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Frimley Health NHS
NHS Foundation Trust

Moving and Handling

Frimley Park Hospital

Heatherwood Hospital

Wexham Park Hospital

Contents

Manual Handling

Manual Handling Operations Regulations (MHOR) 1992

Manual Handling is defined as:-

'Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force'.

A load is a discrete moveable object, e.g. inanimate object, person, or animal.

Regulation (4) establishes a clear hierarchy of measures

Avoid	hazardous manual handling operations so far as is reasonably practicable
Assess	any hazardous manual handling operations that cannot be avoided
Reduce	the risk of injury so far as is reasonably practicable
Review	the assessment and revise if necessary

Reasonably practicable means that the employers' duties are satisfied if they can show that the cost of any further preventative steps would be grossly disproportionate to the further benefit from their introduction.

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the Provision and Use of Work Equipment Regulations 1998 (PUWER)

These regulations cover any equipment, which is used by an employee at work, e.g. hoist and slings. Employers have a responsibility to ensure that equipment provided for use at work is:

- Suitable for the intended use and marked with the safe working load
- Safe for use, maintained in a safe condition and regularly inspected
- Used only by staff who have received adequate information, instruction, and training
- Accompanied by suitable safety measures e.g. protective devices, markings, and warnings

All equipment used for lifting and moving patients must be serviced and load tested every 6 months and have a service label showing:

- The date of the inspection
- The date the next inspection is due
- Any defects found which are (or could potentially become) a danger to people

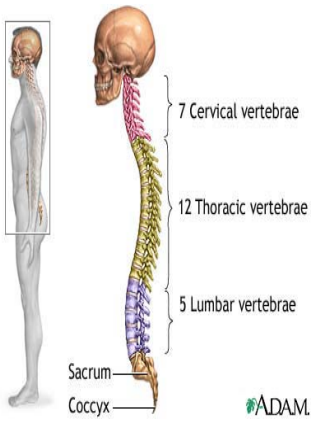
All other lifting equipment must be inspected annually. Inspections must be carried out only by a Trust appointed qualified engineer.

The Manual Handling Policy

The Manual Handling Policy can be found on Ourplace. It outlines the duties of the Trust as an employer and those of the staff employed across all of the Trust's sites in relation to Manual Handling at work.

The Human Spine

The spine is the central component of the skeleton and is the body's principle scaffolding. It supports the skull and anchors the ribs, pelvis and shoulder bones. When viewed from behind the spine should be straight and from the side it should form a gentle 'S' shape. These curves in the spine allow for greater flexibility and an ability to absorb compression forces.



The lumbar region of the spine (small of the back) bears the majority of the body's weight plus any weight that is being lifted or moved. It also twists and bends more than the upper part of the spine and is much more susceptible to injury, damage, and pain.

The Three Components of the Spine

1. Vertebrae

The vertebrae are small bony units that form the spine and provide broad areas for the attachment of muscles, tendons and ligaments that allow the body to move.

2. Intervertebral Discs

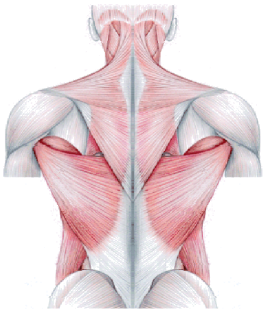
In between each vertebrae is a disc which is made of a tough fibrous outer layer and a soft fluid filled centre. These discs have four main functions:

- Absorb shock
- Act as a spacer between vertebrae
- Reduce friction during movement
- Limit excessive movement

As discs have very few nerve endings and no blood supply, they do not have a way to repair themselves so damage caused to the disc can last for years.

3. Muscles and Ligaments

Muscles allow for movement and have a very good blood supply and, therefore, can heal from injury relatively quickly. Stooping and sudden movements can lead to overstretching and damage (strain).



Ligaments hold bones together to prevent excessive movement. If injured or inflamed, the ligaments can take some time to heal due to a poor blood supply. The vast majority of back pain is caused by muscle strain, trauma to the muscles and other soft tissues (ligaments, tendons) causing severe and debilitating pain.

T.I.L.E

The Regulations require risk assessments to be carried out on all moving and handling tasks that cannot be avoided. There are 4 main areas that must be considered:

Task(s) – do they involve? • Holding loads away from the body • Twisting, stooping or reaching upwards • Large vertical movement • Long carrying distances • Pushing or pulling • Repetitive handling • Insufficient rest or recovery time • A work rate imposed by a process • Static positions	**Individuals** – are they? • Trained in the tasks / equipment • Wearing appropriate clothing • Suffering from any health problems or previous injuries that affect capability • Co-ordinated – discussed leader and commands • Of similar height • Hindered by clothing / personal protective equipment
Loads - are they? • Heavy, large, or bulky • Difficult to grasp e.g. awkward shape • Unstable or likely to move unpredictably • Harmful e.g. sharp / hot • *Considerations for patients:* • Physical / mental condition • Pain level • Weight bearing ability • Co-operation	**Environment/Equipment –** is / are there? • Restrictions on posture • Uneven or slippery floors • Variations in work levels • Hot / cold / humid conditions • Brakes on equipment • Lighting • Obstacles • Doorways

Reducing the Risk - a risk assessment will highlight the risks once the hazards have been identified, steps must then be taken to reduce the risk of injury.

Manual Handling Principles

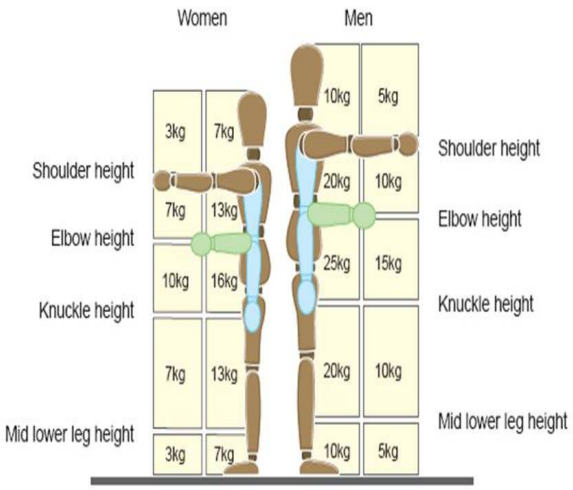
All these principles must be applied when handling both patients and inanimate loads. In addition, all these principles should be put into practice at home as well as at work. For example, don't stoop over to load the washing machine or pick up the children, bend your knees instead.

It is also important to remain as physically active as possible and take regular exercise. If you lead a sedentary lifestyle and then come to work to carry out a physically demanding job, your risk of injury increases greatly.

	**Think before handling / lifting -** Plan the activity. Where is the load going to be placed? Will help be needed? Use handling aids where possible. Remove obstructions, such as wrapping materials.		**Adopt a stable position -** The feet should be shoulder width apart, facing the direction of travel, with one leg slightly forward to maintain balance (alongside the load if it is on the ground).
	**Ensure a good hold on the load -** Where possible hug the load as close as possible to the body. This may be better than gripping it tightly only with the hands.		**Bend knees and maintain 3 curves of spine -** Do not stoop. **Keep the load close to the waist -** Keep the heaviest side of the load next to the body.
	**Avoid twisting the back or leaning sideways -** Turning by moving the feet is better than twisting and lifting at the same time. **Keep head up –** Look ahead, not down at the load once it has been held securely.		**Move smoothly -** Do not jerk or snatch the load as this can make it harder to control. **Do not lift or handle more than can be easily managed –** Use equipment if needed. If in doubt, seek advice or get help.

Lifting and Lowering Guidelines (MHOR)

The guidelines for lifting and lowering operations assume that the load is easy to grasp with both hands and that the operation takes place in reasonable working conditions, with the handler in a stable body position. They take into consideration the vertical and horizontal position of the hands as they move the load during the handling operation, as well as the height and reach of the individual handler. For example, if a load is held at arm's length or the hands pass above the shoulder height, the capability to lift or lower is reduced significantly.



Scale Conversion Chart

Metric conversions given to nearest kilogram

Stone	Kilos	Pounds	Stone	Kilos	Pounds
1	6	14	26	165	364
2	13	28	27	171	378
3	19	42	28	178	392
4	25	56	29	184	406
5	32	70	30	191	420
6	38	84	31	197	434
7	44	98	32	203	448
8	51	112	33	210	462
9	57	126	34	216	476
10	64	140	35	222	490
11	70	154	36	229	504
12	76	168	37	235	518
13	83	182	38	241	532
14	89	196	39	248	546
15	95	210	40	254	560
16	102	224	41	260	574
17	108	238	42	267	588
18	114	252	43	273	602
19	121	266	44	279	616
20	127	280	45	286	630
21	133	294	46	292	644
22	140	308	47	298	658
23	146	322	48	305	672
24	152	336	49	311	686
25	159	350	50	318	700

The application of the guidelines will provide a reasonable level of protection to around 95% of working men and women.

However, the guidelines should not be regarded as safe weight limits for lifting

Moving & Handling Training

Appropriate training will be made available in accordance with the Trusts Learning and Organisational Development Department Training Policy. Managers must ensure that their staff receive relevant training. A wide range of training in Health and Safety including moving and handling is available:

Health & Safety, Manual Handling (theory and practical) and Fire (theory and practical) are covered on Trust Induction for all staff. non-clinical staff may undertake the e-learning induction on the Trust's microsite but must attend a Fire lecture in the classroom with the Fire Safety Advisor.

Manual Handling: Training is mandatory for all members of staff; divided into patient facing (level 2), e.g. nurses, midwives, care assistants, etc. and non-patient facing (level 1), e.g. admin, housekeepers, etc. In addition, training is provided for Manual Handling Links. Theory training (level 1) must be completed three yearly online. The Practical session (level 2) must be attended once (usually on Induction) thereafter bespoke sessions and training on the ward / department will be organised by the Manual Handling Advisors.