



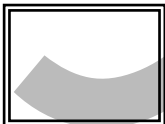
# Theory of Moving People Safely

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N.B: We are aware that official practice is to use the terms “service users” or “people using this service” to describe those receiving care. We prefer the term “client” and use it throughout our training package.

### Key:



worksheet



important

# Theory of Moving People Safely

## Learning outcomes.

- Recognise the legislation involved in moving and handling.
- Identify the structure of the spine and the causes of back pain.
- Carry out a risk assessment for a moving and handling task.
- Identify the principles of movement.
- Recognise some simple movement transfers.
- Identify the need for good communication.

## Fundamental standards.

The fundamental standards are the standards by which CQC will inspect social care. The standards are based on the regulations from the Care Act 2014 and CQC have changed the focus for the purposes of inspection.

The fundamental standards are those standards that no care setting must fall below.

## The standards are based on five areas as follows:

- |                    |   |
|--------------------|---|
| <b>Safe.</b>       | People are protected from abuse and avoidable harm.   |
| <b>Effective.</b>  | People's care, treatment and support show quality of life and promote good outcomes, and providers should show evidence to prove it.                    |
| <b>Caring.</b>     | Care should be person centred involving dignity and respect, and compassion.  |
| <b>Responsive.</b> | Following correct working procedures as agreed by your workplace and as set out in the client's care plan.  |
| <b>Well led.</b>   | Management leadership and governance should ensure all of the above happens. Staff training should be recognised and openness and fairness be apparent. |

These areas are known as key lines of enquiry or KLOES. Each KLOE has a set of criteria which CQC use to check whether the fundamental standards are being met.

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The fundamental standards are as follows:

**Person centred care.** Ensuring that those receiving the care are at the centre of all decisions.

**Dignity and respect.** Providing the client with dignity and respect in all aspects of their care.

**Need for consent.** Asking the client's permission before carrying out tasks that affect them.

**Safe care and treatment.** Following correct working procedures as agreed by your workplace and the client's care plan.

**Safeguarding service users from abuse.** Following agreed working and safeguarding procedures and being aware of signs and symptoms.

**Meeting nutritional needs.** Being aware of dietary needs, working with the care plan, ensuring clients have the right equipment and conditions to eat.

**Cleanliness, safety and suitability of premises and equipment.** Carrying out required checks of premises and equipment, implementing cleaning rotas and carrying out safety checks.

**Receiving and acting on complaints.** Having a complaints policy and procedure in place that is accessible to all and act in accordance with the policy when dealing with complaints.

**Good governance.** Ensuring that all aspects of the workplace is overseen and policies and procedures are implemented and monitored regularly.

**Staffing.** Fit and proper persons employed.  
Fit and proper person requirement for Directors is followed.

**Duty of candour.** Relevant information must be volunteered to all persons who have or may have been harmed by the provision of services, whether or not the information has been requested and whether or not a complaint or a report about that provision has been made.

Our Redcrier manuals will provide your staff with training to support attainment of the fundamental standards.

# Theory of Moving People Safely

## Introduction.

This course is designed to make you aware of all aspects of manual handling operations. It concentrates on the principles behind safe practice to help you to reduce accidents and injury.

The following areas are covered:

- Duties and responsibilities of you and your employer.
- Training requirements.
- In house policies and procedures.
- Anatomy and physiology of the spine.
- Facts about the back.
- Risk assessments.
- Efficient movement principles.
- Team work.

**Over a third of all accidents reported to the Health and Safety Executive each year are caused by poor manual handling.**



## Unit One

### Legislation.

As manual handling is the single largest cause of reportable injury, specific legislation has been introduced to ensure that steps are taken to reduce the risk of accidents while carrying out manual handling operations. These regulations emphasise the necessity for all members of staff to take responsibility for safety in the workplace.

The main piece of legislation governing moving and handling procedures is as follows:

### Manual Handling Operations Regulations (MHOR) 1992 (amended 2002)

Under this act the employers and employees responsibilities are laid out as Employers' duties.

- AVOID the need for hazardous manual handling as far as is reasonably practicable.
- ASSESS the risk of injury from any hazardous manual handling that can't be avoided.
- REDUCE the risk of injury from hazardous manual handling as far as is reasonably practicable.

Employers also have a duty to:

- Provide information about the weight of a load and its heaviest side.
- Review assessments.
- Take into account the physical capabilities of individual employees.

MHOR falls under the **Health and Safety at Work Act 1974** which states that:

Employers must ensure that the health, safety and welfare of employees are protected, so far as is reasonably practicable. With regard to moving and handling employers must:

- Provide and maintain equipment and work systems which are safe and healthy.
- Provide information, instruction, training and supervision.

They must also ensure that workplaces and work activities do not put visitors, members of the public and others at unnecessary risk.

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Under this act employees also have legal responsibilities. They must:

- Take care of their own health and safety at work.
- Take care of the health and safety of others.
- Co-operate with their employer.

Under the **Management of Health and Safety at Work Regulations 1999**.

Employers / managers and supervisors must undertake a range of tasks including:

- Carrying out risk assessments.
- Making arrangements for the planning, organisation, control, monitoring and review of health and safety measures.
- Monitoring and managing occupational health issues.

Manual handling operations should be mechanised wherever possible. Where hazardous manual handling is unavoidable employers must carry out risk assessments and introduce measures to reduce the likelihood of injury; the assessment and findings should be recorded and made available to employees.

Employers must ensure that employees are aware of the risks involved in any manual handling tasks they carry out; all employees must receive adequate training to enable them to work safely.

## Employees' duties.

- Follow appropriate systems of work laid down for their safety.
- Make proper use of equipment provided to minimise the risk of injury.
- Co-operate with the employer on health and safety matters.
- Apply the duties of employers, as appropriate to their own manual handling activities.
- Take care to ensure that their activities do not put others at risk.

Remember, these regulations exist to ensure your safety; if you do not follow guidelines for safe manual handling and you are injured your employer is unlikely to be liable.

Other legislation governing moving and handling procedures is as follows:

## Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Hoists, slings and bath hoists are covered by these regulations.



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Equipment used must be:

- Strong and stable enough for the intended load.
- Marked to indicate safe working load.
- Used safely - the equipment use should be organised, planned and executed by competent people.
- Subject to ongoing examinations and inspections by competent people.

All equipment should be inspected by a competent person when it is installed, after exposure to anything that may cause damage and at regular intervals to ensure safety.

## The Provision and Use of Work Equipment Regulations 1998 (PUWER).

This legislation covers all your lifting equipment and any other tools, machinery, appliances etc. which you use at work.

Equipment must be:

- Suitable for intended use.
- Safe for use.
- Used only by people who have received appropriate information, instruction and training.
- Accompanied by suitable safety measures e.g. protective devices, markings and warnings.

Lifting equipment is introduced to reduce the risk of manual handling operations; however its use can introduce new hazards, these can be controlled if the above guidelines are followed.

**R.I.D.D.O.R 1995 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)** requires that specific accidents, near misses and all incidents of ill health must be reported immediately by the fastest means possible, their cause investigated and the correct action taken.

Management should investigate the cause and set up appropriate control measures to prevent accidents / incidents from reoccurring.

Some accidents must be reported to enforcement authorities:

- Death.
- Injury resulting in absence from work for more than seven days.
- A member of the public needing to go to hospital immediately.
- Any type of injury / dangerous occurrence or disease that is specified by law.

Supporting detail can be found on the HSE website: [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)





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As mentioned above, the single largest cause of reportable injury is poor manual handling. Equipment failures, such as slings tearing while being used, must be reported regardless of whether anyone is hurt.

## Why should I be trained?

If your work role does not involve lifting heavy loads, or aiding clients with mobility problems, you may feel that it is not necessary for you to worry about manual handling techniques. The regulations define manual handling as anything involving lifting, carrying, putting objects down, pushing, pulling or moving by hand or bodily force. This means that actions as varied as using a vacuum cleaner, carrying a tray of tea cups, washing up or doing laundry require awareness of safe practice and may need risk assessing.

**It is important to take care when handling even small loads as damage may build up over time rather than occurring as a result of a single incident.**

Although we will mainly be looking at the way manual handling can cause damage to the back you should remember that other parts of the body might also be affected.

For example:

- Muscles can be strained by lifting heavy loads or by repetitive movement.
- Sharp edges can tear skin.
- Dropped items can crush fingers and toes.

If you injure yourself while working it could affect more than your ability to do your job, ongoing back or joint disorders could mean that you have to change the way you live your life.

## Unit One Questions

1. What do the initials MHOR stand for?
  
  
  
  
  
  
  
  
  
  
2. Your employer has three main duties under MHOR, what are they?
  - 1.
  - 2.
  - 3.
  
  
  
  
  
  
  
  
  
  
3. What are your legal responsibilities as an employee?
  
  
  
  
  
  
  
  
  
  
4. Give two examples of the legal requirements for the safety of lifting equipment.
  - 1.
  - 2.
  
  
  
  
  
  
  
  
  
  
5. What are the legal responsibilities of your employer?