

**Reference Number:** UHB 036  
**Version Number:** 3

**Date of Next Review:** 25 Apr 2020  
**Previous Trust/LHB Reference Number:** T31

## MINIMAL MANUAL HANDLING POLICY

### Policy Statement

The Manual Handling Operations Regulations 1992 define manual handling as involving the “transporting or supporting of loads, including lifting, lowering, pushing, pulling, carrying or moving loads.” A load may be either inanimate eg a box or a trolley, or animate eg a person. 1

Poor manual handling techniques can cause injuries to staff, patients and their carer’s. Human health and social work activities are industries with significantly higher rates of work related musculoskeletal injuries when compared to other areas of work. 2

To ensure the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, we will provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, a safe environment, safe equipment and safe systems of work for all our employees whilst they perform manual handling activities.

### Policy Commitment

We will commit to reducing musculoskeletal injury to staff from the manual handling of loads by;

- Adhering to the legal requirements of *Manual Handling Operations Regulations 1992*
- The assessment and control of risks in respect of manual handling for all employees and other persons affected by the actions of our employees whilst they are carrying out their duties.
- Provide information, training, advice and appropriate equipment to staff who perform or manage manual handling.
- Participating and adopting the All Wales/NHS Manual Handling Passport and information Scheme 2003 (revised 2010)

### Supporting, Procedures and Written Control Documents

Policy and supporting procedures

- Minimal Manual handling procedural arrangements
- Guidelines on completing Pat-e-Bac Patient Handling Risk Assessment
- Patient Hoist slings procedure
- Risk Assessment /Risk Register Procedure

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**Other supporting documents are:**

- Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)
- All Wales/UK NHS Manual Handling Training Passport and Information Scheme vs 2.1
- Approved Codes of Practice

The Royal College of Nursing – [www.rcn.org.uk](http://www.rcn.org.uk)

The Chartered Society of Physiotherapy [www.csp.org.uk](http://www.csp.org.uk)

The Royal College of Midwives [www.rcm.org.uk](http://www.rcm.org.uk)

The Society of Radiographers [www.sor.org.uk](http://www.sor.org.uk)

- Guidance on Regulations
- Specific HSE guidance
- Professional guidance and standards

**Scope**

This Policy applies to all staff in all locations including those with honorary contracts

<b>Equality and Health Impact Assessment</b>	An Equality and Health Impact Assessment (EHIA) has and this found there to be a no impact.
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<b>Policy Approved by</b>	Health and Safety Committee
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<b>Group with authority to approve procedures written to explain how this policy will be implemented</b>	Operational Health and Safety Group
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<b>Accountable Executive or Clinical Board Director</b>	Director of Corporate Governance
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**Disclaimer**

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

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<b>Summary of reviews/amendments</b>			
<b>Version Number</b>	<b>Date Review Approved</b>	<b>Date Published</b>	<b>Summary of Amendments</b>
1	January 2011	29/09/2011	Replaces previous Trust version reference no 31
2	29/04/2014	25/06/2014	3 yearly review of Policy
3	25/04/2017	05/09/2017	3 yearly review of Policy

## Equality & Health Impact Assessment for MINIMAL MANUAL HANDLING POLICY

Please answer all questions:-

<b>1.</b>	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	<b>Minimal Manual Handling Policy</b>
<b>2.</b>	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	Corporate Governance Director of Corporate Governance – Peter Welsh 25698  Manual Handling 44910 Head of Health & Safety 43751
<b>3.</b>	Objectives of strategy/ policy/ plan/ procedure/ service	It is the policy of Cardiff and Vale UHB to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, a safe environment, safe equipment and safe systems of work for all its employees whilst performing manual handling activities.
<b>4.</b>	Evidence and background information considered. For example <ul style="list-style-type: none"> <li>• population data</li> <li>• staff and service users data, as applicable</li> </ul>	Pro Act Audit of Patient dependency needs. The All Wales Passport.

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	<ul style="list-style-type: none"> <li>• needs assessment</li> <li>• engagement and involvement findings</li> <li>• research</li> <li>• good practice guidelines</li> <li>• participant knowledge</li> <li>• list of stakeholders and how stakeholders have engaged in the development stages</li> <li>• comments from those involved in the designing and development stages</li> </ul> <p>Population pyramids are available from Public Health Wales Observatory<sup>1</sup> and the UHB's 'Shaping Our Future Wellbeing' Strategy provides an overview of health need<sup>2</sup>.</p>	
<b>5.</b>	Who will be affected by the strategy/ policy/ plan/ procedure/ service	UHB Staff and others such as volunteers working on behalf of the UHB and service users will be affected by the Policy.

<sup>1</sup> <http://nww2.nphs.wales.nhs.uk:8080/PubHObservatoryProjDocs.nsf>

<sup>2</sup> <http://www.cardiffandvaleuhb.wales.nhs.uk/the-challenges-we-face>

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## 6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<p><b>6.1 Age</b> For most purposes, the main categories are:</p> <ul style="list-style-type: none"> <li>• under 18;</li> <li>• between 18 and 65;</li> <li>and</li> <li>• over 65</li> </ul>	No Impact		
<p><b>6.2 Persons with a disability as defined in the Equality Act 2010</b> Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes</p>	The Manual Handling Policy positively assists people with mobility disabilities and ensures they are appropriately moved with dignity and without harm.		

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How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<p><b>6.3 People of different genders:</b> Consider men, women, people undergoing gender reassignment</p> <p><b>NB</b> Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or Transgender</p>	No Impact		
<p><b>6.4 People who are married or who have a civil partner.</b></p>	No Impact		

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<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate
<b>6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding.</b> They are protected for 26 weeks after having a baby whether or not they are on maternity leave.	No Impact, although the Policy does aim to ensure that pregnant staff are not undertaking manual handling tasks that could cause harm to them or the baby.		
<b>6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers</b>	No Impact		



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<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate
<p><b>6.7 People with a religion or belief or with no religion or belief.</b> The term 'religion' includes a religious or philosophical belief</p>	No Impact		
<p><b>6.8 People who are attracted to other people of:</b></p> <ul style="list-style-type: none"> <li>• the opposite sex (heterosexual);</li> <li>• the same sex (lesbian or gay);</li> <li>• both sexes (bisexual)</li> </ul>	No Impact		
<p><b>6.9 People who communicate using the Welsh language in terms of correspondence, information leaflets, or service plans and design</b></p>	No Impact		

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<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate
Well-being Goal – A Wales of vibrant culture and thriving Welsh language			
<b>6.10 People according to their income related group:</b> Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health	No Impact		
<b>6.11 People according to where they live:</b> Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities	No Impact		

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<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate
<b>6.12 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service</b>	No Impact		

**7. HIA / How will the strategy, policy, plan, procedure and/or service impact on the health and well-being of our population and help address inequalities in health?**

Questions in this section relate to the impact on the overall health of individual people and on the impact on our population. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate</b> Make reference to where the mitigation is included in the document, as appropriate
<b>7.1 People being able to access the service offered:</b> Consider access for those	People accessing the service will be cared for in an environment where their		

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<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate</b> Make reference to where the mitigation is included in the document, as appropriate
<p>living in areas of deprivation and/or those experiencing health inequalities</p> <p>Well-being Goal - A more equal Wales</p>	<p>mobility needs have been assessed and control measures to facilitate care.</p>		
<p><b>7.2 People being able to improve /maintain healthy lifestyles:</b> Consider the impact on healthy lifestyles, including healthy eating, being active, no smoking /smoking cessation, reducing the harm caused by alcohol and /or non-prescribed drugs plus access to services that support disease prevention (eg immunisation and vaccination, falls prevention). Also consider impact on access to supportive services including smoking cessation</p>	<p>No Impact</p>		

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<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate</b> Make reference to where the mitigation is included in the document, as appropriate
services, weight management services etc  Well-being Goal – A healthier Wales			
<b>7.3 People in terms of their income and employment status:</b> Consider the impact on the availability and accessibility of work, paid/ unpaid employment, wage levels, job security, working conditions  Well-being Goal – A prosperous Wales	No Impact		
<b>7.4 People in terms of their use of the physical environment:</b> Consider the impact on the availability and accessibility	No Impact		

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<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate</b> Make reference to where the mitigation is included in the document, as appropriate
<p>of transport, healthy food, leisure activities, green spaces; of the design of the built environment on the physical and mental health of patients, staff and visitors; on air quality, exposure to pollutants; safety of neighbourhoods, exposure to crime; road safety and preventing injuries/accidents; quality and safety of play areas and open spaces</p> <p>Well-being Goal – A resilient Wales</p>			
<p><b>7.5 People in terms of social and community influences on their health:</b> Consider the impact on family organisation and roles; social support and social networks; neighbourliness</p>	<p>The Policy and Procedure includes where appropriate joint working with Social Services for community support in regards to manual handling.</p>		

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<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts and any particular groups affected</b>	<b>Recommendations for improvement/ mitigation</b>	<b>Action taken by Clinical Board / Corporate Directorate</b> Make reference to where the mitigation is included in the document, as appropriate
<p>and sense of belonging; social isolation; peer pressure; community identity; cultural and spiritual ethos</p> <p>Well-being Goal – A Wales of cohesive communities</p>			
<p><b>7.6 People in terms of macro-economic, environmental and sustainability factors:</b> Consider the impact of government policies; gross domestic product; economic development; biological diversity; climate</p> <p>Well-being Goal – A globally responsible Wales</p>	No Impact		

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**Please answer question 8.1 following the completion of the EHIA and complete the action plan**

<p><b>8.1 Please summarise the potential positive and/or negative impacts of the strategy, policy, plan or service</b></p>	<p>Overall the Policy has a positive impact on benefitting staff and service users who have mobility disabilities. The Policy aims to ensure that staff has the relevant capacity and suitable equipment to deliver care, irrespective of their lifestyle choices.</p>
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### Action Plan for Mitigation / Improvement and Implementation

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p><b>8.2 What are the key actions identified as a result of completing the EHIA?</b></p>	<p>Continued implementation will support and benefit both staff and patients with mobility issues.</p>			
<p><b>8.3 Is a more comprehensive Equalities Impact Assessment or Health Impact Assessment required?</b></p> <p>This means thinking about relevance and proportionality to the Equality Act and asking: is the impact significant enough that a more formal and full consultation is required?</p>	<p>No</p>			



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	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p><b>8.4 What are the next steps?</b></p> <p>Some suggestions:-</p> <ul style="list-style-type: none"> <li>• Decide whether the strategy, policy, plan, procedure and/or service proposal: <ul style="list-style-type: none"> <li>○ continues unchanged as there are no significant negative impacts</li> <li>○ adjusts to account for the negative impacts</li> <li>○ continues despite potential for adverse impact or missed opportunities to advance equality (set out the justifications for doing so)</li> <li>○ stops.</li> </ul> </li> <li>• Have your strategy, policy, plan, procedure and/or service proposal approved</li> <li>• Publish your report of this impact assessment</li> <li>• Monitor and review</li> </ul>	There is no negative impact			

