



MOVING & HANDLING DEFINITIONS & GUIDELINES

Summary:

- a. At the Let's Play Project all staff are committed to promoting and developing accessible play and leisure.
- b. The Let's Play Project works in partnership with schools, children's centres, after school clubs, sports centres and holiday play schemes. When supporting the work of these partners the Let's Play Project makes sure we are familiar with their policies and procedures with regard to moving and handling.
- c. The Let's Play Project discusses individual cases with each partner so that we can agree the correct procedures for moving individual young people/ vulnerable adults.
- d. What follows are the Let's Play Project's own definitions, guidelines and lifting procedure for the Let's Play Project's staff, which should be read together with other venues' policies and procedures.

Note: **No** staff should attempt to lift without having been trained

1. Definitions:

1.1 *By moving and handling we mean:*

- a. Transporting or supporting a load by hand or by bodily force, (a load usually means an inanimate object, but might also mean a human being or animal).

This includes:

- 1) picking up,
- 2) lifting,
- 3) lowering,
- 4) putting down,
- 5) pushing,
- 6) pulling,
- 7) throwing,
- 8) catching,
- 9) supporting,
- 10) carrying,
- 11) moving or physically intervening.

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- b. **Note:** In rare circumstances we may need to move a young person/vulnerable adult. Wherever possible young people/vulnerable adults should be moved using a hoist. Where this is impossible two or three workers will be trained to lift a young person from a chair to the floor or to evacuate in an emergency.

2. **Guidelines:**

2.1 **Why do we need moving and handling guidelines?**

- a. We need to safeguard our employees and prevent work-related injuries.
- b. Employers lose up to 5% of their annual budget through back injuries and each year there are about 500,000 work related injuries in the UK, some of which result in permanent irreversible disability and an inability to live a full and active life.

2.2 **Relevant documents:**

- a. The Handling of Patients (National Back Pain Association and Royal College of Nursing)
- b. Manual Handling in the Health Services (Health and Safety Commission)
- c. Handling Home Care (Health and Safety Executive)
- d. Choosing Assistive Devices (Pain, McLellan and Gore)

2.3 **The following lifts are banned from health service use:**

- a. The drag lift
- b. The orthodox lift
- c. Any lift where weight is carried from the worker's neck
- d. The use of canvas and poles (carrying a hammock)

The only exceptions would be: imminent risk of drowning, danger from fire or smoke, bombs, bullets or building collapse.



2.4 **Main duties on employers:**

- a. In so far as reasonably practicable, manual handling operations which involve a risk of injury should be avoided.
- b. Where moving is necessary, a suitable and sufficient assessment of the move must be made (see the assessment form).
- c. Following the assessment, appropriate steps to reduce the risk of injury to the lowest level reasonably practicable must be taken.

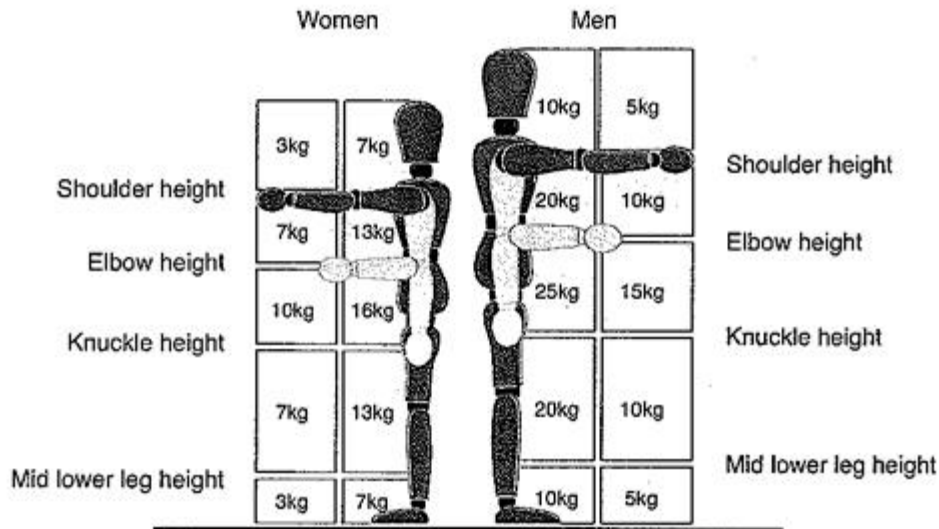
2.5 **Main duty on employees:**

- a. Employees of the Let's Play Project must make full and proper use of the moving and handling guidelines and procedures provided by the employer. Employees should also be aware of personal safety when moving or handling young people in accordance with the young person's profile.

2.6 **Handling weights:**

Guidelines for handling (demonstrated at training):

- a. These **guidelines** are based on averages and account should always be taken of individual capacities and special circumstances e.g. pregnancy and new motherhood, when no more than 5kg should be lifted.
- b. Look at the following diagram which indicates acceptable weights at different heights and distances from the body. These will be demonstrated at training:



c. **Guidelines:**

- 1) Don't over reach or bend backwards.
- 2) Reaching upwards places additional strain on the arms and back.
- 3) Combining reaching backwards and upwards has even more of an impact.
- 4) Excessive movements –lifts from floor level should terminate at waist height, if possible. Distances greater than 10 metres need special attention.
- 5) Pushing and pulling – risk is increased below knuckle height or above shoulders. Good grip on stout shoes is required.
- 6) Unpredictable movements (e.g. fluids in a half empty container) may cause strain on the body.
- 7) Frequent and prolonged activities (repeated moving of small loads) can result in fatigue and possible damage.
- 8) Rest and recovery – play workers will not be expected to move or handle objects or young people/vulnerable adults in a way that results in fatigue.
- 9) Avoid handling when seated, throwing or catching objects, carrying unequal loads.
- 10) Particular attention and team work is needed in confined space and on stairs. Procedures should be agreed before moving starts and all team members should say if they need to take a break.

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11) Care should be taken on uneven floors and slippery surfaces.

2.8 Using specialist equipment - Guidelines:

- a. There should be guidelines for equipment at venues and training should be given to all users.
- b. Particular risk assessments will be needed for individual young people.
- c. Training for the Let's Play Project Play Workers will be held annually, introducing the use of a mobile hoist, rigid and fabric sliding devices and guidance on transferring from wheelchair to hoist as an example.

2.9 General Lifting Procedure:

- a. The following actions should be followed:
 - 1) Prepare to lift by warming up the muscles
 - 2) Stand close to the load, facing the way you intend to move
 - 3) Use a wide stance (feet apart) to gain balance
 - 4) Ensure a good grip on the load
 - 5) Straddle the load
 - 6) Bend the hips and knees
 - 7) Keep the back straight
 - 8) Keep arms straight
 - 9) Tighten abdominal muscles
 - 10) Tuck chin into chest
 - 11) Initiate the lift with the body weight
 - 12) Lift close to the body and without jerking
 - 13) Avoid twisting and side bending
 - 14) Put load down before adjusting position
 - 15) Do not lift if you are not convinced you can handle safely