

# Safe Moving and Handling

## COURSE INTRODUCTION

This course has been created to give basic knowledge on how to move and position service users safely. This theory-based training should be supported with a practical competency assessment by your employer.

## Learning Aims

- To learn the definition of Moving and Handling
- To understand the legal responsibilities
- Learn about how the body works
- Safe movements and the use of equipment
- How to report concerns

This course is divided into 5 modules:

1. Defining Moving and Handling
2. Rules and Regulations
3. Anatomy and Physiology
4. Safe Moving Techniques and Equipment
5. Reporting Concerns

## Module 1 - Definition of Moving and Handling

Moving and handling refers to **the manual handling of people**. Before being able to move anyone in a care setting, you must be fully trained and deemed competent by your employer.

Moving and handling is a key part of the working day for most employees in health and social care; from moving equipment, laundry, catering, waste, or supplies, to assisting service users in moving around. To ensure moving and handling is done correctly and safely, there are various policies and pieces of legislation you must follow.

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Some examples of activities that you may not think involve moving and handling, but do, include:

- Helping a person in and out of bed, to turn over or to sit up.
- Helping a person go to the toilet.
- Helping a person to wash or bathe.
- Helping a person to stand, walk or sit down.
- Helping a person get in or out of a car.
- Lifting and carrying loads of laundry.
- Pushing, pulling, or carrying cleaning supplies.
- Moving furniture or other objects.
- Bringing objects to a person's chair or bedside.
- Carrying food trays or pushing a food trolley.

If not carried out correctly, moving and handling activities can cause serious physical injury to you and others.

### Module 2 Rules and Regulations

Relevant legislation including:

- The Health and Safety at Work etc. Act 1974.
- The Manual Handling Operations Regulations 1992.
- The Management of Health and Safety at Work Regulations 1999.
- Provision and Use of Work Equipment Regulations 1998 (**PUWER**).
- Lifting Operations and Lifting Equipment Regulations 1998 (**LOLER**).

All employers should put in place their own policies surrounding moving and handling to ensure legislation is being followed.

### Did you know.....

Work related injury can be prevented!

One in three accidents at work are caused by poor moving and handling. Many incidents cause long term damage to the back.

Every year, 300,000 people in the UK suffer from back pain due to manual handling accidents. Damage to the back, neck or spine can lead to extreme pain, temporary incapacity, or permanent injury.

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## Risk assessments

Risk assessments are a legal requirement and evaluate the risks involved in moving and handling activities.

**Identifying the hazards** – this means identifying the possible risks to health during moving and handling activities, such as excessive strain or awkward positioning, the equipment used, the staff involved and the environment, including moving and handling in the event of emergencies such as fire evacuations.

**Identifying who may be harmed and how** – this means identifying the people at risk of harm from the hazards involved in moving and handling. This will include the staff, service users and any visiting family and friends.

**Evaluating the risks** – risk assessments must be tailored to the individual's specific needs and should consider their abilities, the equipment to be used, the number of staff needed and moving and handling in case of emergencies, such as a fall.

**How to Control the risks** – this step involves deciding on the precautions that will be taken to reduce the likelihood of harm. One of the first considerations should be whether the moving and handling activity is necessary. If it is not possible to remove the need for moving and handling, appropriate control measures should be put in place.

## What needs to be Recorded and when it should be reviewed

Risk assessments should be reviewed regularly, especially in the event of new equipment, a new service user, procedural changes, if an accident occurs, or if the health of the service user changes significantly enough to impact on the risk assessment.

You should familiarise yourself with the risk assessments, policies, and procedures within your care setting to ensure you are working in the safest way.

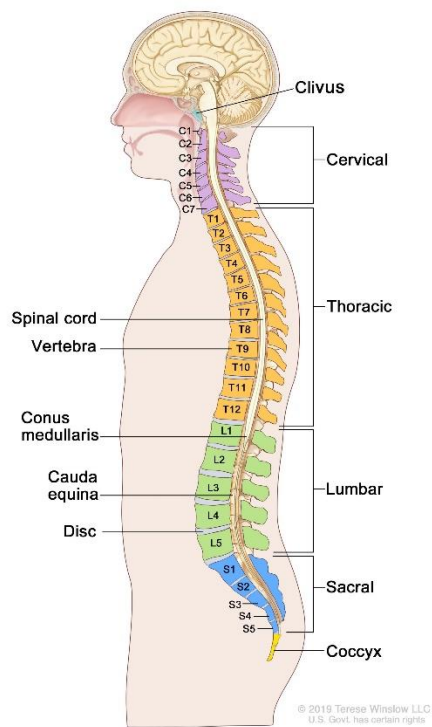
## Module 3 - Anatomy and Physiology

Your spine, or backbone, is **your body's central support structure**. Your spine helps you sit, stand, walk, twist and bend. Back injuries, spinal cord conditions and other problems can damage the spine and cause back pain.

- The spine has 33 bones (Vertebrae)
- The upper 24 are separated by discs that act as cushions

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- They are linked by 118 joints



## How your back works

There are 40 muscles in the back that produce motion in all directions.

This means that when one group contracts, the opposite group relaxes allowing movement to take place.

When standing and walking the muscles acting on the spine work very hard to maintain balance as it is a large mass over a small area.

## Causes of Back Pain

Include:

- Injury
- Age
- Twisting
- Lack of recovery time
- Sustained or long time holding of a weight
- Holding or stooping posture
- Activities which use static muscles
- Activities which use ligaments at full stretch

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Four out of five people will suffer back pain at some point in their lives.

## Module 4 - Safe Moving Techniques and Equipment

Moving and handling takes place in everyday activities not just at work

It is important to follow all moving and handling guidelines and training

Moving and handling techniques can involve **the use of specialist equipment** to reduce the physical impact on those involved and the likelihood of injuries.

Before you use any moving and handling equipment, there are certain checks you must carry out to ensure the safety of those involved.

- Are there any signs of damage such as cracks, frays or exposed wires?
- Is the equipment clean?
- Has electrical equipment been serviced (PAT)?
- Is there enough charge in the equipment to carry out the task?
- Are there any trailing wires?
- Is there enough room to complete the task?
- Have the members of staff been trained and deemed competent to use the equipment?

Necessary equipment may include:

**Hoists** – there are several variations and types of hoists available, they are generally used for those who are non-weight bearing and include mobile hoists (these are brought to the service user and used to transfer them), ceiling or tracking hoists (these have a motor that moves along a track on the ceiling from which a cradle can be lowered or raised on a lifting tape), standing hoists, bath hoists or bath lifts.

**Slings** – there are many variations of slings including bath slings, toilet slings, in-situ slings (these are used when removing the sling is difficult due to fragile skin) and transfer slings.

**Slide sheets** – these are sometimes referred to as glide sheets and are made of a low-friction material. They are used to help move an individual with less physical effort and

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without dragging. Some are permanently underneath the service user, others are only placed underneath them during manoeuvres, some are disposable and others are reusable.

**Transfer boards** – these are used to assist in moving a service user to and from different furniture, for example from a seat to a wheelchair. They are often used in conjunction with slide sheets or handling belts.

**Turning aids** – these are used to assist in turning people around and are also known as rota stands, turntables or patient turners.

**Electric profiling beds** – these are mostly for dependent or immobile residents and provide adjustable height and tailored positioning of the individual while in bed. They are used to adjust the bed for eating, breathing issues or to move the individual from a seating to standing position.

**Wheelchairs** – wheelchairs are very common in health and social care and come in a variety of types. They may be electric, manual, able to recline and or very basic.

**Bed rails** – sometimes referred to as support rails or poles, these do not strictly class as moving and handling equipment however they are worth mentioning. They are used to reduce the risk of falls and aid the service user when repositioning in their bed.

An occupational therapist will assess the individual to identify any equipment they need. It is your employer's responsibility to make sure all staff have been trained to carry out any tasks which include the use of aids.

### Module 5

## Reporting Concerns

As health and social care workers we have a duty of care the people in our care. If you see any of your colleagues carrying out unsafe moves or working in a potentially dangerous way, you should immediately tell the staff member to stop what they are doing and when safe inform your manager and record this incident.

## Consequences of Unsafe Moves

- Causing injury to the individual
- Loss of job and income
- Injury to yourself
- Company reputation being destroyed

Never takes risks when it comes to the safety of those in your care, if you are unsure stop and ask for help.

## Safe Moving and Handling

Well done!

You have completed this training for Moving and handling.