The Wharfedale Clinic

Training Presentation

Moving and Handling

Learning Objectives

- Accessing resources including legislation, local/national policies & guidelines
- An organisation's responsibilities for promoting a safe working environment including best moving & handling practices
- Your responsibilities for ensuring & promoting best moving & handling practices
- Recognising risk factors that may cause injury
- Correct posture for safe moving and handling practices
- Importance of good back care
- How to carry out a risk assessment
- How to control risk
- Importance of good communication and a team approach

Why is this important?

- In health and social care, moving and handling injuries account for 40% of work-related sickness absence
- Around 5000 moving and handling injuries reported each year in health services
- Back pain and musculoskeletal disorders, can lead to inability to work
- It costs the NHS £1 billion a year to treat injuries resulting from moving and handling

What the Law Says

- There is a significant amount of legislation and guidance related to moving and handling

Clinic Responsibilities

- If you are employed then the clinic has a duty to:
- AVOID moving and handling activities if there is a risk of injury to you
- ASSESS moving and handling activities if it cannot be avoided
- REDUCE the risk of injury to you as far as reasonably practicable
- REVIEW risk assessments regularly

(If you are self employed, then as your own employer, you also need to comply with these duties)

Responsibilities of all staff

- Follow prescribed safe systems of work
- Use equipment provided properly
- Do not misuse or interfere with equipment provided for safety
- Co-operate with the clinic on moving and handling matters
- Tell the practice manager if you identify hazardous handling activities or any defects in equipment
- Ensure your activities or omissions don't put yourself or others at risk

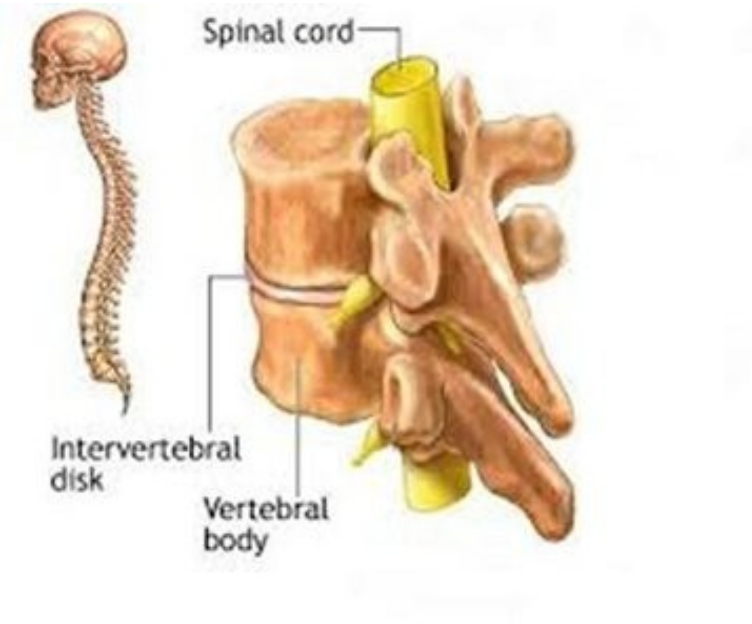
How is Moving and Handling Defined?

- “ ...any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying ormoving thereof) by hand or bodily force”
- "A load is defined as an object, a person or an animal"

MHOR, 1992

The spine and back

- The spine consists of:
- Spinal cord
- Vertebrae
- Intervertebral discs
- Ligaments
- Tendons
- Muscles
- Ensuring good musculo-skeletal health is essential to enable safe moving and handling.



Most common injuries

- Musculo-skeletal disorders to the back and limbs including damage to:
  - Joints
  - Muscles
  - Tendons & ligaments
  - Intervertebral discs
  - Repetitive Strain Injury
  - Hernias
  - Abrasions/bruises
  - Wear and tear
  - Fractures

Key objectives to prevent injury

- Always ensure a good posture
- Try to use a chair with a backrest. Change
- how you sit every few minutes
- Stay active and exercise. Particularly
- strengthen abdominal and back muscles
- Maintain a healthy weight
- Quit smoking
- Reduce stress

Ergonomic assessment of risk

- You must fit the job to the person rather than the person to the job, so consider...

- **T.I.L.E**.
  - Task
  - Individual capability
  - Load
  - Environment

The Task - ask

- Why am I moving the person/load?
- Can the move be avoided in some way?
- How often will I perform this task?
- Where am I going to and from?
- What is the most effective / safer way of
- fulfilling the task?

Individual Capability - ask

- Does it need unusual capabilities?
- Am I the best person to do this?
- Does my health affect my ability?
- Do I require specific information/training?
- Does it require a team approach?
- Do I require protective clothing and will this hinder me?

The Load – Is it...

- Heavy?
- Bulky or unwieldy?
- An odd shape?
- Difficult to grasp?
- Unstable or unpredictable?
- Hot or cold?
- Sharp?
- Slippery?

The Environment

- Consider the following:
- Lack of space to move
- High or low work surfaces
- Uneven or slippery floors
- Steps
- Inadequate lighting
- Cold, hot or humid
- Obstructions

Other Factors

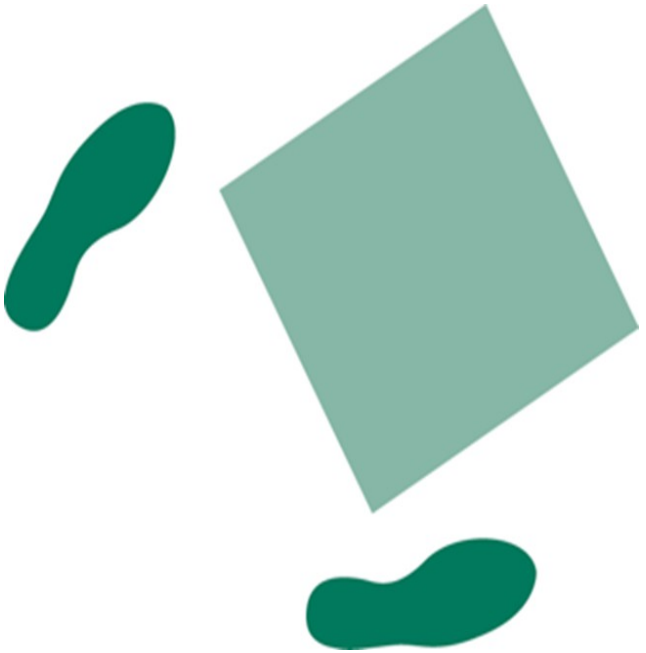
Consider:

- Previous or existing injuries
- Psycho/social factors
- Availability of equipment
- Use of protective clothing

Principles of Safer Handling

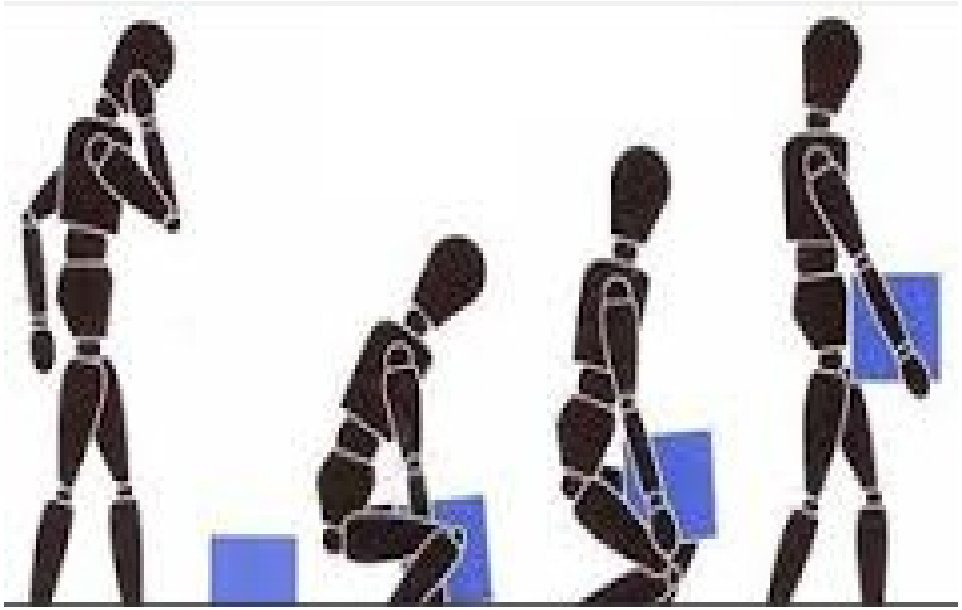
Position your feet correctly

- Position your feet apart
- Place the leading leg as far forward as is comfortable
- Try to position leading leg in the direction you intend to go
- Wear suitable footwear



Adopt a good posture

- Keep your spine in line
- Maintain normal curve
- Bend your knees
- Don’t over-flex your joints
- Keep your shoulders level
- Raise your head
- Face same direction as the hips



Get a good grip

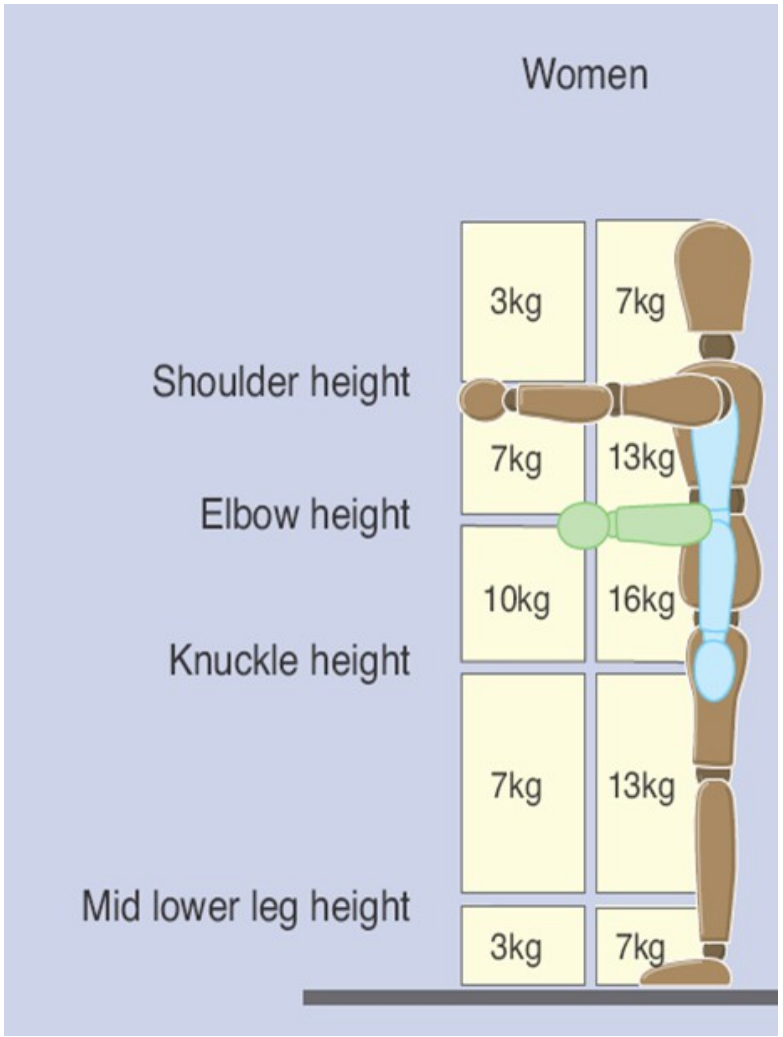
- Keep arms within the boundary formed by your legs
- Keep the load as close to your centre of gravity as possible
- Get a firm grip
- Is the load hot or cold? Do you need gloves?

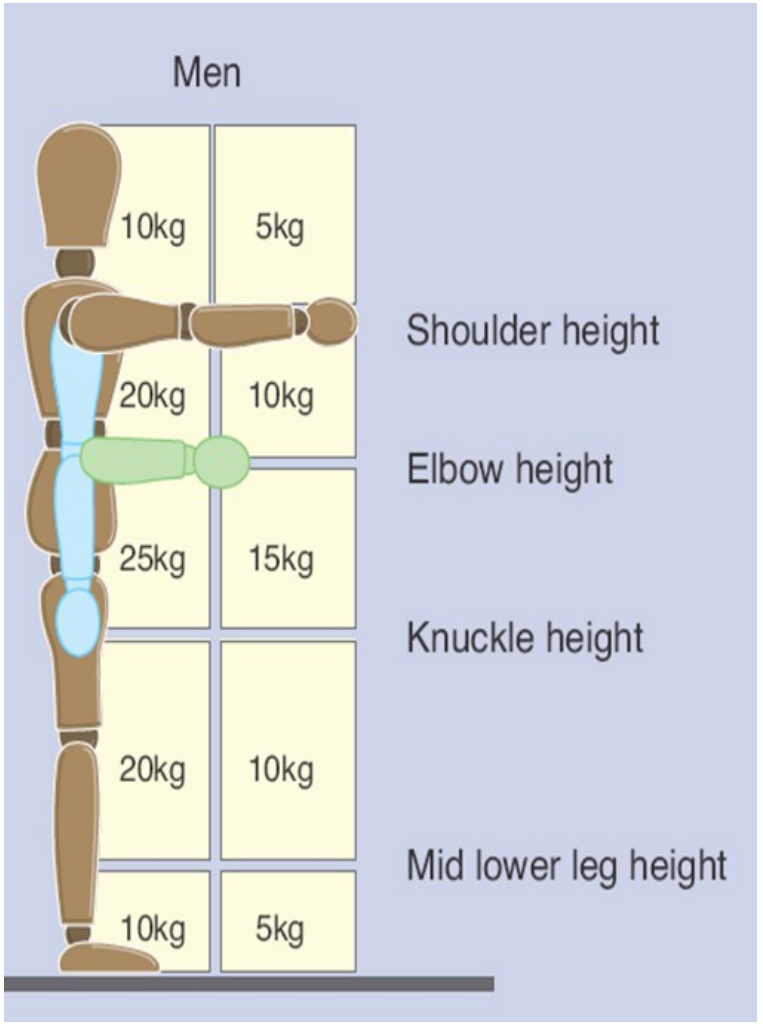
Use equipment if necessary

- You must be trained to use handling equipment
- Equipment should always be checked prior to use
- Report any concerns regarding damage

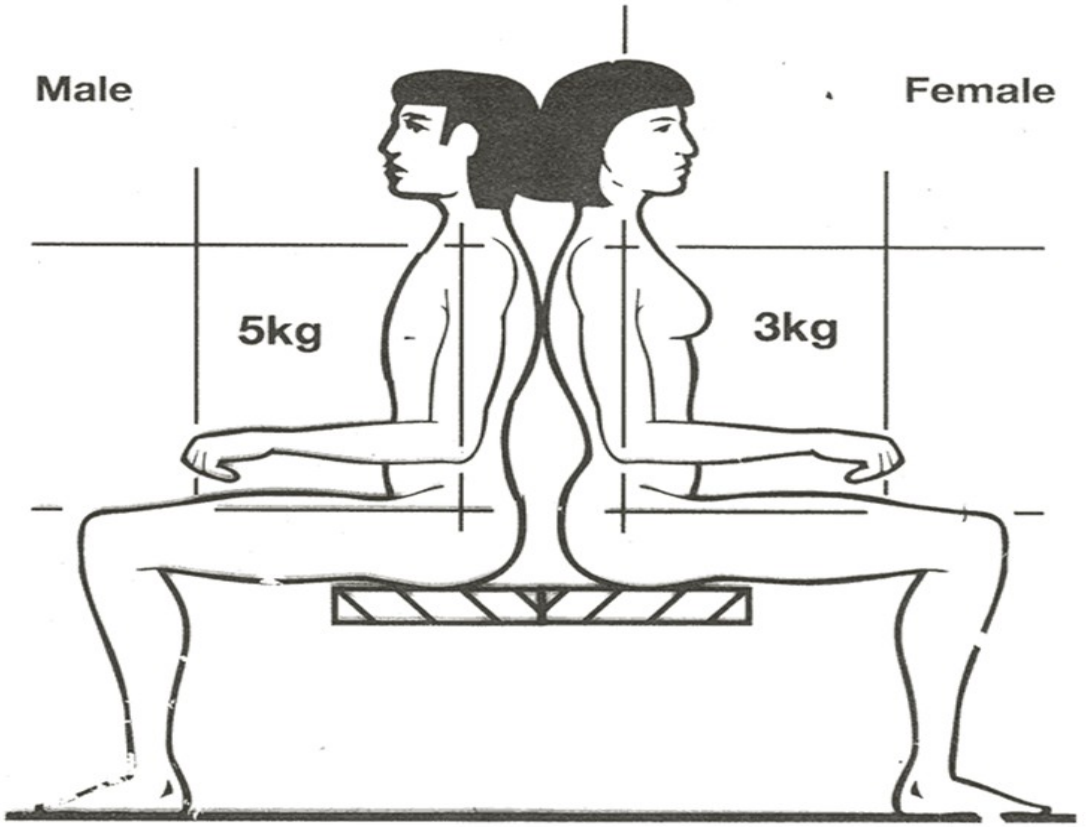
Is it suitable for the task?

HSE: Numerical guidelines for lifting and lowering loads



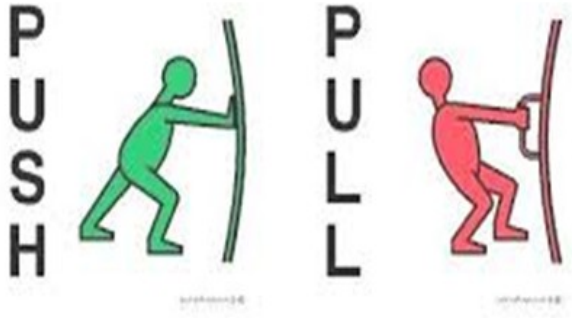


Guidelines for Handling when seated



Pushing/pulling guidelines

Assuming force applied with hands between knuckles and shoulder height, the figures below highlight the recommended maximum amount of force that needs to be applied to push/pull a load



	Male	Female
Guidelines for stopping/starting a load	**20kg**	**15 kg**
Guidelines for keeping the load in motion	**10kg**	**7 kg**

Over the stated guidelines an assessment has to be undertaken

Team Handling

- Lifting as a team does not mean you can lift lots more weight!
- Two people can not lift twice as much, only 2/3 the sum of their individual capabilities
- Three people can not lift three times as much, only 1/2 the sum of their individual capabilities
- Think about the dignity and safety of everyone
- Identify the lead to coordinate the move