



Moving and Handling Policy

Version Number	Issue 7
Date Revision Complete	10/01/2018
Procedure Owner	Health & Safety Advisor
Author	Alex Brown
Reason for Revision	New process for delivering moving and handling training
Proof Read	Proof read by: Chris Hogsden
Date Approved	31/01/18
Approved by	Senior Management Team
Next Review Due	January 2021
Audience – Training and Awareness Method	To be issued as part SMS update issue
Effective Date	01/02/18
Internal References	N/A
External References	N/A
<p>Comments: Main changes are the splitting of the document to become a moving and handling policy and a separate moving and handling procedure which supplements the policy.</p>	

CONTENTS

- 1 Policy Statement
- 2 Aims of the Policy
- 3 Scope
- 4 Responsibilities for implementing this Policy
- 5 Moving and Handling Risk Assessments
- 6 Moving and Handling Equipment
- 7 Training and Competency
- 8 Monitoring and Review

1. Policy Statement

- 1.1 Moving and Handling is defined in the Manual Handling Operations Regulations 1992 as: any lifting, putting down, pushing, pulling, carrying or moving of a load by hand or by bodily force. They place a duty on employers to;
- avoid hazardous manual handling operations where possible;
 - assess any hazardous manual handling operations that cannot be avoided;
 - reduce the risk of injury, so far as is reasonably practicable.
- 1.2 At Blackwood, we recognise the risk of musculoskeletal and other injuries faced by both employees and customers from moving and handling operations. Blackwood is committed to applying a safe system of work to all moving and handling situations (both objects and people handling). We are also committed to a policy of minimal lifting, where the need for moving and handling operations is avoided in so far as is reasonably practicable.

2. Aims of the Policy

2.1 This policy aims to;

- Comply with the Manual Handling Operations Regulations 1992 (as amended 2002) and all other relevant legislative and professional guidance, such as the Scottish Moving and Handling Passport Scheme, and the Scottish Social Services Council (SSSC) Codes of Practice;
- Avoid or Reduce moving and handling related incidents/injuries, and to reduce moving and handling risks to the lowest level reasonably practicable;
- Outline the responsibilities of Senior Managers, Managers, and Employees for moving and handling activities

- 2.2 Detailed arrangements for putting this policy into practice is contained in a separate supporting document – [Moving and Handling Procedure CP 10.](#)

3. Scope

- 3.1 This policy covers all moving and handling activities (both object and people handling) carried out by Blackwood employees during the course of their work. It is also applicable to all volunteers, agency and contractors under Blackwood control or anyone else who may be affected by our activities.

4. Responsibilities for implementing this Policy

4.1 Senior Managers

Are responsible for the effective management of resources to ensure implementation of this Policy, including the purchase of suitable and sufficient moving and handling equipment, the appointment of sufficient moving and handling trainers and competent risk assessors.

4.2 Managers

4.2.1 Are responsible for ensuring moving and handling risk assessments are undertaken and that any identified control measures are implemented.

4.2.2 They are also responsible for ensuring moving and handling activities are adequately supervised, and that training is provided and observed practices undertaken.

4.3 All Employees

4.3.1 Are responsible for taking reasonable care of their own health and safety and that of others whose safety may be affected by their involvement in moving and handling activities;

4.3.2 Complying with this policy any safe systems of work, including those detailed in the moving and handling risk assessments and our Moving and Handling Procedure (CP03);

5. Moving and Handling Risk Assessments

5.1 The manager responsible for supervising the moving and handling activity shall ensure that a moving and handling risk assessment is carried out.

5.2 Moving and handling risk assessments must only be carried out by competent persons i.e. someone who is familiar with the activities and has sufficient experience, skills and knowledge. This will normally be someone who has satisfactorily completed a Moving and Handling training course along with the Blackwood Internal Risk Assessment Awareness Course.

6. Moving and Handling Equipment

6.1 Any equipment used in support of moving and handling activities must comply with The Provision and Use of Work Equipment Regulations (PUWER) and the Lifting Operations and Lifting Equipment Regulations (LOLER). It is the responsibility of the owner of the equipment to ensure that regular inspections, servicing and maintenance of any equipment used is carried out and records kept. We have specific procedures relating to this (**Provision and Use of Work Equipment (PUWER) Procedure**

- CP12 and **Lifting Operations and Lifting Equipment (LOLER) Procedure - CP13**).

7. Training and Competency

- 7.1 It is a mandatory requirement that all employees or others who are acting on behalf of Blackwood and who are involved in the handling of objects and/or people that pose a risk of injury, have received moving and handling training which is specific and relevant to their job activities.

8. Monitoring and Reviewing

- 8.1 This policy will be subject to review every 3 years or sooner if there are any changes to legislation or if there are changes to the way we manage moving and handling.