

MANUAL HANDLING POLICY AND PROCEDURE DSDT

	Date	Name/ signature
Last updated	23/8/2023	MR
Reviewed by Managing Director on behalf of the trustees	23/8/2023	SS
Date for next review	Regularly	

MANUAL HANDLING POLICY

Introduction

More than a third of all over-three-day injuries reported each year to the HSE are caused by manual handling. The Management of Health and Safety at Work Regulations & Manual Handling Regulations, place a requirement on the employer and employee to reduce the hazards to health associated with the manual handling of loads.

Manual handling is the transporting or supporting of an animate or inanimate load, including lifting, lowering, pushing, pulling, holding, carrying, throwing and moving by the application of bodily force to that load.

Policy

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of employees while they are at work, in relation to manual handling activities.

DSDT will put in place measures to protect employees from the risks of Manual Handling these measures will include:

- Avoiding the need for hazardous manual handling operations.
- Assessing the risk of injury from manual handling.
- Reducing the risk from manual handling as far as is reasonably practicable.

Charity Responsibilities:

- Identify whether formal manual handling assessment is required.
- Ensure that manual handling risk assessments have been undertaken where required.
- Implement manual handling control measures where appropriate.
- Ensure that affected employees are suitably trained and informed.
- Employees complete eLearning online training in Manual Handling.

Employee Responsibilities:

- Follow all systems of work laid down for their safety.
- Make full and proper use of equipment provided for their safety.
- Report any defects in systems, practices or equipment.
- Attend training when required to do so.
- Take reasonable care of their own health and safety and that of others.
- Inform their manager when they believe that there is a risk of injury.

Non Compliance

- All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches.
- Should employees feel apprehensive about their own safety in regard to addressing

any breach, they should seek senior management support.

- Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.
- Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Charity's Disciplinary Policy up to and including dismissal.

Implementation of the Policy

- Overall responsibility for policy implementation and review rests with DSDT senior management. However, all employees are required to adhere to and support the implementation of the policy.
- DSDT will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the charity.
- This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.

Monitoring Policy

- The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective DSDT has been.

Reviewing Policy

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- This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes.
- Improvements will be made to the management by learning from experience and the use of established reviews.

Policy Amendments

- Should any amendments, revisions, or updates be made to this policy it is the responsibility of DSDT senior management to see that all relevant employees receive notice.
- Written notice and/or training will be considered.

Additional Information

- If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made, you should use the charity's formal Grievance Procedure.
- To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.

PROCEDURE

How to move, lift and handle someone else

(as taken from the NHS website)

In the bathroom:

- bathing
- showering

- using the toilet

Elsewhere:

- sitting in a chair
- standing
- walking
- getting up from the floor after a fall
- getting in and out of a vehicle

- are you healthy and strong enough to move them?
- is there anyone who could help you?
- how long will it take?
- is there enough space around you?
- are there any obstacles in the way?
- are you wearing suitable clothing and shoes – for example, if you're on a slippery or damp surface?

If you've assessed the situation and have decided to move the person, make sure you:

- never lift above shoulder height
- keep your feet stable
- have a firm hold
- keep any weight close to your body
- keep your back straight and bend your knees
- lift as smoothly as possible

Common carers' injuries

It's essential to know about safe moving and handling so you don't hurt yourself or the person you look after.

The most common injuries carers get are back injuries. Injuring your back will limit your movement and your ability to care for someone. It could take a long time for you to recover.

Lifting someone incorrectly can also damage fragile skin, cause shoulder and neck injuries, increase existing breathing difficulties, or cause bruising or cuts.

Lifting checklist

If you regularly lift or move someone, it's best to get training or have someone demonstrate the correct techniques.

Before attempting to move someone, ask yourself:

- do they need help to move?
- do they require help or supervision?
- have you told them you're moving them?
- how heavy are they?

Training

The local council may run free training courses on safe handling.

DSDT staff will take online training or in person training as part of their induction.

Equipment

DSDT will purchase equipment where necessary such as hoists, stand aids, transfer boards or slide sheets – to make moving someone safer and easier.

Buying equipment to lift or move someone

Before buying any equipment, DSDT will get advice beforehand from an occupational therapist or a social worker.

Registered charity and correspondence address: 13 Saltwood Road, Seaford East, Sussex BN25 3SP

Main office: Chyngton Methodist Church, Millberg Road, Seaford, East Sussex, BN25 3ST

Second office: Unit Number 1b, The Sussex Innovation Centre, Falmer, Brighton, East Sussex, BN1 9SB

Tel: 01323 893 323 / 01323 890 654 Website: www.downsyndromedevelopment.org.uk Email: hello@downsyndromedevelopment.org.uk



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DSDT will try any equipment before purchasing. If considering buying an expensive item, DSDT will ask to use the equipment for a trial period

The Disabled Living Foundation (DLF) has information on buying different types of equipment used to move or lift someone safely

<https://www.nhs.uk/conditions/social-care-and-support-guide/practical-tips-if-you-care-for-someone/how-to-move-lift-and-handle-someone-else/>

Contact details:

Lewes District Council:

<https://www.lewes-eastbourne.gov.uk/contact-us/>

<https://www.lewes-eastbourne.gov.uk/health-and-safety/health-and-safety-at-work/>

East Sussex County Council: 0345 608 0190

Brighton and Hove Council

<https://www.brighton-hove.gov.uk/contact-council/contact-council>

Health and Safety Executive

Publications - Free leaflets on all aspects of health and safety:

HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 6FS

Email: hsebooks@prolog.com

Tel: 01787 881165 Minicom: 01787

310889 Fax: 01787 313995 website:

www.hsebooks.co.uk (HSE priced

publications are also available from

bookshops and free leaflets can be

downloaded from HSE's website:

www.hse.gov.uk/pubns

Health and Safety Executive - London Office, Rose Court, 2 Southwark Bridge, London, SE1 9HS Fax: 02075562102 Tel: 0845 345 0055

London Hazards Centre - Advice, training and COSHH data sheets etc: Hampstead Town Hall Centre, 213 Haverstock Hill, London NW3 4QP. Tel: 0207794 5999 Fax: 020 77944702 www.lhc.org.uk Email: mail@lhc.org.uk

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[DSDT Charity Policies | Down Syndrome Development Trust UK](#)

Down Syndrome Development Trust

Company Number: 08346182

Registered Charity Number: 1155830

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