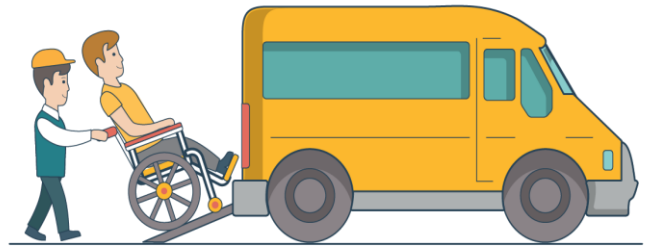




# Safe Transfer of Residents Using Minibus.



Contact the Office on 01522 300161  
[www.singleton-associates.org](http://www.singleton-associates.org)

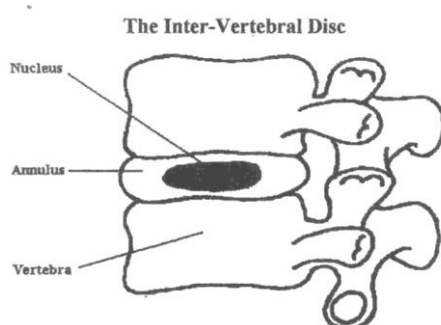


Singleton  
Training

**Make a note of it.....**

# Why is it important to learn how to move and handle correctly?

**Serious injuries can occur if you do not lift correctly!**



The discs are made up of a strong, fibrous layer called the annulus and a soft jelly-like layer called the nucleus



Slipped/prolapsed disc

## **Disc Injuries**

Spinal injuries are caused by twisting and lifting. The term slipped disc is misleading as the disc does not actually move.

## **Strains & Sprains**

Muscles, tendons and ligaments can be torn or stretched by over exerting.

## **Fractures**

Dropping the load onto your feet can break toes.

## **Cuts and grazes**

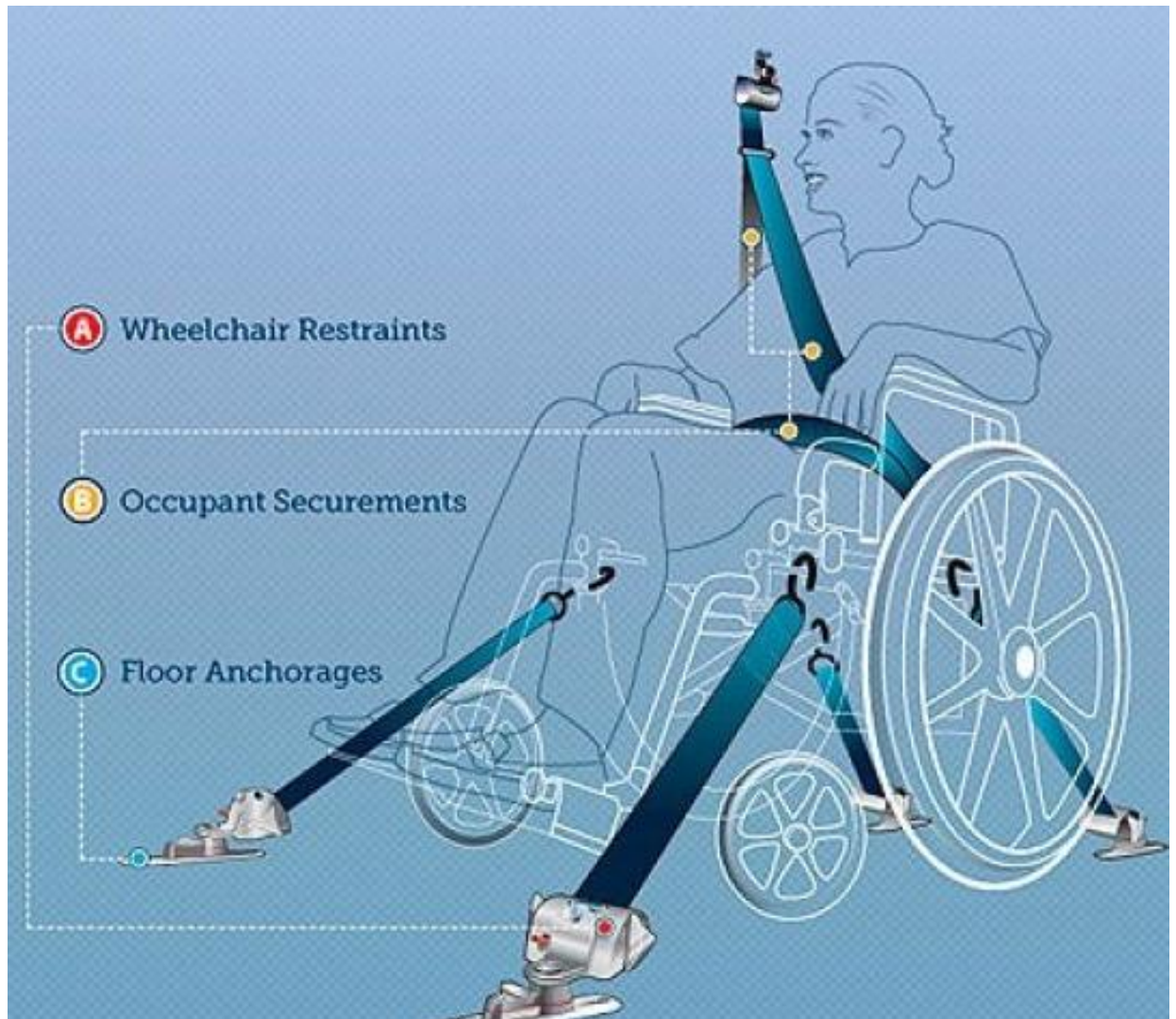
Lifting sharp objects or not allowing sufficient room to lift can cut the skin.

## **Hernias**

Over straining can tear muscle walls, particularly in the abdomen.

## Moving of people.

Wherever possible lifting equipment should be used for patients or residents.



## Guidelines for Lifting and Lowering

The following chart gives suggested guidelines for safe lifting of loads within the lifting zones highlighted. There are significant differences between male and female however this should only be used as a guideline as individual strength and physical fitness play as big a part as the difference between male and female.

It is important to understand that the weights stated are not legal requirements but could indicate the need to conduct a thorough risk assessment of the lifting task.

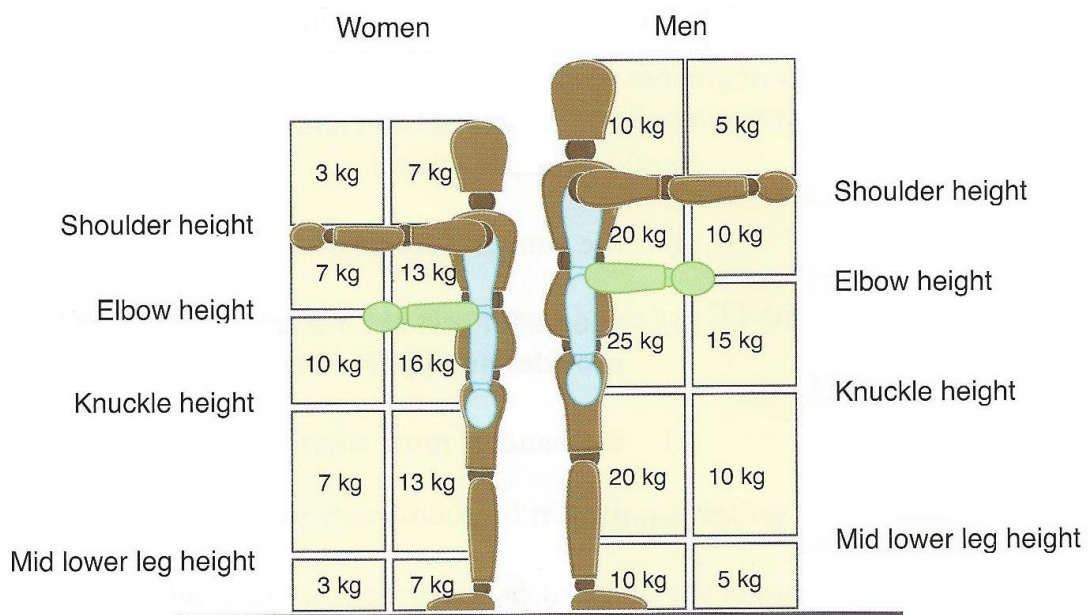


Figure 23 Lifting and lowering

Source HSE Manual handling Operations Regulations 1992

# The Health & Safety at Work Act 1974

## Aims

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

## The Act imposes duties on:-

1. The employer: To ensure so far as is reasonably practicable, the health, safety and welfare at work of all their employees. This includes providing machinery and equipment that is safe and without risks to health and must be maintained in that condition. Employers must provide for all employees the information, instruction, training, and supervision necessary to ensure, so far as is reasonably practicable, their health and safety at work. Employers must ensure, so far as is reasonable practicable, the health and safety of all employees' working environment. The act also requires every employer (where five or more people are employed) to prepare a written statement of their safety policy.
2. The employee: To take reasonable care for health and safety of themselves and others who may be affected by what they do. This includes co-operating with their employer in order that safe systems of work may be carried out.

## DUTIES ON EMPLOYEES

### **It shall be the duty of every employee while at work:**

To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.

To co-operate with their employer so far as is necessary to enable them to meet their obligations under the Health & Safety at Work Act 1974.

Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

## **Management of Health & Safety at Work Regulations**

1. Develop, implement and measure the performance of safe systems of work.
2. Access to competent Health & safety advice, help and guidance.
3. Information regarding training with new technology and systems of work to be made available to employees.
4. All workforce, including supervisors, to be trained to be capable of their work.

### **The Regulations impose duties upon:-**

1. The employer: To carry out a systematic Risk Assessment of work activity, and, where five or more are employed, record significant findings and have written Health & Safety policies. Specific Risk Assessments should be in place for young persons (i.e. under 18 years of age) at work and new or expectant mothers (i.e. employees who are pregnant,) who have given birth within the previous six months, or who are breast feeding.
2. The employee: To take reasonable care for Health & Safety of themselves and others who may be affected by what they do.

## **Lifting Operations & Lifting Equipment Regulations 1998**

1. The employer must ensure that all lifting equipment is maintained and serviced by a competent company. This servicing should be annually for equipment that lifts 'things' and every 6 months for equipment that lifts people e.g. hoists, bath chairs, passenger lifts and stair lifts.
2. Employees should never use any item of lifting equipment that is out of date or broken in any way. This practice is both extremely dangerous and also illegal.
3. Employees should notify their employer immediately of any item of lifting equipment that is broken or not working.

## **Work at Height Regulations 2005 (WAHR)**

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs.

The purpose of WAHR is to prevent death and injury from a fall from height.

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

Before working at height you must work through these simple steps:

1. Avoid work at height where it is reasonably practicable to do so.
2. Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
3. Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

You should:

Do as much work as possible from the ground.

Ensure workers can get safely to and from where they work at height.

Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.

Make sure you don't overload or overreach when working at height.

Take precautions when working on or near fragile surfaces.

Provide protection from falling objects.

Consider your emergency evacuation and rescue procedures.

Employers and those in control of any work at height activity must make sure work is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

# Tail lifts & Ramps

Tail lifts can be dangerous if not used correctly. Significant hazards include falls from height, slip and trips (which can lead to a fall from height), falling objects striking a person, entrapment or crush injuries.

Falling from vehicles:

Falls from vehicles can cause serious injuries and are more common than most people think. Tail lift manufactures have developed guard-rail solutions and increased slip resistance surfaces, although it is not a legal requirement that tail-lifts are supplied with these.

The legal duty would be on the user or employer to decide, a thorough risk assessment must be undertaken to ascertain whether these safety measures should be provided.

Users should NEVER climb up to or down from a tail lift in the raised position.

Slipping:

The metal surface of the tail lifts can be slippery, especially when it has been raining or when objects transferred onto the tail lift such as wheelchairs or footwear have passed through a wet environment.

Crushing:

Many tail lifts have bespoke systems to ensure that operators do not trap limbs (especially toes) between the tail lift and the vehicle. It is the responsibility of the employer to understand how this works and provide suitable training.

Objects falling:

Objects falling from the vehicles can be limited by the use of stop flaps or guard rails. The tail lift should only be operated when other persons are at least 2 metres away.

Other considerations:

Tail Lifts are classed as both work equipment and lifting equipment.

It is important that you will need to ensure that the following are in place:

**A full service and maintenance at regular intervals**

**A Thorough Examination, every 6 months as per LOLER Regulations (section 9)**

**Accompanying paperwork of examinations**

# Need For A Minimal Lifting Approach To Patient Care

The toll of injuries to nurses, carers and all others who care for people bears testimony to the inescapable fact that lifting people or supporting the weight of people is dangerous.

## People Cannot Safely Lift People

The law and common sense mean that the employer cannot ask staff to lift patients, clients, residents, service users. In essence all employers must implement a minimum lifting policy. However, it's not that easy. The handling of people is a complex situation with many issues and situations to be met. In many cases the nurse can consider that she is only assisting a patient when she is suddenly faced by the patient lifting his feet off the floor. Understanding what to do and how to avoid these situations is as important as knowing how to use a hoist.

## Injuries to Staff

The toll of injuries in the health services which arise from handling accidents is unacceptably high. Many people are having their active lives cut short by debilitating back injuries which stop them from enjoying the normal activities of life.



**Other courses we offer include:**

**Basic Food Hygiene**

**Food Hygiene Plus**

**Intermediate Food Hygiene**

**Advanced Food Hygiene**

**Emergency First Aid at Work**

**First Aid at Work**

**Basic Health & Safety**

**Intermediate Health & Safety**

**COSHH**

**Manual Handling**

**Risk Assessment**

**Understanding Strokes & Diabetes**

For details of our quality assurance, please visit our web site:  
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