

Inanimate Load Handling

Issue Date	Review Date	Version
November 2020	November 2024	1

Purpose

To promote safe practice in the use of Inanimate Load Handling, 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 Moving and Handling People and Objects policy, and manufacturer's instructions.

Who should read this document?

Senior clinicians and senior managers because they need to know their responsibilities and accountability in respect to promoting safe handling behaviours in their work place.

All staff involved in moving and handling because they need to follow the Trust's Standard Operating Procedures in Moving and Handling People and Objects safely to protect the safety of patients and staff.

Key Messages

Avoid hazardous moving and 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 moving and 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.

The use of Inanimate Load Handling is to be used in conjunction with the Safe Moving and Handling Principles and Moving and Handling Risk Assessment.

Core accountabilities		
Owner	Sarah Fishwick	
Review	Health and Safety Committee	
Ratification	Director of Corporate Business – Lee Budge	
Dissemination (Raising Awareness)	Health and Safety Committee	
Compliance	Health and Safety Committee	
Links to other policies and procedures		
Moving and Handling People and Objects Policy, Plus size Moving and Handling Policy.		
Version History		
1	December 2009	Guidance created and approved
2	October 2010	Reviewed and updated
1	November 2020	Document reviewed and changed to Standard Operating Procedure

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 in Document Library.
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)

Inanimate Load Handling

1 Introduction

Methods for Safe Movement

Plymouth Hospitals University Hospitals NHS Trust

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

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.

5 Procedure to Follow

Inanimate Load Handling Techniques

- Does the load have to be handled?
- Assess situation paying attention to Load Task and Environment.
- Pay particular attention to own physical capabilities.
- If any personal factors are likely to increase.
- Risk of injury - STOP, re-assess, and seek assistance if required.

Without handles: Adopt a comfortable stance



With Handles: Adopt a comfortable stance



- Ensure comfortable and supportive hand grip is adopted and palm of hand supports load.
- Avoid fingertip holds
- Position feet Bend knees
- Keep load within base
- If unable to keep load within base STOP!

Pushing and pulling a load



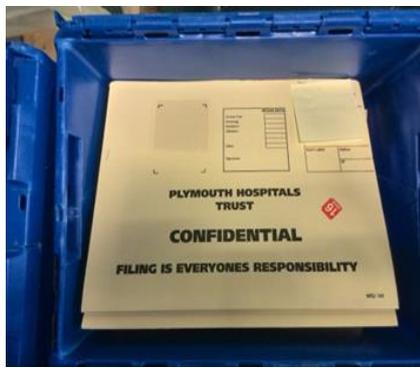
- Bend the knees a bit while keeping your ears, shoulder, and hips in line.
- Pull in and tighten the abdominal muscles.
- Lean toward the object to be pushed and then use your legs and the force of your body weight to move the object forward.
- If you have to push a load, follow the steps above, remembering to keep your back straight, not hunched.

If you have to pull a load:

- Keeping your knees bent, face the object.
- Walk backward while pulling the object, being careful not to twist the body.
- Lean back, but keep your arms straight so that your body rather than your back pulls the load.

Storage of patient notes Blue Notes Boxes:

- Notes inserted with spines downward facing, for easy retrieval of notes from the box
- Enough space either side of the notes to insert hands to reach the bottom of the box.
- Box should not be overfilled, and the lid must be able to close entirely.
- Maximum stacking of 4 boxes, ensuring they are stable and stacked correctly and securely.
- When moving the boxes, ensure your grip on the handles are secure, and that you use the safe manual handling principles when



Correct amount of notes

Storage of patient notes in Blue Bags



Overfilled blue bag with patient notes



Correct amount of notes

6 Document Ratification Process

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 group or committee and ratified by the Director.

Non-significant amendments to this document may be made, under delegated authority from the Director, by the nominated author. These must be ratified by the Director and should be reported, retrospectively, to the group or 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 and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

8 Monitoring and Assurance

All appropriate staff receives mandatory training, as per Moving and Handling People and Objects Policy.

Moving and handling team regularly monitor incidents via Datix, in line with Moving and Handling People and Objects Policy.

9 Reference Material

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 15.—(1)