

Policy Title	LSC Care Manual Handling Policy and Procedure
Issue date (m/y)	10/2013
Author	Amy Deignan, Care Coordinator
Approved by	Donna Welburn, Operations Manager
Review date (m/y)	08/2018
Last review (m/y)	07/2017

Context and/or Aims

The Learning Support Centre is aware that people employed in delivering care have a greater than national average risk of injury. To help reduce this risk it is the company's intention to implement an effective manual handling policy, which incorporates risk management, risk assessment and training and support for all our carers and staff.

The Learning Support Centre and Jotters accepts its responsibility (Health and Safety at Work Act 1974), Manual Handling Operations Regulations 1992 (Revised 1998), and EEC Directive 90/269/ECC on manual handling of loads to ensure, as far as reasonably practical, the health and welfare of all our staff.

Management and staff are encouraged to work together positively to achieve safe working conditions, compatible with provision of appropriate services to our students and colleagues within the working environment.

The Learning Support Centre has established a mechanism for organising training aimed at educating staff. In addition, risk assessment and supervision of the handling of loads is undertaken by managers to minimise the risk of injury.

Minimal Lifting Policy

The Learning Support Centre has adopted a Minimal Lifting Policy: i.e. handling which involves manually lifting the whole or the majority of a person's weight is considered unsafe in all but life threatening or emergency situations.

The objective of the policy is to eliminate, as far as is reasonably practicable, the risk of injury to employees whilst carrying out manual handling tasks. Where elimination is not reasonably practicable, to reduce the risk to a minimum by providing employees with training, facilities and resources to enable them to perform Manual Handling tasks safely.

The Hierarchy of measures required in the assessment and reduction of risks as stated in the Manual Handling Regulations (1992/2004) are:

- Avoid lifting if possible
- Assess any lifting that cannot be avoided
- Reduce risk that has been identified by assessment
- Review assessment with a view to further reduction of risk

Policy Title	LSC Care Manual Handling Policy and Procedure
Issue date (m/y)	10/2013
Author	Amy Deignan, Care Coordinator
Approved by	Donna Welburn, Operations Manager
Review date (m/y)	08/2018
Last review (m/y)	07/2017

Specific student assessment can be documented in the students care plan that relates specifically to the students individual manual handling needs.

It is important the manual assessments are kept up to date and the review specifically if an accident or near miss occurs, new information comes to light or there are significant changes in the way the operation is carried out.

Unsafe/Controversial handling practices

The following manual handling practices have been identified as ‘controversial’ and should only be used in ‘very limited or defined situations’ and then only after a documented careful assessment has been undertaken.

- The drag lift/under arm lift
- The orthodox lift
- The clinging ivy lift (lifting with students arms around the carers neck)
- The use of poles and canvas
- Two sling Lift
- The through arm Lift
- The shoulder lift and slide
- The hammock lift (arm and leg)
- The bear hug (pivot transfer)
- Lifting the full body weight of the client
- Attempting to hold up the full weight of a falling student

Duties

There is an obligation for every member of staff to follow any system of work laid down to protect them from manual handling risks and to use any/all mechanical aids provided for their use to control manual handling risks.

The risk of injuries to staff can be prevented through effective training and educational programmes. The Learning Support Centre provides Moving and Handling training for all its employees working as carers and mandatory annual updates.

Policy Title	LSC Care Manual Handling Policy and Procedure
Issue date (m/y)	10/2013
Author	Amy Deignan, Care Coordinator
Approved by	Donna Welburn, Operations Manager
Review date (m/y)	08/2018
Last review (m/y)	07/2017

Where mechanical assistance is provided, the user(s) will be trained in its correct use and care before it is utilised.

The assessment of risks and identification of training needs must be carried out regularly. All employee/s undertaken Manual Handling tasks will take an active part in the risk assessment process.

Management Responsibilities

To comply with legislation and to reduce risks, to a level that is reasonably practicable, to all staff. To ensure that moving and handling requirements are identified in job descriptions and will ensure that all in employees are trained and assessed in moving and handling operations and back care suitable to their area of employment.

Staff Responsibilities

Individuals have a duty to take all reasonable care for their own health and safety and that of other staff and students and members of 3rd party organisations who may be affected by their actions and omissions. They must also co-operate in the investigation of accidents/incidents and adhere to policies, procedures and codes of practice.

The policy recognises that Manual Handling involves direct physical contact between people and there may be cultural differences relating to contact between individuals that may create emotional and psychological barriers, which apart from causing distress to students may increase the physical risk to staff and students. Staff should at all times be aware that the cultural/beliefs of the student has to be taken into account when providing support and assistance.

Staff should be aware that Human Rights legislation has an impact on the decision making regarding risk assessment in manual handling. Staff should ensure they have an understanding that the requirement to carry out a competent assessment and management of risk is balanced with the physical, psychological, emotional and social needs of student.

Policy Title	LSC Care Manual Handling Policy and Procedure
Issue date (m/y)	10/2013
Author	Amy Deignan, Care Coordinator
Approved by	Donna Welburn, Operations Manager
Review date (m/y)	08/2018
Last review (m/y)	07/2017

Equipment for manual handling policy-manual handling aids and equipment

- Where the risk assessment identifies a need for mechanical/electrical assistance it will be provided if it is reasonably practicable to do so.
- If the electrical/mechanical assistance is provided it must be used to accordance with instruction and training provided by a competent person.
- When acquired or repaired, any mechanical/electrical equipment must be accompanied by documentary evidence of its safety. Each device must clearly show its 'safe working load' and must not be used on weights exceeding that figure.
- The certificate and record of periodic checks must be kept and available for inspection.
- The manual handling mechanical/electrical equipment must only be repaired and services by a competent person in accordance with the LOLER regulations. (lifting operations and lifting equipment regulations 1998) The regulations require that devices are serviced and checked every six months by a competent person. A maintenance schedule for equipment must be devised and implemented. Records must be maintained by a nominated person.