

POLICY CONTROL SHEET

(updated August 2011)

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Sponsoring Director:	Director of Human Resources			
Implementation Lead:	Manager of Occupational Health			
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	(b) To Staff	Yes		
	(c) Financial	No		
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	(e) Counter Fraud assessed	Completed: Yes / No		
	(e) Other			
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Date of consultation:	Approval Process	Date	Local Consultation	Date
	<i>Executive Team</i>		<i>Joint Partnership Forum</i>	
	<i>Board Committee:</i>		<i>Local Negotiating Committee</i>	
	• <i>Clinical Governance</i>		<i>Infection Control Committee:</i>	
	• <i>Non Clinical Governance & Risk</i>	4.10.12	<i>Health & Safety Committee</i>	
	• <i>Audit Committee</i>		<i>Quality Safety Improvements & Effectiveness Board</i>	
	• <i>Finance Committee</i>			
	• <i>RATS</i>		<i>Investment Board</i>	
	<i>Trust Board Approval / Ratification</i>		<i>Patients Experience Board</i>	
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OCCUPATIONAL HEALTH SERVICE

MOVING AND HANDLING POLICY

**DOCUMENT ID: (MOVING AND HANDLING POLICY)
GEN 6.89**

July 2012

SPONSORING DIRECTOR: HUMAN RESOURCES DIRECTOR

OCCUPATIONAL HEALTH SERVICE

MOVING AND HANDLING POLICY (POLICY ID: GEN 6.89)

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ABBREVIATIONS AND ACRONYMS

Manual Handling Operations Regulations	MHOR 1992
Lifting Operations, Lifting Equipment Regulations	LOLER 1998
Personal Protective Equipment	PPE
Personal Development Review	PDR
Institute of Occupational Safety and Health	IOSH
Executive Team	ET
Electronic Staff Record	ESR

MOVING AND HANDLING POLICY

1 STATEMENT OF INTENT

Barnsley Hospital NHS Foundation Trust is committed to the safety, wellbeing and dignity of all persons when involved in or undertaking moving and handling operations by its employees.

The Trust will seek to avoid or minimise moving and handling by having in place a robust moving and handling management strategy.

The Trust will undertake moving and handling risk assessments and provide moving and handling training subject to risk assessment findings and provide suitable and appropriate lifting equipment for all loads with planned preventative maintenance programmes.

This Policy should not be read in isolation but in conjunction with the Trust Lifting Equipment Procedure.

2 DEFINITION

Manual handling is the transporting or supporting of a load, which includes lifting, putting down, pushing, pulling, carrying, throwing, catching and supporting of loads by hand or bodily force.

“Load” means a discrete moveable object. This includes a patient receiving medical attention and any items of equipment (files, boxes, trolleys, beds, wheelchairs, etc.).

3 IMPLEMENTATION

The implementation of this policy requires the total co-operation of all levels of employees. There will be full consultation with employees through existing channels of communication.

The policy will set guidelines for managers and staff to ensure moving and handling tasks are avoided or reduced so far as is reasonably practicable. The remaining tasks must be risk assessed by a competent person prior to performance.

Moving and handling training will be provided. The frequency of this training will be subject to the risk assessment findings and as identified for all staff within the Training Needs Analysis Policy.

4 MANAGEMENT ARRANGEMENTS

4.1 Trust Board

The Trust Board, as the employer, is ultimately responsible for fulfilling all duties assigned to them in current English and Welsh Health and Safety Legislation.

The Board will ensure through the Chief Executive, that all Directors and Senior Managers have clearly defined accountability for moving and handling risk assessments and training as set in Regulation 3 of the Management of Health and Safety at Work Regulations 1999 and Regulation 4 of the Manual Handling Operations Regulations 1992 (Revised 2004).

4.2 Chief Executive

The Chief Executive is responsible to the Trust Board and has overall accountability for ensuring that appropriate effective moving and handling risk management systems are in place to minimise the risk of adverse moving and handling incidents occurring within the Trust.

4.3 Director of Human Resources

The Director of Human Resources is responsible for championing moving and handling issues at Board level. They will ensure the moving and handling policy has been approved by the Trust Non-Clinical Governance and Risk Committee and is signed by the Director.

They will ensure there is an effective programme in place to ensure moving and handling risk assessments and moving and handling training complies with the policy.

They will also provide an annual report to the Trust Health and Safety Committee ensuring compliance with current legislation or any control measures that are required for compliance.

4.4 Directors / Clinical Service Directors

Directors and Clinical Service Directors are responsible for ensuring that: -

- The directorate's or clinical service unit's moving and handling activities are conducted in such a way as not to be injurious to the health, safety, welfare and dignity of those persons;
- The directorate or clinical service unit enforces and applies this policy that sets out how moving and handling risks are managed within it, the people responsible and the procedures to be followed for identifying hazards, assessing risks and preventing or controlling them;
- The directorate or clinical service unit operates a policy of open communication and encourages employees' participation and co-operation in identifying and controlling moving and handling risks;
- Following implementation of moving and handling risk assessment action plans, employees are provided with sufficient resources and adequate moving and handling training, which will assist them in acquiring the skills and knowledge necessary to ensure compliance with a safe system of work;
- They receive regular feedback from Managers and the Occupational Health Department to ensure that this policy is effective;
- Moving and handling accidents/incidents are reported and investigated under Trust reporting procedures.

4.5 Senior Managers, Managers and Supervisors

Senior Managers, Managers and Supervisors are responsible to their Director for: -

- Ensuring that suitable and sufficient risk assessments of all moving and handling tasks undertaken in the workplace are performed by a competent person. These will identify those tasks likely to injure staff and will include both generic and specific load and patient handling risk assessments;
- Recording the risk assessments, findings and implementations, ensuring that Safe Systems of Work are implemented that will comply with this Policy and that staff are aware of the risks and control measures;

- Operating an open-communication policy and encouraging staff participation and co-operation in identifying and controlling moving and handling risks;
- Reviewing assessments of moving and handling tasks on a regular basis or when there is a change in the work process or there is reason to suspect that the previous assessment is no longer valid. Moving and handling risk assessments must identify staff training needs and record any appropriate changes to work practice identified in the review. These must then be implemented in order to improve the task;
- Have an up-to-date list of all moving and handling tasks carried out within their departments;
- Maintaining an accurate inventory of all moving and handling equipment kept within their department and ensuring that the Facilities Department are informed of any relevant maintenance schedule required for this equipment;
- Ensuring that when new moving and handling equipment is purchased it is procured only through the correct Trust purchasing procedure;
- Ensuring that staff make full and proper use of equipment provided, in accordance with the risk assessment, safe system of work and their training and apply correct handling techniques;
- Recognising that certain operations may require extra resources and manpower, have an agreement with staff that they assess risks and request help when necessary;
- Taking appropriate steps to provide staff who are undertaking moving and handling tasks with adequate: -
 - Training in safe handling techniques and use of lifting equipment, subject to risk assessment recommendations;
 - Knowledge and skills to re-assess tasks in changing working circumstances;
 - Safe handling instructions that may accompany the load and all relevant information on the nature of the load.
- Keeping a record of all formal training given, including practical training and work done in the workplace under supervision in order to establish that all staff have reached a level of competence to work safely. This record of training delivered must be entered onto ESR and/or a copy should be kept in each member of staff's personal file;
- Ensuring that all staff are updated with changes in work practice, they are given training and information in the use of all handling equipment and attend a structured update in moving and handling safe working practices (as identified by the training requirement by position document contained within the Training Needs Analysis Policy and subject to the recommended safe system of work identified within the risk assessment);
- All new staff shall be given moving and handling induction training in line with the Corporate Induction Policy;
- All staff shall be assessed on their competence by means of the risk assessment process and observation of their practice;

- Selecting suitable and qualified persons to train staff as Key Trainers and allowing them time and resources to carry out any necessary training. Training will be delivered in accordance with the Training Needs Analysis Policy and Corporate Curriculum;
- Ensuring moving and handling accidents and incidents are investigated and reporting procedures are carried out effectively.

4.6 Employees, Volunteers and Bank Staff

It is the duty of every employee/volunteer to: -

- Read and comply with the moving and handling policy and local safe systems of work to ensure these are adhered to at all times. This policy is available to view on the Trust Occupational Health and Health and Safety intranet sites.
- Assess risk prior to undertaking moving and handling tasks that they are asked to perform, so as to take reasonable care of their health and safety and that of others, who may be affected by their actions during moving and handling tasks;
- Inform their Manager/Supervisor of any duties, which they feel put them in an unsafe position. Where the employee believes or perceives there to be a risk of injury associated with carrying out a moving and handling task, to ask for an immediate review of the risk assessment before the task is undertaken;
- To ensure that they understand the risks that have been identified within the risk assessments for their area and the control measures that are in place to reduce those risks. To co-operate with their Manager in order to implement these controls;
- To ensure that where any equipment or safe systems of working practice are provided by the Trust to promote safety during the handling of loads that it is used in accordance with training as identified in departmental risk assessments. Staff must not use equipment unless they have been adequately trained in its use;
- Inform their Manager and Occupational Health and complete a Trust incident report should they be unavailable to work due to musculoskeletal injury at work;
- To report any issues to their Manager, that they believe put staff, patients or visitors at risk;
- Report to their Manager/Supervisor, label and withdraw from use any manual handling equipment found to be faulty;
- Co-operate with Managers in ensuring that they are up-to-date with information, instruction and moving and handling techniques. Attend moving and handling training sessions as required and as identified within the Training Needs Analysis Policy;
- Report all accidents and near misses arising from moving and handling tasks in accordance with the Trust policies and procedures;
- Inform their Manager of any condition that may influence their ability to undertake moving and handling operations safely. Support can be provided by the risk assessment process and by the Occupational Health Department;
- Seek advice from the Manager, Moving and Handling Specialist, Moving and Handling Assistant or Key Train Trainers of any situation where they are unsure of the correct procedure to adopt;

- Identify areas where practice can be improved and assist their Manager in practical problem solving;
- Make proper use of moving and handling equipment provided. Conduct visual inspection in accordance with the safe system of work, report faults in accordance to Trust policy and procedures;

4.7 Contractors

- Contractors working for the Trust must not use Trust moving and handling equipment

4.8 Moving & Handling Specialists

The Moving and Handling Specialists are responsible for: -

- Providing an advisory and training service for management and staff that will enable the Trust to comply with its legal responsibilities as set out in the Manual Handling Operations Regulations 1992 (Revised 2004);
- Setting standards that will promote the Trust's philosophies of minimal handling practices that comply with standards established by professional bodies and research in promoting safe working practices;
- Maintaining a personal standard of knowledge and skills to ensure that adequate information is disseminated to Management, Key Trainers and staff;
- Maintaining a standard approach to all training given, including moving and handling risk assessments using ergonomic principles and the safe system of work taught. Where training needs and specialist advice is required outside of the Moving and Handling Specialists' knowledge and experience that appropriate intervention is sought from relevant providers;
- Providing training and support in assisting the present complement of Key Trainers to enable them to train staff in the workplace, having previously assessed their competency to provide that training;
- Maintain accurate records of all training given by entering moving and handling training into the Trust ESR system and receiving reports from Learning and Development Department of training attendance at Corporate Curriculum. Monitoring training given by Key Trainers and keeping Managers informed of the quality and effectiveness of training given;
- Monitor the effectiveness of training by undertaking audits of training evaluation forms submitted by employees attending training and from audit analysis of training reports received from Learning and Development and Human Resources Projects teams
- Liaising with the Health and Safety Department and Trade Union Health and Safety Representatives in order to identify the accidents and incidents attributed to moving and handling tasks and maintaining the effectiveness of the Trust training programme and the safe systems of work;
- To investigate and follow-up moving and handling incidents/accidents with the Managers and Health and Safety Representatives from that area to ensure there is no preventable re-occurrence;
- Providing in consultation with Trade Union Health and Safety Representatives specialist advice when the Trust is purchasing moving and handling equipment;
- Providing specialist advice on work environmental design;

- Assist managers to undertake specialist moving and handling risk assessments to the required standard and undertake audits of risk assessments to ensure compliance with the legislation;
- Providing specialist advice on the equipment and provision of training for bariatric patients;
- Maintain an inventory of all Trust moving and handling equipment and associated aids;
- The Moving and Handling Specialist will chair the Moving and Handling Steering Group meeting and ensure secretarial support is provided to record minutes of meetings;
- The Moving and Handling Specialist will provide reports to the Health and Safety Committee as requested by the Joint Chairs of the Health and Safety Committee.

4.9 Moving and Handling Key Trainers

The Moving and Handling Key Trainers are responsible for: -

- Providing a training service in co-operation with the Moving and Handling Specialist for managers and staff that will enable the Trust to comply with its legal responsibilities under current legislation and this policy;
- Maintaining a personal standard of education and ensuring that adequate information is disseminated to managers and staff;
- Maintaining a standardised approach to all training given, including moving and handling risk assessments using ergonomic principles and the safe system of work taught;
- Maintaining accurate records of all training given, ensuring the training records are entered onto ESR;

4.10 Risk Assessment

All Trust staff are required to assess risk prior to undertaking any moving and handling tasks. The Trust has the overall responsibility for ensuring that all patient and non patient moving and handling tasks are suitably and sufficiently assessed by a competent person in order to reduce risk of harm occurring to patients and staff handlers to the lowest level reasonably practicable

- Generic patient handling and non patient handling risk assessments are stored on the Trust share point web site. All wards and departments are required to keep manual handling risk assessments relevant to the manual handling tasks undertaken in their area. Manual handling risk assessments and safe systems of work must be readily available for all relevant staff to access.
- All high risks must be documented and an action plan and Safe System of Work created to reduce risk. This should then be implemented and regularly reviewed.
- All generic and load specific moving and handling risk assessments should be reviewed annually by a competent person or when there is significant change
- Moving and handling risk assessments should ensure that all day to day activities and other foreseeable eventualities are planned for to ensure safe working practice and environment. These assessments should take into account the following components:
 - Task

- Individual Capability
- Load (object/person to be moved)
- Environment

- Patients admitted to the Trust will have an initial risk assessment carried out on admission or as soon as is practical (PHAT). The Patient Handling Tool will be reviewed and amended by a competent person on a weekly basis or as the patient condition changes. The Patient Handling Tool will be retained within the patient's health records

4.11 Equipment

Mechanical equipment both for non-patient and patient handling must be provided where it will reduce the risk of injury to the lowest level reasonably practicable. Lifting equipment includes any equipment used at work for lifting, lowering, transport of loads. This includes attachments and lifting accessories. The equipment must be sufficiently strong, stable and suitable for the proposed use in compliance with the requirements of this policy and the Trust's Lifting Operations and Lifting Equipment Regulations Policy (LOLER).

4.12 Trade Union Safety Representatives

The Safety Representatives and Safety Committee Regulations 1977 are recognised by the Trust and consultation plays a vital role in health and safety.

Trade Union Safety Representatives have the right to:

- Represent the interest of all employees with issues regarding moving and handling;
- Be meaningfully involved in the moving and handling risk assessment process and the writing of safe systems of work;
- Be meaningfully consulted and involved in all moving and handling training programmes and in the purchase of new moving and handling equipment;
- Be meaningfully consulted and involved in the reviewing of this policy and on moving and handling issues in the Trust;
- Act as members of the Moving and Handling Steering Group;
- Be involved in accident, incident and near miss investigations as they relate to moving and handling

5 MOVING & HANDLING STEERING GROUP TERMS OF REFERENCE & CONSTITUTION

5.1 Terms of Reference

The Moving and Handling Steering Group will meet on a quarterly basis. The terms of reference of the Moving and Handling Steering Group are as follows: -

- Review and monitor all moving and handling training programmes (emergency evacuation, etc.);
- Review and monitor all servicing, maintenance and insurance inspection programmes;
- Review and monitor the purchase of all moving and handling equipment;
- Review and monitor all moving and handling accidents, incidents and near misses;

- Review and monitor all moving and handling risk assessments with significant or high risks;
- Recommend areas to be audited by the Moving and Handling Specialist Team;
- Review this policy;
- Review and monitor training attendances for the Trust to ensure compliance with this policy;
- Minutes of the Moving and Handling Steering Group meetings and any Group concerns must be forwarded to the Health and Safety Committee.

5.2 Constitution

The constitution of the Moving and Handling Steering Group meeting will be as follows:

Moving and Handling Specialist – Chair
 Moving and Handling Assistant – Vice Chair
 Risk Co-ordinator (Health & Safety)

Nurse Manager

Portering Manager

Estates Manager

2 x Health and Safety Committee Staff-Side Representatives

Corporate Training Manager

Or a nominated deputy in cases of foreseen absence by any of the above. Other co-opted members may be called upon by the Steering Group as need arises

6 MONITORING

Managers, Department Heads and Supervisors should be involved in the continual monitoring of this policy.

The Trust Moving and Handling Specialist Team will review this policy annually and will make any recommendations to the Trust Health and Safety Committee. If appropriate, report to the Director of Human Resources.

The monitoring of training and its effectiveness will be done by auditing of training evaluation forms submitted by delegates and competency assessments recorded on delivery of equipment specific moving and handling training and also from audit analysis of training attendance reports received from the Learning and Development and Human Resources Departments.

Local action plans arising from departmental risk assessments will be developed into a Trust wide action plan that will be reviewed at Health and Safety Committee, Governance and Board Level in accordance with the Trust Risk Management Strategy. Where funding is not available to address risk then the identified risk and control measures required will be entered onto departmental and central risk registers. Trust level risk registers will be reviewed in accordance with Trust Risk Management Policy.

The Moving and Handling Specialist will submit an annual report to the Executive Team, the Trust Health and Safety Committee and Trust Non-Clinical Governance and Risk Committee

7 REVIEW DATE

7.1 This Policy should be reviewed no later than December 2014

CROSS REFERENCE DOCUMENTS/PROCEDURE

References

Health and Safety at Work etc. Act 1974
Manual Handling Operations Regulations 1992
Lifting Operations and Lifting Equipment Regulations 1998
Management of Health and Safety at Work Regulations 1999
Provision and Use of Work Equipment Regulations 1998
Disability Discrimination Act 1995
Workplace (Health, Safety and Welfare) Regulations 1992
Safety Representatives and Safety Committee Regulations 1977
Upper Limb Disorders in the Workplace HSG 60
New and Expectant Mothers at Work HSG 122
Health Surveillance at Work HSG 61
Trust Health and Safety Management Policy
The Guide to the Handling of People 5th Edition (2005) Back Care in Collaboration with the Royal College of Nursing and the National Back Exchange
Training Needs Analysis Policy (CCW 2.6)
Trust Corporate Induction Policy (CCW 2.1)
Trust Decontamination Policy
Trust Risk Management Strategy (Gov 1.1)
Trust Work Equipment Policy HS15
Trust Lifting Equipment Lifting Operations Regulations (LOLER) Policy
Trust Procurement Procedure Document
Patient Handling Assessment Tool (PHAT 1) sourced from: Hull and East Yorkshire NHS Trust Hospitals Assessment Unit, Care and Transfer Plan Part 1a, Version 1 March 2012; Mid-Yorkshire Hospitals NHS Trust Patient handling assessment, November 2011; Rotherham NHS Foundation Trust, Moving and Handling Risk Assessment, ESP Version 25.4; Barking Havering and Redditch University hospitals Patient Handling Risk assessment November 2010

MANUAL HANDLING TRAINING Competencies to be achieved

The staff member will have: -

- Awareness of the epidemiology of back pain;
- Knowledge of the implications of the Health and Safety at Work etc. Act 1974 and relevant E. C. directives, including the responsibilities of the individual at work;
- Awareness of Trust and departmental codes of practice relating to manual handling;
- Knowledge of basic body mechanics and ergonomics and their implications for manual handling;
- Ability to plan manual handling procedures and assess risks involved including the task, the load, the environment and the individual;
- Achieve good skill in safe use of manual handling technique;
- Strategies available to adapt technique for other more difficult situations, including special handling procedures identified as necessary in the workplace;
- If working with patients, achieved skill in patient handling, using appropriate techniques and moving aids;
- Competence in the deployment and safe use of specialised handling equipment available to them.

STANDARDS FOR KEY TRAINERS

Competence of the Key Trainer

- The Key Trainer has the knowledge consistent with safe and effective teaching of moving and handling and is competent to assess the task and the process of moving and handling.

Criteria

- a. The Key Trainer has attended an accredited course for Train the Trainers.
- b. The Key Trainer has attended three yearly refresher courses to demonstrate knowledge of any changes, research or innovations in the field of moving and handling training.

Resources

- The Key Trainer will seek commitment from their department manager for the allocation of adequate resources for their personal development as outlined above.
- They will seek demonstrable commitment from their department manager to the assessment of tasks, the minimising of injury risk and provision of necessary time and resources to enable staff training, as required in the unit code of practice.

Job Specific Training by Key Trainers

- The training provided is related to the participants' job and workplace.
- Practical sessions are held in the workplace with relevant mechanical aids used.
- The Key Trainer will provide on-going monitoring of participants practice and will seek commitment from their department manager to provide for this.
- All staff will be trained and updated, subject to risk assessment.

Course Content

- The aims and objectives of the training will be consistent with those of the Moving and Handling Specialist.

Record Keeping

- The Key Trainer will supply complete and accurate records of the training, including classroom work and practical work in the workplace, trainer and participants using agreed documentation.
- The completed records will be submitted immediately to the Moving and Handling Specialist and to the Learning and Development Department.

The Participants

- The participants are made aware of the policy to monitor and reinforce acceptable moving and handling performance in order to increase proficiency.
- Participants are warned in advance of training that they must declare any injury or impairment which might make it dangerous to participate and are advised on suitable apparel.
- There is informal assessment of the ability attained by the participant with feedback to them and their manager with a protocol for remedial action.

Training Strategy 2012

Moving and Handling at BHNFT

The Corporate Curriculum has been developed to meet the Statutory and Mandatory Training requirements of the Trust and staff working for the organisation.

The Corporate Curriculum and Training Needs Analysis Policy are aligned to the requirements of the NHS inspection regime and external legislation. In particular the NHS Litigation Authority and Health Care Commission Standards act as an overriding guardian guide to the compliance requirements of the Corporate Curriculum.

Moving and handling training in people and load handling applications, meeting the moving and handling needs of the exceptionally heavy patient, and moving and handling operations performed during emergency evacuation have been identified as elements of the minimum data set of core Corporate Curriculum Training

There are six main types of moving and handling training:-

- Induction – included in the standard health and safety induction focussing on the basic awareness issues of back care and moving and handling.
- Front line staff – specific training delivered locally by Key Trainers or by the Moving and Handling Team and customised to the needs of the department or as identified in risk assessments.
- Update training – delivered by either Key Trainers or the Moving and Handling Team ensuring correct procedures and techniques are being used and briefing on latest best practice. Update training presently occurs over four days every month within the Education Centre as part of the Corporate Curriculum, or is delivered locally by Key Trainers. From April 2012 Corporate Curriculum moving and handling training will be delivered over four days per month within the education centre. This will provide three theory/loads sessions and seven practical patient handling sessions per month. Staff may also access a national e-learning programme via the Corporate Curriculum Space website in order to receive moving and handling theory training. Update training is presently recorded as a yearly requirement for all patient handling staff who must attend both theory and practical people moving sessions. Non Patient handling staff have a two yearly requirement to access theory/loads training.
- As a supplement to the mandatory Health and Safety Management course a short moving and handling risk assessment refresher course will be delivered by the moving and handling team to delegates who have previously attended this course and also to local risk assessors in order to update them as to current best practice and provide them with the necessary skills and knowledge to undertake work place moving and handling risk assessments according to the requirements of the moving and handling policy.
- The moving and handling team will continue to provide a two day Key Trainer course to nominees from all areas of the Trust wishing to become moving and handling key trainers. Elements of this course include the identification of moving and handling operations undertaken within the nominees own work environment and the identification and evaluation of risk in relation to these operations. Nominees are given the basic skills to undertake workplace moving and handling risk assessments according to the requirements of the moving and handling policy.
- The moving and handling team continue to provide six monthly update training to Porters and Fire Response Teams as identified competent users of the Fire Evacuation Chair.

From time to time specific training needs will arise, e.g. new equipment. This training can be delivered by the manufacturer or cascaded via the Moving and Handling Team.

The Moving and Handling Policy details roles and responsibilities within the area of training.

It remains the responsibility of managers to identify the training needs of their staff and ensure compliance with the Training Needs analysis Policy by making adequate provision for their staff to attend mandatory update training and maintain records of attendance via ESR.

Copies of training attendance records for all training delivered by the moving and handling team and or Key Trainers will be forwarded to the Learning and Development Department for recording of attendees details on ESR. Copies of attendance sheets completed by Key trainers should also be forwarded to the Moving and Handling Specialist and a copy also retained for departmental records. The Moving and Handling Team will also retain details of attendance to training they have delivered either within the mandatory training days or locally

A computer system of coding and recording has been devised by the Learning and Development Department. Moving and Handling training is coded according to load or people handling environment primarily and there are also a number of other areas of moving and handling training that are coded as below:-

- Specialist training in relation to specific risk or incident reported via the IR1 system 0511540
- Induction/refresher training for key trainers 0511510
- 2 day induction people handling NVQ healthcare apprentices 0511424
- Mandatory update people handling to include bariatric care and emergency evacuation 0511421
- Mandatory update theory/loads to include base movement technique 0511411
- Risk assessment updates for managers 0511560
- E-learning theory package via NLMS web site 0680114
- 0680113
- 000CLU

Monthly reports will be produced by the Learning and Development and Human Resources Departments on training activity and accessible for managers on share-point. Additionally the Moving and Handling Specialist will receive such monthly reports in order to monitor compliance with policy.

An evaluation sheet has been developed and is to be distributed amongst participants of all moving and handling courses.

Aim of Moving and Handling Training:

The aim of training delivered is to assist in reducing the incidence of occupationally related back pain, both in terms of likelihood and effects by providing an awareness to participants of issues of posture, movement, handling techniques and best practice.

Moving and Handling Training Objectives:

The objectives of the training being to:-

- Advise staff of the risks connected with moving and handling.
- Inform staff of their responsibilities under the Health and Safety legislation and Trust policies.
- Enable participants to gain insight into functional biomechanics of the spine.
- Impress upon participants the need for an understanding of an ergonomic approach to moving and handling tasks and for the adequate and appropriate risk assessment of all manual handling operations performed on a daily basis.
- Advise staff of the principles of safer patient and load handling and on safer use of moving and handling aids.
- Inform staff of current developments within the field, in order to discourage the use of dangerous or obsolete practices.
- Advise staff of what to do if they experience back pain, to inform them of current treatment practices and to dispel myths.

Moving and Handling Training Content:

Training package would consist of a number of elements:-

- Health and Safety Legislation and Trust Policy
- Handling disclaimer and responsibilities
- Risk Assessment Process
- Anatomy and Injury Causation
- Biomechanics and Issues of Movement
- Principles of Safe Handling
- Practice of approved techniques
- Emergency evacuation
- Moving and handling the exceptionally heavy patient

Summary of Practical Techniques:

- Assisting patient to stand
- Lying to sitting techniques on bed
- Lateral pat slide transfer
- Use of roll sheet, slide sheet, caterpillar, turning devices, handling belts
- Emergency patient evacuation methods.
- Hoist and sling use: Ensuring that staff adhere to Trust Moving and Handling Policy.
- Demonstrate correct positioning of the sling on the patient.
- Identify correct sling for identified purpose.
- Are aware of Trust Decontamination Policy.
- Demonstrate knowledge of emergency stop and manual lower device.
- Demonstrate use of brakes and when not to apply them.
- Demonstrate positioning of hoist legs and relevance of positioning.
- Demonstrate correct lifting technique.
- Is able to recharge hoist when not in use.
- Knows the lifting capacity of the hoist.

Corporate Curriculum 2012.

Moving and handling theoretical session includes non patient load handling and is suitable for all members of staff. Practical people handling sessions for clinical staff include practical applications of patient load handling techniques, care of the heavy patient and emergency evacuation measures. No more than 14 clinical staff per practical session.

Equality and Diversity Impact Assessment

Female staff requiring a female trainer would have to request this prior to training delivery so that a female key trainer from another area of the Trust could arrange to attend the session. Sufficient notice must be given by that employee to either the Education Centre 2553 or the Moving and Handling Team 4939. Alternatively the practical element of training could be delivered by a female key trainer at a later date.

For the employee of faith unable to participate in a training session alternative dates for corporate curriculum delivery are available via the Education Centre and an e learning package is also under development.

Disability will be taken into account within the training session and reasonable adjustments made into training delivery

There is with all practical training a disclaimer which informs the attendee that if for any reason they cannot take part in any practical element to the training delivered they must inform the trainer delivering that session and they will not be expected to participate in that activity.

This assessment reflects the Occupational Health Department ethos of equality and diversity toward all Trust employees with due regard to ability, disability, age, race, gender or religion

Abbreviations

ESR Electronic Staff Record

Cross Reference with other Docs.

Moving and Handling Training Strategy 2006

Moving and Handling Training Strategy 2008

Moving and Handling Training Strategy 2009

Moving and Handling Training Strategy 2010

Trust Moving and Handling Policy

Trust Corporate Curriculum Doc.

Trust Training Needs Analysis Policy

Shaun Carney

Moving and Handling Specialist

BHNFT

July 2012

Manual Handling and Risk Assessment For Managers/Risk Assessors (0511560)

Training Programme BHNFT

Training Aims

It remains a management responsibility under the Trust's Moving and Handling Policy to undertake the identification and assessment of moving and handling operations performed in their area of responsibility.

The aim of training delivered is to equip senior managers, managers, supervisors or their delegated representatives with the knowledge and skills required in order to identify moving and handling tasks performed within the workplace, to prioritise those tasks according to risk and to carry out workplace assessments of those tasks according to the Trust model of risk assessment.

Training Objectives

- Advise management staff of the risks connected with moving and handling operations and of the need for an ergonomic approach to workplace activity
- Inform management staff of their responsibilities under the health and safety legislation and Trust policies
- Impress upon participants the legislative requirements for the adequate and appropriate risk assessment of all manual handling operations performed in the workplace
- Give management staff an understanding of the different stages of risk identification and assessment
- Enable management staff to undertake manual handling process listings, walkthrough assessments and risk assessments for their areas of responsibility and maintain this documentation as an ongoing process
- Advise all participants of relevant changes in legislation and current best practice

Course Content

- The Law Employer/Employee responsibilities under the legislation
- Principles of safer moving and handling
- Ergonomic approaches to moving and handling in the workplace
- Identifying moving and handling activity
- Defining Risk and Hazard
- The Risk Assessment Process (TILE & FINDA)
- Format of Risk Assessment
- Defining Process and Operation
- Making sense of the documentation
- Training issues
- Monitoring risk
- Practical Risk Assessment Exercise
- Role of the Moving and Handling Team

Course Delivery

Training aimed at those delegates having previously attended the Trust Management of Health and Safety Course and also local moving and handling risk assessors. Training will be delivered locally by the Moving and Handling Team. This will include a practical workshop in order to gain experience of the Trust Risk Assessment Processes as they relate to moving and handling and ongoing support from the Moving and Handling Team.

Course Duration

One hour delivered in the workplace.

Shaun Carney

Moving and Handling Specialist

Fire Evacuation Training using Evacuation Straps and Evac+Chair

Moving and Handling BHNFT

Background

Under the Management of Health and Safety at Work Regulations 1999 (13, 2-3) and the Regulatory Reform (Fire Safety) Order 2005 (21, 1-2) the Trust has a legal obligation to ensure all staff receive Fire Safety Training including evacuation procedures.

The Trust is legally bound to provide equipment sufficient to the task and that all appropriate staff are trained in its use. See also Fire Safety Management Policy HS02 and Fire Safety Training Policy HS12. in which the Non Clinical Risk Advisor (Fire Safety Manager) has responsibility for writing Fire Safety training programmes and objectives.

In collaboration and without prejudice to that training the Moving and Handling Team will deliver staff training in use of evacuation straps and Evac+Chair to facilitate evacuation of the bedbound patient upon their mattress or the immobile patient within the Evac+Chair downstairs should that need or eventuality occur.

Training Aims

Prevent injury to all staff and patients involved with this task and to eliminate unsafe handling practices and potential litigation issues by providing an awareness to participants of issues of posture, movement, handling techniques, and best practice during the evacuation process.

Training Objectives:

- Advise staff of the risks connected with these emergency measures.
- Inform staff of their responsibilities under the health and safety legislation and Trust policies.
- Ensure all staff follow correct evacuation procedure and are able to identify hazards which may constitute further risk or impede evacuation
- Impress upon participants the need for an understanding of an ergonomic approach to moving and handling tasks and for the adequate and appropriate risk assessment of this manual handling operation.
- Advise staff of the principles of safer patient handling and on safer use of evacuation equipment.
- Inform staff of current developments within the field, in order to discourage the use of dangerous or obsolete practices.

To this end the training delivered by the Moving and Handling Team consists of the following elements:

- Health and Safety legislation and Trust policy
- Handling Disclaimer and responsibilities
- Risk assessment process
- Human behaviour in fire evacuation
- Horizontal evacuation to adjacent landing
- Evacuation Straps, storage, checking, and use
- Evac+Chair, storage, assembly, checking and use
- Consideration of other evacuation equipment options
- Principles of safe handling
- Practice of approved emergency techniques

Summary of Evacuation Procedure

Evacuation procedure using evacuation straps in order to transport patients down stairs will be performed only when adjacent ward is closed or after lateral transfer across the landing to adjacent ward has been performed and the situation warrants further evacuation downstairs, or when instructed to do so by Responsible Officer at the scene.

Nursing staff will be in attendance throughout the procedure and indicate patients requiring evacuation and assist those bedbound patients with this task. Recommended four members of staff to evacuate a patient upon their mattress.

Mattress Evacuation

- Identify immobile patient
- Ensure bed brakes are applied
- Apply evacuation straps beneath mattress, at patients mid chest and lower leg. Either by lateral log roll or elevating backrest and leg section of bed platform to facilitate this. Fasten straps securely
- Place medical devices such as IV infusions, syringe drivers, catheter bags, around/on patients' abdomen and secure with sheet, pillows and evacuation straps
- With bed platform at comfortable height remove footboard
- Insert pat slide beneath mattress
- Release bed brakes
- Push pull bed feet end first to emergency exit corridor
- Apply further handling belts to evacuation straps if required in order to avoid stooping
- Apply bed brakes
- Lower foot end of bed by depressing tilt mechanism
- Lower bed platform to lowest level
- Slide patient upon the mattress over the pat slide off the foot end of the bed toward the emergency exit
- Evacuate patient on mattress downstairs to floor below
- Ensure staff attend scene in sufficient numbers in order to ensure remaining bedbound patients are evacuated.

Evac+Chair Evacuation

- Identify appropriate patient for chair evacuation, Patient must be able to weight bear or assist in transfer to evacuation chair and must be of an appropriate weight for the mechanism and staff handler to manage
- Assemble chair in six stages
- Handlers must demonstrate correct hand and foot position in order to safely accommodate patient within the device
- Demonstrate appropriate use of rear wheels and when to reposition rear wheels prior to descending the stairs
- Competently transport the chair bound patient safely down stairs, sustaining patient load and demonstrating correct hand positioning and correct positioning of the chair whilst descending the stairs
- Demonstrate appropriate deployment of rear wheels on leaving stair well

Course Delivery

Evacuation Strap use will be delivered as part of the Corporate Curriculum training or may be delivered locally to wards and departments by the moving and handling team.

Evac+Chair use will be delivered by the moving and handling team. Porters and Fire Response Teams have been identified by the Trust Health and Safety Committee as the core of competent users of this equipment.

Course Duration

Fire evacuation would form part of the mandatory requirement and is intended for clinical staff currently up to date with that mandatory obligation.

Training in use of Evac+Chair will be delivered to groups of no more than four attendees and would last in the region of two hours. Update of Evac+Chair use would it is anticipated need to occur 6-12 monthly following initial training.

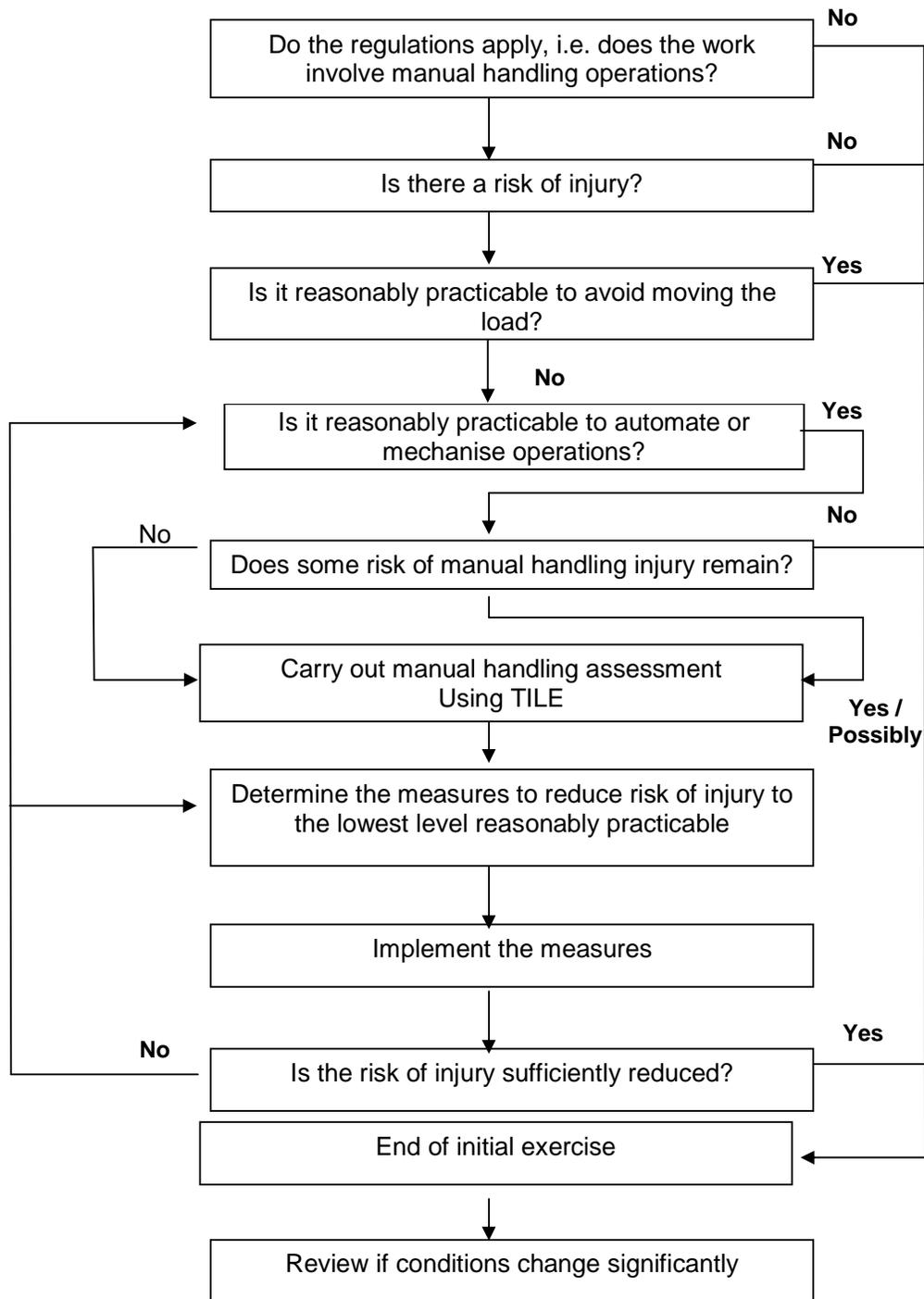
Evacuation strap use currently forms part of the mandatory practical moving and handling training delivered to clinical staff involved in direct patient care.

Shaun Carney

Moving and Handling Specialist

BHNFT

Moving and Handling Risk Assessment Flow-Chart



Reference: 'Manual Handling in the Health Services' Health & Safety Commission 1998

**Patient Handling
Assessment Tool**

Unique identifier: PHAT 1 Draft 2

Complete weekly OR as condition changes

Surname

First Name

DOB

Unit No.

NHS No

Please tick the boxes that apply and complete the patient assessment score

Can the patient....	Yes	No	Can the patient....	Yes	No
Co-operate / communicate effectively?	<input type="checkbox"/>	<input type="checkbox"/>	Sit up in bed?	<input type="checkbox"/>	<input type="checkbox"/>
Weight bear / stand?	<input type="checkbox"/>	<input type="checkbox"/>	Move up the bed?	<input type="checkbox"/>	<input type="checkbox"/>
Maintain standing balance?	<input type="checkbox"/>	<input type="checkbox"/>	Do they have any attachments (eg. SRC)?	<input type="checkbox"/>	<input type="checkbox"/>
Maintain sitting balance?	<input type="checkbox"/>	<input type="checkbox"/>	Are they on medication that affects movement?	<input type="checkbox"/>	<input type="checkbox"/>
Walk?	<input type="checkbox"/>	<input type="checkbox"/>	Have they any history of falls	<input type="checkbox"/>	<input type="checkbox"/>
Get in / out of bed?	<input type="checkbox"/>	<input type="checkbox"/>	Do they use mobility aids:State		<input type="checkbox"/>

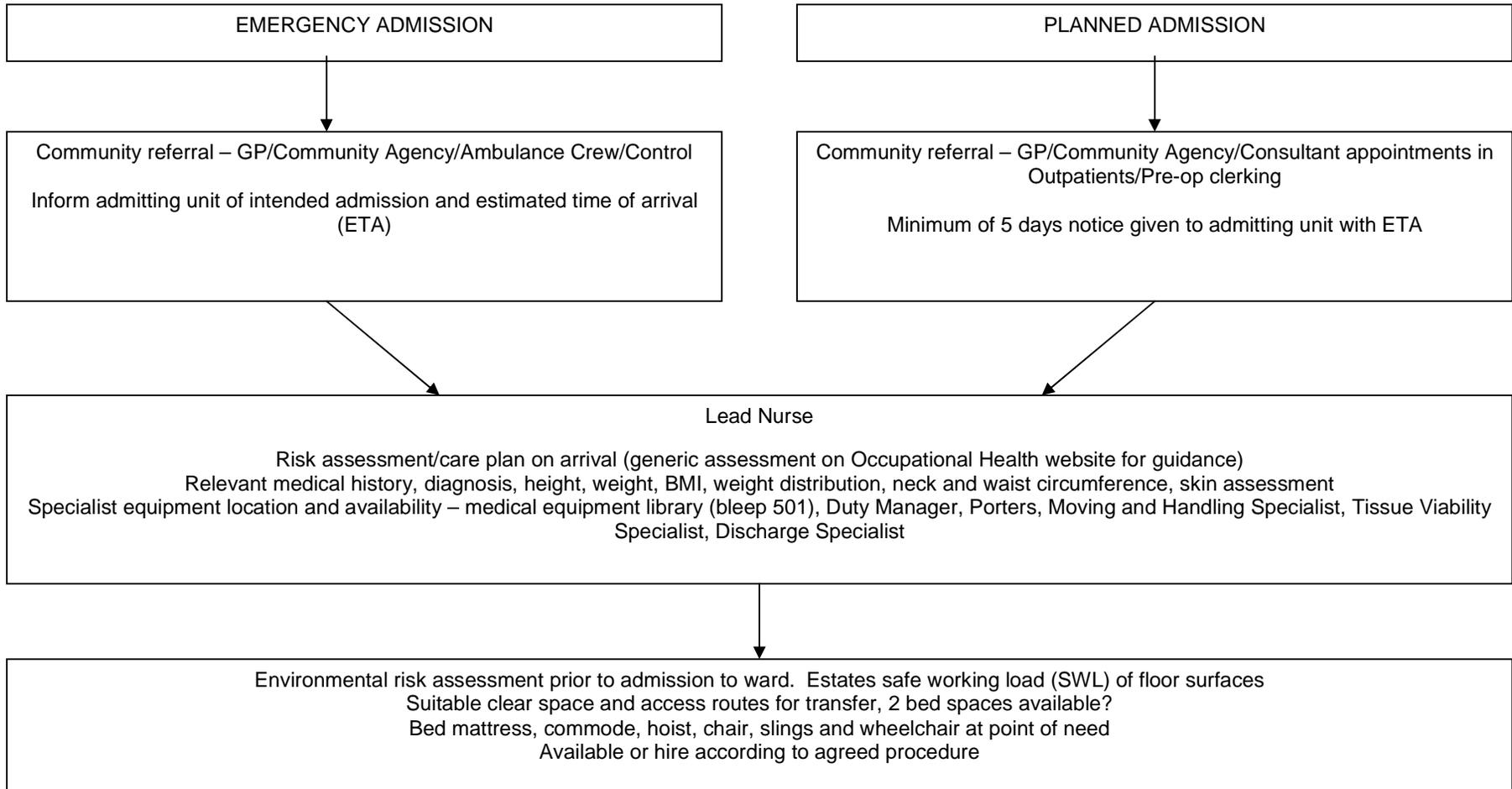
Handling & Mobility Problems	Risk			Comments
	Low	Medium	High	
	Normal Function	Limited Function	No Function	
Upper Limb Function				
Lower Limb Function				
Sitting Balance				
Standing Balance				

Mobility out of bed	Score	Disability	Score
Independent	0	None	0
Stand / Transfer only	1	Moderate medical condition (Arthritis/ MS/ Parkinsons etc)	1
Unable to stand	2	Severe medical condition (Arthritis / MS / Parkinsons etc)	2
Mobility in bed	Score	Weakness / CVA with impaired mobility	2/3
Can alter position and lift	0	Impairment which impacts upon mobility	2/3
Cannot alter position or lift	2	Paraplegia	2/3
Cognitive status	Score	Weight	Score
Alert and orientated	0	Less than 40 kg	1
Confused – unable to understand	1	41 to 70 kg	2
Aggressive / unwilling to co-operate	2	71 + kg	3
Diminished conscious level	3	History of falls	1

Score	Risk	Tools to be used	Recommended number of staff
0 - 3	Low	Patient self sufficient with regards to handling. No "lift" or move should be required. Use bridging device (Patslide) to transfer if required	1
4 - 7	Medium	Patient may need assistance / aids: Stand aid. ETAC turner. Slide sheet. Patslide. Transfer boards. Handling belts.	2 - 3
8 +	High	Patient needs significant assistance. Hoist and slide sheet only.	2 - 3 +
Score on admission:	Assessed by:	Date:	

Bariatric Bed: Please Zero BEFORE using.**For further patient handling advice please contact extension 4935**

GUIDELINES FOR HOSPITAL ADMISSIONS OF THE EXCEPTIONALLY HEAVY PATIENT



MANUAL HANDLING RISK ASSESSMENT

Section 1

Reference Number: _____

Task/operation being assessed:	
Assessors Names:	
Date:	
Location:	
Load Weight (if known):	
Personnel Involved:	
Frequency of task/operation:	
Intensity (deadline/bonus/targets/pressures):	
Shift length and pattern:	
Duration before change of activity:	
Carry distance (if applicable):	
Push/pull distance (if applicable):	
Are other manual handling tasks carried out by the operator?	Yes / No
Are other push/pull tasks carried by these operators?	Yes / No

Section 2

Specific Legislative and Guidance Requirements Applicable

<p>Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 (as amended) Manual Handling Operations Regulations 1992 (as amended) Workplace (Health, Safety and Welfare) Regulations 1992 Safety Representatives and Safety Committees Regulations 1977 Lifting Operations and Lifting Equipment Regulations 1998 Provision and Use of Work Equipment Regulations 1998 Disability Discrimination Act 1995 Upper Limb Disorders in the Workplace – HSG 60 Health Surveillance at Work – HSG 61 New and Expectant Mothers at Work – HSG 122 The Guide to the Handling of People (5th edition)</p>

Section 3

Assessment of Risk

Questions to Consider During Lifting Operation from the Hazards and Consequences Identified		Low level of risk (white) = 1 to 3 Moderate level of risk (grey) = 4 to 6 High level of risk (yellow) = 8 to 12 Extreme level of risk (red) = 15 to 25		Tick Appropriate Level of Risk					
		Current Control Measures in Place Adequate or Inadequate			Low	Moderate	High	Extreme	
1.	The Task								
1.1	Holding or manipulating loads at distance from trunk?								
	Unsatisfactory bodily movements or posture, especially: -								
1.2	Twisting the trunk?								
1.3	Stooping?								
1.4	Reaching upwards?								
1.5	Handling whilst seated (woman = 3kg / Man = 5kg)?								
1.6	Repetitive handling?								
	Excessive movement of load, especially: -								
1.7	Excessive lifting or lowering distances?								
1.8	Excessive carrying distance (10m)?								

	Questions to Consider During Lifting Operation from the Hazards and Consequences Identified	Current Control Measures in Place Adequate or Inadequate	Not Applicable	Low	Moderate	High	Extreme
1.9	Risk of sudden movement of the load?						
1.10	Frequent or prolonged physical effort?						
1.11	Insufficient rest or recovery periods?						
1.12	A rate of work imposed by process?						
Strenuous pushing or pulling: -							
1.13	High initial forces to get load moving (woman = 15kg / man = 20kg)?						
1.14	High force to keep load in motion (woman = 7kg / man = 10kg)?						
1.15	Sudden movements to start or stop or manoeuvre load?						
1.16	Twisting/manoeuvring of the load into position or around obstacles?						
1.17	One hand operations?						
1.18	The hands below the waste or above shoulder height?						
1.19	Movement at high speed?						
1.20	Movement over long distances?						
1.21	Repetitive pushing/pulling?						

	Questions to Consider During Lifting Operation from the Hazards and Consequences Identified	Current Control Measures in Place Adequate or Inadequate	Not Applicable	Low	Moderate	High	Extreme
2.	Consider Individual Capability – Does the job: -						
2.1	Require unusual strength, height, etc.?						
2.2	Create a hazard to those who might reasonably be considered to be pregnant or to have a health problem, physical or learning difficulty?						
2.3	Require special information or training for its safe performance?						
3.	Loads – Are they: -						
3.1	Heavy for 1 person (not exceeding 25kg)? Heavy for 2 persons (not exceeding 35kg)? Heavy for 3 persons (not exceeding 40kg)? Heavy for 4 persons (not exceeding 75kg)?						
3.2	Bulky/unwieldy?						
3.3	Difficult to grasp (no handles fit for purpose)?						
3.4	Unstable/unpredictable?						
3.5	Sharp, hot or otherwise potentially damaging?						
3.6	Centre of gravity correct?						
3.7	Load likely to obscure handler(s) vision?						

	Questions to Consider During Lifting Operation from the Hazards and Consequences Identified	Current Control Measures in Place Adequate or Inadequate	Not Applicable	Low	Moderate	High	Extreme
4.	The Working Environment - Are there: -						
4.1	Space constraints preventing good posture?						
4.2	Variations of floor surfaces (carpet, vinyl, tarmac, concrete)?						
4.3	Uneven, slippery or unstable floors?						
4.4	Conditions causing ventilation problems (gusts of wind or humid conditions)?						
4.5	Poor lighting conditions?						
4.6	Obstacles to overcome?						
4.7	Traffic/vehicle hazards?						
4.8	Opening doors without assistance?						
4.9	Use of ladders (consider Working at Height Regulations)?						
4.10	Use of lifts (levelling properly)?						
	If on wheels or castors – are they?						
4.11	Unsuitable for the type of load?						
4.12	Difficult to steer?						

	Questions to Consider During Lifting Operation from the Hazards and Consequences Identified	Current Control Measures in Place Adequate or Inadequate	Not Applicable	Low	Moderate	High	Extreme
4.13	Easily damaged or defective?						
4.14	Without brakes or difficult to stop?						
4.15	With brakes, but they are poor/ineffective?						
4.16	Without a planned inspection and maintenance regime based on frequency that keeps them in working order?						
Patient – Are there problems with: -							
4.17	Mobility/independence?						
4.18	Level of understanding?						
4.19	Predictability of behaviour?						
4.20	Predictability of movement?						
4.21	Weight known (bariatric patients)?						
4.22	Other handling constraints, e.g. wet limbs, dignity issues, patient soiled, etc.)						
4.23	Patient handling care plan in place?						
5.	Other Factors						
5.1	Is the movement or posture hindered by PPE, clothing or footwear?						

		Questions to Consider During Lifting Operation from the Hazards and Consequences Identified	Current Control Measures in Place Adequate or Inadequate	Not Applicable	Low	Moderate	High	Extreme
5.2		Do workers feel that there is poor communication between managers and employees regarding risk assessment and workstation design?						
5.3		Are there sudden changes in workload or seasonal changes in volume without mechanisms for dealing with the change?						
5.4		Do employees feel that they have not been given enough training and information to carry out the task successfully?						
5.5		Have previous accidents been reported (details of investigation)?						

If following use of this checklist, the risks are moderate or low and the moderate risk cannot be reduced, no further action is required and the risk assessment can be signed off as completed. High or Extreme risks – controls must be put in place. If funding is not available, it must be placed on the Trust's risk register. The action plan and summary sheet of this risk assessment form must be completed.

I certify that the risks cannot be reduced any lower.

Print Name: _____

Signature: _____

Date: _____

Review Date of Assessment: _____

Following this risk assessment, it is recommended that staff undertake manual handling refresher training according to Trust policy. Staff must be made aware of these risk assessment findings. If you require advice on the length of time refresher training is required, contact the Moving and Handling Specialist.

Section 4

Are any other risk assessments required for this task? Yes / No

If yes, state which assessment and the reference number:

Is there further advice required from competent persons regarding this assessment?

Manual handling – Moving and Handling Specialist – Extension 4935

Noise – Non Clinical Risk Advisor – Extension 2465 / Bleep 123

Hand-Arm Vibration – Non Clinical Risk Advisor – Extension 2465 / Bleep 123

Lone Working – Contracts Manager – Extension 2896 / Bleep 789
Non Clinical Risk Advisor – Extension 2465 / Bleep 123

Slips, Trips and Falls – Non Clinical Risk Advisor – Extension 2465 / Bleep 123

Working at Heights – Non Clinical Risk Advisor – Extension 2465 / Bleep 123

Personal Protective Equipment – Non Clinical Risk Advisor – Extension 2465 / Bleep 123

Health Surveillance – Occupational Health – Extension 4939

COSHH – Risk Co-ordinator (Health and Safety) – Extension 2136/Bleep 386
Non Clinical Risk Advisor – Extension 2465 / Bleep 123

Infection Control and Decontamination – Infection Control Team – Extension 2825

Medical Equipment – Medical Engineering Manager – Extension 2036

Security – Contracts Manager – Extension 2896 / Bleep 789

Waste – Contracts Manager – Extension 2896 / Bleep 789

Stress – Non Clinical Risk Advisor – Extension 2465 / Bleep 123

Section 6

Action Plan Following Risk Assessment, Inspection, Audit or an Investigation

Task(s) Requiring Action: _____

Date: _____

Section 1 – Details of Hazards Identified			Section 2 – Person(s) Responsible and Timescales for Action			Section 3 – Review		Section 4 – Completion		
Date of Assessment etc: Person carrying out Assessment etc: Designation: Forwarded to: (for completion of Section 2) Date Forwarded:			Name of Person: Designation: Date Received: Copies Forwarded to: Date Forwarded:			Status as at (date): Extreme Risk: - Action Immediate High Risk: - Action within 6 months - Review within 3 months Moderate Risk: - Action within 12 months - Review at 3 month intervals		To be completed by persons responsible for action in Section 2.		
Item No.	Problem requiring attention (include risk rating) and the recommendations of how to eliminate or reduce risks to its lowest acceptable level	Date first reported	Person(s) responsible for action	Agreed time of action – specify date	Comments on actions	Has the Action been Completed?		If no, what is the status of the action	Date signed as completed	Signature
						Yes	No			

Section 7

Risk Register Application

If funding is not available to address the risk within your Department/Directorate, the Senior Manager/ Director must ensure that the risk and the control measures required are entered onto the Risk Register

This proforma must be completed and forwarded to the Risk Manager

Department/Ward:	Division:
Name(s) of Assessors:	Assessment Date:

Description of Risk	Consequence	Likelihood	Risk Rating

Description of Control Measures Required	Cost

Who is Monitoring the Risk/Control Measure?

Name: please print	Signature:	Date:
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Date Forwarded to Risk Manager:

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RISK MANAGEMENT USE ONLY	
Date Entered onto Risk Register:	
Date Copy Returned to Originator:	
By Whom:	