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## MANUAL HANDLING POLICY

### INTRODUCTION

This policy sets out the GPSs approach to manual handling. Manual handling is defined as:

- Handling of loads by human effort.
- Movement of/lifting of service users.
- Human effort applied either directly or indirectly (e.g. via a rope or trolley) to an object.
- Transport of a load with the body (carrying).
- Dropping or throwing of a load.

### POLICY STATEMENT

The incidence of manual handling within primary care is minimal. Only workers trained specifically in manual handling techniques should attempt to move an object of a size or weight beyond that which they would normally carry on a day-to-day basis, or where the weight or balance of an object is unknown, or the size is greater than comfortable dimensions. If in doubt an object must not be moved or lifted.

A Manual Handling Risk Assessment will take place for each specific manual handling task, and these will be reviewed annually or at each significant alteration to the task.

A general Manual Handling Risk Assessment will also take place as part of the Annual Hazard Identification and Risk Assessment process.

All workers undertaking manual handling (including service user handlers) will receive refresher training on an annual basis.

### DELIVERIES

Delivery firms should be asked to leave parcels and other objects in a safe and convenient location, preferably the destination of the object(s).

### HANDLING OF SERVICE USERS

The manual handling of service users involves much the same consideration as is applied to the manual handling of objects and packages. This task must only be carried out by trained clinical staff. It is expected that the incidence of service user handling, other than gentle assistance, within client provider locations will be minimal.

Service users should be encouraged to assist in their own transfers, and they should use handling aids where available (e.g. walking sticks). Where a service user is to be helped, this should only occur where it does not involve lifting all or part of their weight. Pushing or pulling should be kept to a minimum. A Risk Assessment (below) should be carried out for each possible type of service user transfer. The following general provisions will apply:

- Avoid a “full” lift. Seek assistance if needed.
- Avoid starting to lift from floor level – seek assistance. The service user may be raised in stages, such as floor to chair.
- Do not handle an un-cooperative service user without assistance.

It is expected that nursing or other clinical staff will make a properly considered “on-the-spot” assessment of a service user handling needs prior to commencing assistance, bearing in mind the contents of the generic risk assessment that will be carried out for this type of transfer.

Where an aid such as a wheelchair is available, this may be used to transport a service user between rooms. The use, or the supervision of the use of an owned wheelchair, must only be undertaken by a worker trained and competent in the use of that item of equipment.

Where a service user has collapsed and is on the floor they would normally be left at that level until attended by a clinician, who would decide on further movement.

## **GENERAL**

No attempt must be made by workers to lift a weight or to handle goods which are clearly beyond a weight or size that has the potential to be uncomfortable to them. Workers must only lift items that they would use in the normal course of their work, and as such, where the weight and/or balance is known to them. The worker will be the sole judge of their ability to handle articles.

Extra care is to be taken where an object is on a shelf as the weight may be unknown – test the weight of the object before moving away from the shelf itself.

## **MANUAL HANDLING RISK ASSESSMENTS**

All work activity which involves manual handling should be individually assessed using the document below.

The outcome of the assessment using the below points should ensure that appropriate steps are taken to reduce the risk of injury or remove the hazard to the lowest possible level:

- Identify all hazardous manual handling processes within the organisation.
- Evaluate the manual handling risk involved in the process.
- Evaluate the manual handling techniques used by the workers involved.
- Take into account existing precautions, instructions and equipment provided.
- Assess the awkwardness and risk involved with the load.
- Assess the environment in which the task is carried out (storeroom, treatment room etc.) and any ambient risk.
- Ensure that workers' personal data, including information about their health, collected during manual handling assessments is handled in accordance with the GPS's Data Protection Policy
- Ensure workers have been provided with the GPS worker privacy notice, setting out how any personal data collected during this assessment is used and the basis for processing the data.

The risk assessment should be carried out by a competent person who has an understanding of manual handling techniques and requirements, as well as an understanding of human capabilities.

The risk assessment table is on the next page.

LRD: October 2022

## MANUAL HANDLING RISK ASSESSEMENT

**Task** \_\_\_\_\_

**Worker Involved** \_\_\_\_\_

**Routine or Occasional?** \_\_\_\_\_

<b>TASK INVOLVES:</b>	<b>NO</b>	<b>LOW RISK</b>	<b>MEDIUM RISK</b>	<b>HIGH RISK</b>
Twisting				
Bending				
Pushing or Pulling				
Reaching Upwards				
Carrying over distance				
Other aspects				

<b>THE LOAD IS:</b>	<b>NO</b>	<b>LOW RISK</b>	<b>MEDIUM RISK</b>	<b>HIGH RISK</b>
Heavy				
Large or Awkward				
Unstable				
Has sharp or hazardous elements				
Other				

<b>ENVIRONMENTAL FACTORS:</b>	<b>NO</b>	<b>LOW RISK</b>	<b>MEDIUM RISK</b>	<b>HIGH RISK</b>
Restricted space				
Uneven floors				
Poor access				
Low lighting levels				
Public access areas				
Is the route safe?				
Other				

<b>STAFF ASPECTS:</b>	<b>NO</b>	<b>LOW RISK</b>	<b>MEDIUM RISK</b>	<b>HIGH RISK</b>
Is specific training required?				
Has training been given within the last year?				
Does the operation depend on staff ability?				
Is the task risky if a staff member has a health problem?				
Is the task a risk to pregnancy?				

Are workers physically suited to the task?				
Other				

EQUIPMENT ASPECTS:	NO	LOW RISK	MEDIUM RISK	HIGH RISK
Is special equipment available?				
Is it used?				
Are workers trained in equipment use?				
Does the equipment reduce risk to an acceptable level?				
Is the equipment adequately maintained?				
Are items such as gloves needed and supplied?				
Is safety footwear needed and supplied?				
Other				

Report

Action Required

It is considered that the task identified above has been correctly assessed and that the risk elements described above:

*are controlled to a satisfactory level / require action as detailed (delete as appropriate)*

Date Action Required completed \_\_\_\_\_

Signature of Assessor \_\_\_\_\_