

Safe Operating Procedure for moving and handling techniques of patients and objects

Issue Date	Review Date	Version
15/01/19	2021	Version 4

Purpose

To promote safe practice in the core moving and handling techniques, thus reducing the risk of musculoskeletal injury to staff enabling patients and objects to be moved safely. It is to be used in conjunction with the manual Handling policy and manufacturer's instructions.

Who should read this document?

Trust Board and its committees, because it is ultimately the Board's responsibility and accountability to ensure that relevant Health and Safety legislation is being addressed.

- Senior clinicians and senior managers, because they need to know their responsibilities and accountability in respect of promoting safe handling behaviours in their work areas
- All staff, because they need to follow the Trusts Standard operating procedures in moving and handling people and objects safely to protect the safety of patients and staff.

Key Messages

- Avoid hazardous manual handling as far as reasonably practical.
- Assess all risks in relation to moving and handling people or objects, where avoidance is not an option

Reduce the risk of manual handling as far as is reasonably practical by following the standard operating procedures. These include ensuring staff are adequately trained in carrying out moving and Handling activities safely, reducing the risk of injury to staff and patients.

These core techniques for moving and handling are to be used in conjunction with the safe Moving and Handling principles and moving and Handling risk assessment.

Core accountabilities

Owner	Moving and Handling Lead
Review	2021
Ratification	Director of Corporate Business
Dissemination (Raising Awareness)	Moving and Handling Lead
Compliance	Moving and Handling Lead

Links to other policies and procedures

Moving and Handling People and Objects Policy; Plus Size Moving and Handling Safe Operating Procedure;

Version History

Version 1	2002	
Version 2	2012	
Version 3	2015	

The Trust is committed to creating a fully inclusive and accessible service. Making equality and diversity an integral part of the business will enable us to enhance the services we deliver and better meet the needs of patients and staff. We will treat people with dignity and respect, promote equality and diversity and eliminate all forms of discrimination, regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity.

An electronic version of this document is available on Trust Documents on StaffNET. Larger text, Braille and Audio versions can be made available upon request.

Standard Operating Procedures are designed to promote consistency in delivery, to the required quality standards, across the Trust. They should be regarded as a key element of the training provision for staff to help them to deliver their roles and responsibilities.

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Standard Operating Procedure (SOP)

1 Introduction

This is the front sheet for the moving and handling techniques for all clinical and non-clinical staff .

2 Definitions

The Standard Operating Procedures (SOP) contained in this document provide employees with instruction for the safe movement of objects and people.

Based on moving and handling risk assessment,
working in conjunction the with moving and handling policy

3 Regulatory Background

Health and Safety of Work Act 1974

Management of Health and Safety at Work Regulations 1999

Manual Handling Operations Regulations 1992 (amended 2002)

Provision and Use of Work Equipment Regulations 1998

The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014

4 Key Duties

All Staff to take reasonable care of the health and safety of themselves, and of others who may be affected by what they do or do not do.

02: Inanimate load Handling Techniques; 03: Moving and Transporting Beds and Trolleys;

04 :Sit to Stand Transfer using Handling Belt;

05 :Sit to Stand Transfer with two staff;

06 :Sit to stand Transfer using one person;

07: Insertion and Removal of Hoist Sling;

08: Lateral Transfer Plus Size Patient using and Air Lifting Device;

09: Turning a Plus Size patient using a Repo Sheet;

10: Lateral Transfer using XL slide sheet;

11: Turning patient on side using Slide sheet;

12: Moving Patient up the Bed using Slide sheet;

13:Inserting Slide sheet under patient without rolling;

15; Straight Lifting using Ferno Scoop;

16: cardiac Arrest Chair evacuation;

17: Rota Stand;

18: Log Rolling – A&E specific;

19:Log Rolling – Trust Wide;

20: Suspected Traumatic Pelvic Injury;

21: Emergency Evacuation from the Birthing Pool;

22; Retrieving collapsed patient from the Stair well;

24: Lateral Transfer including Trauma Board;

25: Overhead Ceiling Tracking hoisting safely;

26: ArjoHuntleigh Sara Stedy Assisted Transfer;

27: Using Pro-loop patient specific slings;

28: Return Transfer;

29: Emergency Handling Straight lifting

The design and process of review and revision of this procedural document will comply with The Development and Management of Formal Documents.

The review period for this document is set as default of five years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures described.

This document will be reviewed by the Health and Safety Committee and ratified by the Director of Corporate Business.

Non-significant amendments to this document may be made, under delegated authority from the Director of corporate business, by the nominated author. These must be ratified by the Director of corporate business and should be reported, retrospectively, to the Health and Safety Committee

Significant reviews and revisions to this document will include a consultation with named groups, or grades across the Trust. For non-significant amendments, informal consultation will be restricted to named groups, or grades who are directly affected by the proposed changes.

7 Dissemination and Implementation

Following approval and ratification, this procedural document will be published in the Trust's formal documents library and all staff will be notified through the Trust's normal notification process, currently the 'Vital Signs' electronic newsletter.

Document control arrangements will be in accordance with The Development and Management of Formal Documents.

The document author(s) will be responsible for agreeing the training requirements associated with the newly ratified document with the Director of corporate business and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

8 Monitoring and Assurance

- Moving and Handling Team Monitor compliance and effectiveness of the moving and handling policy.
- The moving and Handling team conduct Trust wide audit monitoring moving and handling clinical tasks. Feeding back to clinical staff and managers.
- Clinical moving and Handling key workers Act as a local point of reference, supporting and passing on basic knowledge and skills to colleagues.
- Moving and Handling Key workers provide local moving and handling training on mechanical aids and new equipment as appropriate, supported by the Manual Handling team.
- All staff must attend mandatory moving and handling training to ensure they are familiar with the standard operating procedures as per Trust moving and handling policy.

Health and Safety of Work Act 1974

Management of Health and Safety at Work Regulations 1999

Manual Handling Operations Regulations 1992 (amended 2002)

Provision and Use of Work Equipment Regulations 1998

The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014

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Health & Safety Executive – www.hse.gov.uk

Back Care – www.backcare.org.uk

NHS UK – www.nhs.uk/backinwork

British Association / College of Occupational Therapists – www.cot.co.uk

Chartered Society of Physiotherapy – www.csp.org.uk

The Royal College of Midwives – www.rcm.org.uk

The Royal College of Nursing – www.rcn.org.uk

Royal college of Radiologists – www.rcr.ac.uk

HSE Guidance on Regulations - Manual Handling Operations Regulations 1992 (as amended 2004)

The Guide to the Handling of Patients 4th Edition Revised 1999

The Guide to the Handling of People 5th Edition 2005

The Guide to the Handling of People 6th Edition 2011

