

Safe Movement of Guidance for Moving and Transporting a Bed/Trolley

Issue Date	Review Date	Version
November 2020	November 2024	1

Purpose

To promote safe practice in the use of Safe Movement of Guidance for Moving and Transporting a bed/trolley, 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 Safe Movement of Guidance for moving and transporting a bed/trolley

Who should read this document?

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

All staff involved in moving and handling because they need to follow the Trust's Standard Operational Procedures in Moving and Handling People or 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 of objects where avoidance is not an option.

Reduce the risk of moving and handling as far as is reasonable 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 Safe Movement of Guidance for Moving and Transporting a bed/trolley 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	The Manual Handling Operations Regulations 1992 (amended 2002).	
Links to other policies and procedures		
Moving and Handling People and Objects Policy, Plus Size Moving and Handling Policy		
Version History		
1	2011	Guidance Document created and approved
2	2015	Guidance Document reviewed and approved
1	November 2020	Document reviewed and changed into 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 the 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) Moving and transporting a bed/trolley

1 Introduction

Methods for Safe Movement

Plymouth Hospitals University Hospitals NHS Trust

2 Definitions

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.

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

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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.

Procedure for Moving Bed/Trolley

Aim: To move the bed/trolley

Handlers Criteria:

- Minimum number of 2 handlers required.

N.B when transporting a patient in the bed/trolley, assessment will determine the amount of staff required to move the bed and supervise patient.

Always follow the manufactures operating instructions for specific beds and trolley's in line with medical device policy.



- Unplug the bed before movement. Coil the electric cable correctly, to prevent damage and reduce the risk of slips trips and falls.
- Release the brakes of the bed/trolley.
- Staff to position at head and foot of bed.
- Adopting a walking stance, transfer weight from one foot to the other to start the bed moving.



- One staff member should position themselves to guide the bed during movement.
- One staff member should push the bed.

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.

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

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