

### **Growing Hope moving and handling policy**

*If you have any questions or concerns about moving and handling please contact Growing Hope umbrella trustee board.*

This policy meets the statutory requirements set down in the Manual Handling Operations Regulations of 1992 and The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

As a governing organisation Growing Hope recognises:

- The need for employees to avoid carrying out manual handling operations that involve the risk of an injury.
- The importance of maintaining up to date, suitable, and sufficient risk assessments of manual handling operations.
- The need to take appropriate action to reduce the risk of injury to staff and volunteers carrying out manual handling operations to the lowest level reasonably practicable.
- It must follow the Manual Handling Operations Regulations as far as reasonably practicable which will involve balancing risk with practicality and cost.

### **Definitions**

For the purposes of this policy, the following terminology is used:

**Manual handling operations** – This term refers to the transporting or supporting of a load including the lifting, putting down, pushing, pulling, carrying or moving thereof by hand or by bodily force. The human effort may be directly applied to a load or indirectly by hauling on a rope or pulling a lever. Introducing mechanical assistance e.g. a powered hoist may reduce but not eliminate manual handling since human effort is still required to move, steady or position the load.

**Injury** – may occur to any part of the body resulting from the weight, size, shape, and external state of a load or from movement of its contents. The external properties of the load, which might effect grip or cause direct injury e.g. slipperiness, roughness, sharp edges or extremes of temperature must also be accounted for.

**Load** – The item being lifted or lowered; this also includes people

**Work equipment** – Any machinery, appliance, apparatus, tools or installations used at work.



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**Lifting equipment** – any equipment used at work to lift, lower, hold or prevent falling of any equipment, plant or personnel, and all accessories, attachments and fixings used in conjunction with such equipment. This equipment must be inspected regularly.

**All employees and volunteers have a responsibility to:**

- Take reasonable care for their own health and safety and that of colleagues, volunteers, children and their families.
- Ensure that they are wearing appropriate clothing and foot wear.
- Ensure that manual handling operations are performed with risk at the lowest possible level as far as is reasonably practicable.
- Make full and proper use of any system provided by the employer to reduce the risk of injury e.g. the use of guidelines or equipment and manual handling training.
- Make use of appropriate equipment in accordance with the training and instructions that Growing Hope has provided e.g. hoists and suspended equipment.
- Report any unsafe working practices such as defective equipment, handling difficulties or the presence of environmental hazards are reported to the line manager at the first opportunity.
- Reported any pain or discomfort resulting from or attributable to a manual handling manoeuvre to the clinical line manager.
- Follow the incident reporting procedure for any injuries or incidents.
- Report all circumstances that might affect their ability to handle loads safely, e.g. illness, medical condition or pregnancy to a line manager.

**General guidelines**

- Where possible do not lift children and young people within a clinic setting.
- Always transfer children with the smallest possible distance of carrying a load.
- Loads must be handled at waist height and as close to the body wherever possible.
- Employees and volunteers must keep their head upright, spine in line (no twisting) and bend at their hips and knees when lifting a load to maintain a correct posture.
- Staff must ensure they have a safe, secure grip when handling a load.
- Staff must not handle loads where they have uncertainty concerning their ability.

## **The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998**

- Only trained employees and volunteers may use hoists and slings or other specialised lifting equipment.
- The condition of all manual handling equipment must be checked prior to use.
- Any equipment found to be faulty must not be used.
- Faulty equipment must be labelled and collection for repair or replacement
- Employees and volunteers must ensure service users do not exceed the safe working load weight limit of each piece of equipment that is to be used.
- Hoists and slings must be examined every 6 months.
- Each hoist should display a sticker with the date of last tested and the date of the next test date clearly visible and legible.
- Do not apply the hoist brakes during any hoisting, as this will prevent the hoist from finding its own centre of gravity and may result in the hoist tipping over or the service user hitting the hoist.

### **Risk assessment**

- Must be undertaken by the individual who is carrying out the moving and handling.
- Employees and volunteers should follow the risk assessments provided within the team drives by Growing Hope.
- Risk assessments should include evaluation of the Task, Individual, Load and Environment.

Date adopted: **April 2018**

This policy should be read alongside other Growing Hope policies.