# Policy 26: Handling and Moving Policy and Risk Assessment Procedures

**Last updated by:** SH, JM, MP, RS

<table>
<thead>
<tr>
<th>Version</th>
<th>Changes</th>
<th>Policy Date</th>
<th>Next Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td>July 2016</td>
<td>Sep 2019</td>
</tr>
</tbody>
</table>

**Links to policies:**

---

1   Policy 26 Moving and Handling Policy V2
Handling and Moving Policy and Risk Assessment Procedures

Age UK York staff and volunteers may in the course of their work, undertake manual handling or moving tasks. The tasks may relate to the handling or moving of an inanimate object (or load) or a person for whom they are providing care or support.

Policy

In accordance with the Health and Safety Act of 1974 and the Manual Handling Operations Regulations of 1992 Age UK York will aim to:

- Secure the health, safety and welfare of people at work
- Protect people other than those at work against risks to their health and safety arising from work activities.

Age UK York will carry out systematic risk assessments and record significant findings, and have written Health and Safety Policies. All staff and volunteers will receive appropriate Handling and Moving Training/information both at induction and ongoing.

The worker must take reasonable care for Health and Safety of themselves and others who may be affected by what they do.

Age UK York as an employer will avoid manual handling operations where reasonably practicable and must consider whether the load must be moved at all.

If the load must be moved, can it be moved mechanically, for example by using a wheelchair or hoist (in the case of an older person) or by using a tail lift or trolley (in the case of other loads).

Age UK York will risk assess adequately any hazardous operations that cannot be avoided. Assessments will take into account the task, the load, the working environment and individual’s capabilities.

Age UK York will reduce the risk of injury as far as reasonably practicable. Steps to reduce risk can include rearranging the task, breaking down the load, providing assistance or mechanical aids and TRAINING. Particular consideration will be given to people who are or have been pregnant, or who
are known to have a history of back trouble, hernia or other health problems which could affect their manual handling capability.

Each Employee shall make full and proper use of any system of work provided for his/her use by Age UK York. Employees will be given the opportunity to be involved in consultation about any redesign of any system of work and will be given the chance to contribute to the development of good handling practice.

The following codes of practice give more detailed advice about practical ways of reducing the risk of injury by considering in turn the task, the load, the working environment and the individual capability.

Summary

<table>
<thead>
<tr>
<th>AVOID</th>
<th>Wherever possible, avoiding a manual handling situation is preferable</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSESS</td>
<td>If avoidance is not possible, make a suitable and sufficient assessment of the hazards and risks</td>
</tr>
<tr>
<td>REDUCE</td>
<td>By defining a safe system of work and implementing the strategy that we are reducing the risks of injury to all the persons involved in the procedure</td>
</tr>
<tr>
<td>REVIEW</td>
<td>Our systems must be reviewed regularly, this also allows us to monitor the strategy’s overall effectiveness</td>
</tr>
</tbody>
</table>

1. Commitments

Age UK York will:

1.1. undertake to provide instruction, information or training to all staff and volunteers on manual handling.

1.2. ensure that risk assessments are carried out for all manual handling activities
1.3. ensure the provision of adequate resources and systems of work to enable the appropriate control measures to be taken.

1.4. will ensure suitable lifting aids are provided where required, and that staff/volunteers are given adequate training in their use.

Management Responsibilities

*Responsibility for the following measures rests with service organisers/managers with the advice of the Chief Officer and deputy Chief Officer, in accordance with the Age UK York Health and Safety Policy.*

2.1. Hazardous manual handling activities are identified and risk assessments are carried out.

2.2. Staff has been given training in correct manual handling techniques.

2.3. Where risk assessments have been carried out staff and volunteers have been given instruction in the identified control measures and safe systems of work.

2.4. Required equipment is available and maintained.

2.5. Staff/volunteers wear suitable clothing and footwear.

2.6. There are adequate staffing levels to allow safe systems of work to be carried out.

2.7. Staff/volunteers have been informed concerning the correct code of practice for the activity identified.

2.8. There are monitoring arrangements in place to ensure that the identified safe systems of work and relevant sections of the codes of practice are being followed at all times. This should be done through the regular health and safety audit (or re-assessments of clients needs).