

Moving and Handling Policy

Version Control Sheet

VERSION	DATE OF REVIEW	IMPLEMENTED AND AUDITED BY	STATUS	COMMENTS
4	01/04/2024	Ann Kelly (Registered Manager)	Active	To be reviewed 01/04/2025

Purpose

Clinical24 Staffing Limited recognises the importance of implementing effective moving and handling practices to protect the health and safety of both workers and patients. This policy outlines the purpose, statement, and procedures for safe and efficient moving and handling within the organization, including the responsibilities of Clinical24 Staffing Limited and the workers.

Many long-term injuries and days of absence from work are caused by injuries related to moving and handling. These injuries can be reduced significantly in number if proper procedures are followed, and this policy statement contains valuable advice and guidance for agency workers of Clinical24 Staffing Limited.

Statement

Moving and handling operations mean any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving of it) by hand or by bodily force. Many people hurt backs, arms, hands or feet lifting everyday loads, not just when the load is too heavy. More than a third of all injuries reported each year to the Health and Safety Executive and to local authorities are the result of moving and handling activities.

Upper limb disorders can happen in almost any workplace where people do repetitive moving and handling activities or work in awkward postures for prolonged periods of time, or as a result of one-off incidents.

Early symptoms may be temporary muscular aches and pains, but if such work is not properly managed, they can develop into chronic and disabling disorders. Damage can build up over time, causing pain and discomfort in necks, backs, shoulders, arms, hands or fingers. Most cases could be avoided by the provision of suitable and regularly maintained mechanical aids, together with relevant training on moving and handling and the safe use of equipment.

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our agency workers while they are at work, in relation to moving and handling activities, and to comply with all relevant legislation, including the:

- Health and Safety at Work (Northern Ireland) Order 1978.
- Management of Health and Safety at Work Regulations (Northern Ireland) 2000.
- The Manual Handling Operations Regulations 1992 (MHOR 2004)
- Personal Protective Equipment at Work Regulations (Northern Ireland) 1993.

Clinical24 Staffing Limited is committed to ensuring the safe and appropriate moving and handling of patients by providing necessary training, guidelines, and equipment. This policy establishes procedures and guidelines for undertaking moving and handling activities in a manner that minimizes the risk of injury to workers and patients.

Procedure and Guidance

To ensure that moving and handling activities are undertaken safely and that safe systems of work are clearly understood throughout Clinical24 Staffing Limited, we will:

- identify all moving and handling tasks and situations where there is a risk of injury.
- avoid moving and handling tasks, wherever practicable.
- assess and reduce unavoidable risks.
- provide agency workers with adequate information, instruction and training to enable them to perform their work safely.
- ensure that adequate resources are made available to fulfil the requirements of this policy.

Responsibility of Clinical24 Staffing Limited

- Clinical24 Staffing Limited will provide an environment that supports safe moving and handling practices by providing appropriate equipment, resources, and training to workers.
- Clinical24 Staffing Limited will develop and maintain a Moving and Handling Risk Assessment, which will identify potential risks and implement control measures to mitigate those risks.
- Clinical24 Staffing Limited will ensure that all workers are aware of the Moving and Handling Policy and provide the necessary information and training to carry out moving and handling activities safely.

Responsibility of Workers



- Workers are responsible for understanding and adhering to the Moving and Handling Policy, including the safe and appropriate use of equipment and techniques.
- Workers are responsible for reporting any concerns, incidents, or injuries related to moving and handling activities to their line manager or the designated responsible person within Clinical24 Staffing Limited.
- Workers have a duty to participate in moving and handling training and refresh their knowledge and skills regularly.

Moving and Handling Training

- All workers involved in moving and handling activities will receive appropriate training on the safe use of equipment, correct techniques, and risk assessment.
- Moving and handling practical training should be completed annually to ensure workers stay up to date with best practices and remain competent in their skills.
- The designated responsible person will maintain records of training completion and monitor the compliance of workers with the training requirements.
- In addition to formal training, Clinical24 Staffing Limited encourages ongoing learning and communication among workers to share best practices and address any concerns or challenges related to moving and handling.

Review and Compliance

This Moving and Handling Policy will be reviewed annually to ensure compliance with internal policies, changes in legislation, and best practices. Clinical24 Staffing Limited will maintain records of training completion, risk assessments, and incidents to demonstrate compliance and continuous improvement in moving and handling practices.

By implementing this Moving and Handling Policy, Clinical24 Staffing Limited ensures the safety and wellbeing of workers and patients by promoting safe and appropriate moving and handling practices. Clinical24 Staffing Limited recognizes that training and adherence to this policy are essential to prevent injuries and maintain a safe working environment.

Next Review

Reviewed by:	Ann Kelly
Title:	Registered Manager



Signed:	<i>Ann Kelly</i>
Last Review Date:	01/04/2024
Actions:	Address Updated

Next Review Date: April 2025