</p> <p>Medical: Epileptic, Arthritic, Dementia</p> <p>Behavioural: Comprehension, Aggressive, Co-operative</p>	
Guidance Note 3 Tasks		Guidance Note 4 Equipment	
<p>Sitting Standing Toileting Bathing Walking</p> <p>Moving / sitting in bed Transfer to / from bed</p> <p>Sustained posture In / out of car Transfer to / from chair</p> <p>Transfer to / from wheelchair Showering</p> <p>Ascend / descend stairs</p>		<p>Manual hoist Powered hoist Zimmer Mini slide</p> <p>Handling sling Ambu chair Bath aid Slide sheets</p> <p>Handling belts Transfer boards Wheelchairs</p> <p>Commode Shower chair</p> <p>Other (please detail in assessment)</p>	
Guidance Note 5 Environment		<p>Please note this information is not exhaustive but provided for general advice and guidance only.</p>	
<p>Access Floor coverings Lighting</p> <p>Constraints</p> <p>Obstacles Sufficient space to work in Furniture</p> <p>Heating</p>			

APPENDIX 5

DRAFT

Bariatric Risk Assessment

(To be completed if the persons weight is suspected to be above 25 stones)

Name: _____ Date of Birth: _____

Date: _____ Assessor: _____

Service user Details

	Comments / Information
Date of original moving and handling assessment?	
Has the person had a previous fall resulting in an injury?	
What is the persons current weight?	
Where and when was the last weight taken?	
Is the weight likely to change?	
Approximate height and build?	
Is the person able to assist in any aspect of transferring? Specify	
Have relevant parties including family and other professional parties been consulted within this assessment?	

EQUIPMENT

What equipment is required	If on site specify equipment and safe working load.	Date when correct equipment is in place (add signature and date)
Profiling bed		
Mattress		
Shower chair		

Commode		
Toilet surround Raised toilet seat Bath hoist Bath seat		
Armchair/Riser chair		
Dining room chair		
Hoist /Sling (Mobile)		
Overhead hoist/sling		
Slide sheets (check dimensions and purpose of use)		
Wheelchair		
Walking aids		

ENVIRONMENT

Have environmental factors been considered?	
Uneven floor surfaces?	
Width of doorways ?	
Layout of room for ease of access?	

STAFF – CARER

Have they been consulted about this assessment?	
Are they aware of the need for appropriate footwear?	
How many staff are required (specify)	
Does the task <u>endanger pregnant</u> women?	

Are carers familiar with the use of the above equipment and if not has necessary training been arranged?	
Are staff aware that they must not use equipment with an inadequate working load?	
Are they aware of the action to take in the event of the person falling?	
Does the organisation have a specific policy on bariatric clients and has this been communicated to staff?	

ADDITIONAL RISK FACTORS	
Are there additional plans in place for action in the event of fire?	
Are there plans in place in the event of the person falling?	
Does the person need specialist transport in the event of requiring hospital treatment?	

Supporting evidence (This should be a brief overview of any decisions made and any evidence to support those decisions)

Signed :.....

Date.....

Note any further review dates below