



# Moving and Handling Policy and Guidelines



Birmingham PHAB Camps

Registered Charity Number 502073

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## 0. Background

- 0.1 The Birmingham PHAB Camps Policy and Guidelines for Moving and Handling (2015) has been created to ensure our practice reflects national guidelines and should be used to inform and protect our volunteers and participants regarding issues of moving and handling.
- 0.2 Birmingham PHAB Camps is a voluntary organisation and although we do not pay our volunteers or accept individual payment (other than donations to the charity) from participants, we are still considered to have a duty of care towards all parties involved. This means that we should always ensure our volunteers are adequately trained as their role will normally include moving and handling tasks which involve our participants. Our duty of care with regard to this policy is primarily prevention of any harm as a result of moving and handling.
- 0.3 Moving and handling is defined in legislation as *“any transporting or supporting of a load (including lifting, putting down, pushing, pulling, supporting, carrying or moving) by hand or bodily force”*. It also includes the use of mechanical assistance such as hoists, as human effort is required in order to move, steady, position and load/unload the hoist.
- 0.4 The Operational Committee have responsibility for setting the standards against which our volunteers practice can be measured, including moving and handling decision-making and practice.

## 1. Summary Overview and Information Provided to Volunteers

1.1 Birmingham PHAB Camps have a duty to provide their volunteers with a safe system of work and to provide appropriate health and safety/manual handling training.

1.2 The law recognises that it would not be reasonably practicable to eliminate all potentially hazardous work (see section 2 General Principles and Legal Context). In considering the reasonable practicability of avoidance, the utility – or potential benefit – of the act (in this case manual handling) is one factor to be considered.

1.3 Volunteers must risk assess the area and potential hazards to themselves and the service user to reduce the risk so far as it is reasonably practicable (see appendices 2,3 and 4), before carrying out a lift or maneuver, and ask for guidance or a second opinion if necessary.

1.4 Any risk assessment should balance the potential risks to the service user and volunteers alongside the potential benefits to the service user.

1.5 Volunteers must not use or condone unsafe systems at work. The use of additional suitably trained staff or equipment may need to be considered.

### 1.6 Information Provided to Volunteers:

1.61 Birmingham PHAB Camps owes a duty of care to our service users and colleagues. This includes manual handling, delegation and guidance of manual handling, advice and education.

1.62 **The following information is provided in the Volunteer Handbook** given to every volunteer during our training day for use during our holidays. The training summary sheet (see appendix 1) provides a further written and visual prompt for our volunteers which is handed out during the session specifically moving and handling (see section 4 – Training):

*During the Camp you will need to help some of the children to get in and out of their wheelchairs, onto their bed, toilet and to take part in some of the activities. You will be shown some methods of lifting during the training day which are safe for both you and the child.*

*All of the centres have lots of equipment to aid with lifting, such as hoists. If the equipment is available it should be used. It is far better to take the time and use the hoists than to hurt your back trying to lift some manually. If you have never used such equipment before please ask somebody to show you how to. Some of the children will be able to operate the hoist themselves but be aware of trapped fingers!*

*If you can't use the hoist and need to manually lift then please follow these principles of lifting:*

- *Maintain a natural, upright posture whenever possible during lifting keeping your 'spine in line'.*
- *Always create a good stable base with your legs and feet apart.*
- *Keep the load, or point of force, as close to your vertical centre of gravity as possible.*
- *Use the large leg and buttock muscles to provide the power during a manoeuvre rather than the relatively small, weak and vulnerable spinal muscles (i.e. bend your knees and use your legs to do the lift).*
- *Always use a minimum of two people to do the lift.*
- *Nominate one person to say "Ready, Steady, LIFT...", with the point being you lift on "LIFT"*
- *Never lift anything or anyone if you do not feel able to do so safely.*

### WHEELCHAIRS

*Here are a few points to watch out for when handling wheelchairs:*

- *The occupant must always wear a seatbelt if they have one.*

- *Never leave a wheelchair on a slope without applying the brakes. Be very cautious as brakes aren't always very good. Also the child may be strong enough to release the brake but not able to put them on again.*
- *When holding onto a chair, don't grab the footrests or arm rests. They have a nasty habit of falling off. Hold the handles or a secure part of the frame.*
- *Never use a minibus lift without applying the wheelchair brakes (or switching an electric wheelchair off).*

*With the new Disability Discrimination Act guidelines now in effect access into buildings is becoming much easier, so when you are out and about pushing a wheelchair you will find many more access points, like lifts and ramps. Use them! It is far easier and safer to push a wheelchair up a ramp than trying to carry it up a flight of stairs.*

#### *Pushing a wheelchair down a kerb*

*Where possible don't push a wheelchair down a kerb, find an area that is flat. If you must go down a kerb:*

- *explain to the occupant what you are about to do, there's nothing scarier than being pushed towards a high kerb not knowing whether the pusher has seen it!*
- *turn the chair around so its back is to the kerb*
- *step into the road then lower the back wheels onto the road first then lower the front wheels. Make sure that both rear wheels hit the road at the same time; this is very important so the wheelchair doesn't tip.*

*Alternatively, for pushchairs or very small wheelchairs, face the kerb, place your foot on one of the tipping levers at the back of the chair and take firm hold of the handles. Tip the chair backwards and lower the chair gently down the kerb. At this point you must take some of the weight of the chair so remember to arch (not bend) your back and bend your knees.*

#### *Pushing a wheelchair up a kerb or step*

*Where possible don't push a wheelchair up a kerb find an area that is flat. If you must go up a kerb:*

- *explain to the occupant what you are about to do.*
- *the chair should be facing towards the kerb.*
- *with your foot on the tipping lever, tip the chair back and place the*
- *front wheels on the kerb. Then lift the back wheels up on to the kerb.*

#### *Electric wheelchairs*

- *Many children on the Camps will use electric wheelchairs. They are all very different but the child will almost certainly know how to use them.*
- *The battery will probably need charging every night so you may need to ask how this is done. It may be your responsibility to do this and the child will be very unhappy if they cannot use it because you have forgotten.*
- *Never try to lift an electric wheelchair, as they are extremely heavy. The chairs can be put into a manual position and pushed if needed.*
- *Please remember that a wheelchair is not a toy. It is unwise to let other children use the chair and you must never allow children to hitch a lift on the back of someone's wheelchair.*

## **2. General Principles and Legal Context:**

- 2.1 In a legal case regarding moving and handling people with disabilities (see appendix 5 : Court Case: A, B, X and Y v East Sussex County Council (2003)) the judge ruled that people with disabilities have a right to participate in the life of the community and have access to an appropriate range of recreational and cultural activities. The judge further ruled that this right is so important that a significant amount of moving and handling is likely to be required.
- 2.2 It is important to remember that matters of dignity and respect weigh heavily with people who are already shut out from so much of what makes life enjoyable and enriching for the majority of society (A, B, X and Y v East Sussex County Council, 2003).
- 2.3 Potentially hazardous tasks, such as lifting without a hoist, should be avoided altogether if possible, however, as indicated by the outcome of A, B, X and Y v East Sussex County Council, 2003, the law recognises that it would not be reasonably practicable to eliminate all potentially hazardous work, and therefore the task, such as lifting without a hoist, may still go ahead provided it is modified to reduce the risk as much as possible.
- 2.4 Under the Moving and Handling Operations Regulations (MHOR) (1992), employers have a responsibility to ensure that moving and handling risk assessment and management strategies are in place. Although we are a voluntary organisation and not an employer these principles still apply therefore the leaders of each camp should undertake or obtain appropriate formal risk assessments for activities undertaken on camp, and ascertain the best method of lifting or moving each participant from themselves or their families/carers before the camp. We should also assist our volunteers in informally assessing the risk of moving and handling tasks that they may be required to undertake and that our participants may be subject to.
- 2.5 In legal terms, it should be noted that it is unlawful for voluntary organisations providing accommodation and recreation (such as Birmingham PHAB Camps) to refuse to provide to a disabled person any service which they provide to members of the public (i.e. non-disabled participants) (DDA, 1995), unless the health and safety of any person (including the disabled person) may be endangered (DDA, 1995).
- 2.6 Service providers such as our organisation should therefore take such steps as is reasonable to adjust practice so that participants with a disability can make use of our services (DDA, 1995). Reasonable steps may be satisfied if Birmingham PHAB Camps can show that the cost of any further preventative steps would be grossly disproportionate to the further benefit from their introduction.
- 2.7 The overall decision regarding a moving and handling issue should be made by balancing the potential benefits to participants with the potential risks to volunteers, colleagues and the participants themselves. This is because in the law the needs and rights of our participants and the needs and rights of volunteer carers are equally important.

### 3. Volunteers:

3.1 In order provide care as a volunteer on our camps a person must meet the Birmingham PHAB Camp standards:

- Agree to comply with the expectations in the volunteer role description
- Attend mandatory training (annually)
- Complete a Disclosure and Barring Service records check
- Provide 2 character references
- Successful volunteer telephone interview (upon first application)

3.2 Birmingham PHAB Camps have a duty to provide their volunteers with a safe system of work and to provide appropriate health and safety and moving and handling training. Volunteers should be encouraged to act autonomously under the guidance provided by their Camp Leaders. Volunteers are required to make informal assessments of unavoidable, potentially hazardous moving and handling that occurs as part of their role.

3.3 It should be stressed during training and whilst on camp that volunteers must not use or condone unsafe systems of work. All volunteers must consider their own level of competence and ability to work safely prior to completing a moving and handling task. If they feel they are not competent to undertake a specific task they should feel empowered to decline such a task and seek assistance from an appropriately competent person, whilst ensuring that the participant is safe at all times.

3.4 Volunteers may have experience of moving and handling prior to attending a camp from their own work or personal life. However, all volunteers will need to undergo training in moving and handling, although this can be tailored to build on existing knowledge.

3.5 For legal purposes however, all volunteers are deemed to be 'novices' in moving and handling according to the Dreyfus Criteria, which is the lowest level of skill in a model developed to assess progress in the development of skills.

**4. Training:**

- 4.1 Training must include relevant moving and handling strategies and should be delivered by a competent person and contain common core elements. Training will take place prior to camp as part of the mandatory annual training day.
- 4.2 Training should include general moving and handling principles applicable to any situation, specific methods of assisting participants in a variety of transferring skills and use of assistive equipment such as hoists as well as additional information deemed necessary by the trainer.
- 4.3 Volunteers should be aware that the skills and knowledge gained during training only provide a basic level of proficiency in moving and handling and should not promote themselves as a moving and handling expert following training provided by Birmingham PHAB Camps.
- 4.4 Volunteers who accept responsibility for training others in moving and handling must understand the obligations and responsibilities of this role. This includes adhering to these guidelines and adapting the training to the existing level of skill of the volunteers they are training and to the type of moving and handling requirements of the holiday they will be assisting on.
- 4.5 An experienced volunteer who has worked with a participant on previous occasions may possess greater handling skill and experience in personal care than a newly recruited volunteer. However, neither may necessarily be familiar with other issues underlying safer moving and handling and should risk assess each situation accordingly.

## **5. Camp Leaders:**

- 5.1 Camp Leaders must be aware of their responsibility to ensure volunteer safety is compatible with participant progress. They must also support volunteers who report problems relating to moving and handling so that they can devise a safer system of work (including on- and off-site activities).
- 5.2 It is not the Camp Leaders responsibility to provide training for volunteers, but he/she should give additional information regarding moving and handling issues or where to obtain further assistance. We encourage the leader or a designated volunteer to run through hoisting again at the first evening meeting. Advice provided by the Camp Leader in relation to specific activities or use of centre equipment should follow the recommendations as delegated by the participant's parent/guardian at the home visit and/or refer to centre staff.
- 5.3 Camp Leaders should undertake appropriate formal risk assessments for activities undertaken on camp and make a record of these. This is because there is an absolute requirement to assess the risks arising from moving and handling operations that cannot reasonably and practicably be avoided.
- 5.4 Camp leaders should be aware of evacuation procedures for the centre they are using and the process of moving participants out of harm's way should the need arise. This may include use of equipment such as fire evacuation sleds.

## 6. Risk assessments:

6.1 In a typical Birmingham PHAB Camp setting, risk assessments may be:

- Generic, i.e., pertaining to groups of routinely undertaken or foreseeable one-off but unavoidable tasks such as, for example: routine transfers from wheelchair to beds, or the transport of certain items of equipment. This type of risk assessment would be informally undertaken by the person completing the task and not necessarily recorded
- Participant-specific, where the usual protocol, such as hoisting, is not appropriate to a particular participant at a particular time. This type of assessment should be recorded.
- Activity specific, for example rock climbing or visiting a theme park. This type of assessment should be recorded using the template on the Birmingham PHAB Camps OneDrive.

6.2 Goals must be realistic and achievable within available resources, otherwise they may need to be reconsidered

6.3 Risk assessments should include factors relating to (ELITE):

- Environment – the space available and the layout of the room
- Load – object or person they are moving and their ability to contribute to the task
- Individual/person carrying out the task – this should take into account their training, skills and physical capabilities
- Task – what is it we are trying to achieve?
- Equipment – different types of hoists and hoist slings and awareness of how to use this equipment, as well as any equipment attached to the load, for example feeding tubes

6.4 Following a risk assessment, if the volunteer (or indeed anyone involved with moving and handling on a PHAB Camp) feels that adequate resources are not available (i.e., staffing or equipment) to carry out a lift or manoeuvre safely then they should not proceed. They should alert the camp leaders as soon as possible and document any issues on an incident form. Measures should then be taken to provide adequate resources so that the task can be achieved safely.

6.5 Risk should be reduced as far as reasonably practicable by:

- Changing the technique to a safer or more stable one
- Introducing equipment
- Seeking guidance
- Involving more staff (increasing physical resource/strength)

If the risks cannot be reduced the person undertaking the task should:

- Re-evaluate the task
- Consider competence to proceed
- Reconsider goals
- Seek further guidance

6.6 Short term changes in performance of both volunteers and participants should be considered as our holidays are very active and both parties may become tired and less physically able at certain times especially in the context of our participants with disabilities.

6.7 Formal risk assessments should be recorded, dated and readily accessible as long as they remain relevant. They should also be reviewed and updated regularly.

6.8 Hazards that volunteers should consider in relation to their own performance during camp include:

- assisting participant transfers
- unpredictable weight bearing
- high force levels
- providing manual resistance
- compromised posture of volunteer, assistant or participant during activities and personal care
- lack of sufficient height-adjustable beds
- insufficient space and equipment for handling, for example during days out
- the possible need to handle heavy limbs in awkward positions
- inadequate equipment for carrying out assistance
- insufficient/inadequate staffing levels
- time constraints.

See appendices 2, 3 and 4 for:

Appendix 2: Flowchart for Risk Assessments
Appendix 3: Risk Assessment Factors to Consider
Appendix 4: Example Formal Risk Assessment

## 7. Participants:

- 7.1 Our overarching philosophy on Birmingham PHAB Camps is that the participant's welfare is paramount and that all participants should be encouraged to move themselves or be allowed the opportunity to actively contribute to their own movement.
- 7.2 All volunteers should comply with the Mental Capacity Act (2005) by assuming a person has capacity to make decisions until proven otherwise. When making decisions about moving and handling issues the views and opinions of the participant should be sought wherever possible. Volunteers may need to consider options for maximising communication, for example pictorial, slower speech, short sentences and ensuring eye contact.
- 7.3 Participants who present with challenging behaviour may need more time to be reassured, and the volunteer should always explain their actions before initiation of the task.
- 7.4 Volunteers should consider the following factors when undertaking moving and handling tasks involving participants:
- shape/size/weight of participant
  - physical ability of participant and reasons this may fluctuate
  - presentation of participants disability
  - ability/motivation to co-operate
  - complicating factors, for example skin condition, orthoses/prostheses, fixed deformities
  - fragile/unstable joints
  - lack of balance or coordination
  - instability and involuntary or unpredictable movements
  - challenging behaviour
  - social, psychological and cultural factors
  - variations in tone
  - sensory problems
  - communication issues
  - pain which cannot always be expressed and can present as alterations in behaviour
  - epilepsy
  - the use of specialised seating
  - respiratory problems
  - impaired cognitive function
  - capacity to consent

## 8. Equipment:

- 8.1 Birmingham PHAB Camps may at times purchase and maintain equipment to assist with moving and handling. We currently own three electric, portable hoists to ensure that all camps can take at least one on all outings. These are serviced every two years.
- 8.2 Primarily this section applies to hoists but it may include other equipment as necessary. Further information regarding the safe use of hoists can be obtained from the Health and Safety Executive via their “Getting to grips with hoisting people” document available at <http://www.hse.gov.uk/pubns/hsis3.pdf>.
- 8.3 It is the responsibility of the Transport sub-team to ensure that the hoists are serviced regularly, meet the standard operating criteria and are stored safely in between camps. This need for regular checks and maintenance of equipment, is specified in the Provision of Use of Work Equipment at Work Regulations (PUWER) (1998) and the Lifting Operations and Lifting Equipment Regulations (LOLER) (1998).
- 8.4 It is the responsibility of all who use the equipment to ensure they know how to use it safely and if not to refer to someone with the relevant expertise or obtain the necessary training.
- 8.5 Slings are normally sent with participants to use during PHAB holidays however other slings may also be used (for example if their own one is soiled/wet). Users of any sling should ensure it is well fitting, fit for purpose (ie. toileting sling, single use, disposable) and not damaged in any way. Further information regarding fitting a sling from a lying or sitting position can be seen in the Appendix 1: Training Summary Sheet and via the Mackworth (2014) guides (available at: <http://www.mackworth-healthcare.com/fitting-a-standard-sling-from-a-lying-position/> and <http://www.mackworth-healthcare.com/fitting-a-standard-sling-from-a-seated-position/>.)
- 8.6 Hoist batteries should be charged regularly to ensure the hoist is ready to use at all times and can be relied on during off-site activities.
- 8.7 Moving and handling equipment that is already on site and belongs to the centres used by Birmingham PHAB Camps should be used safely in accordance with local policies and manufacturer requirements. It should be cleaned and put away as it was found and any faults reported to the centre immediately. If the person using the equipment is unsure of how to use it they should refer to someone with the relevant expertise either from Birmingham PHAB Camps or the centre itself.
- 8.8 The provision of equipment does not mean that a hoist must be used for all transfers as assessment and assistance should be part of an adaptable process, for example depending on fatigue levels or environmental factors.

## 9. Sources

### 9.1: The following sources were used to construct this policy or are referenced directly:

Childrens Act (1989)

Childrens Act (2004)

Disability Discrimination Act (1995)

Capability Scotland (2012) *The Common-Sense Approach to Moving and Handling of Disabled Children and Young People*. Available at :<http://www.cen.scot.nhs.uk/files/Common-sense-approach-moving-handling.pdf>. (Last accessed 17<sup>th</sup> June 2015)

Health and Safety At Work, etc. Act (1974).

Health and Social Care Act (2008).

Health and Safety Executive (2011) *Getting to grips with hoisting people*. Available at: <http://www.hse.gov.uk/pubns/hsis3.pdf> (Last accessed 17<sup>th</sup> June 2015)

Lifting Operations and Lifting Equipment Regulations (1998) LOLER.

Mackworth (2014) *Fitting a standard sling from a lying position*. Available at: <http://www.mackworth-healthcare.com/fitting-a-standard-sling-from-a-lying-position/> (Last accessed 17<sup>th</sup> June 2015)

Mackworth (2014) *Fitting a standard sling from a seated position*. Available at: <http://www.mackworth-healthcare.com/fitting-a-standard-sling-from-a-seated-position/> (Last accessed 17<sup>th</sup> June 2015)

Stuart Marchant (2011) *Risky business? Rights, responsibilities, risk and regulation*. York: Joseph Rowntree Foundation.

The Equality Act (2010).

The Human Rights Act (1998).

The Manual Handling Operations Regulations (1992) (as amended 2002) (MHOR). 3<sup>rd</sup> Ed. Surrey: Health and Safety Executive Books.

The Munby Judgement R v East Sussex County Council (ex parte A, B, X, Y) (2003) EWHC 167 Admin.

United Nations Convention on the Rights of Persons with Disabilities.

United Nations Convention on the Rights of the Child.

## Appendix 1: Training Summary Sheet

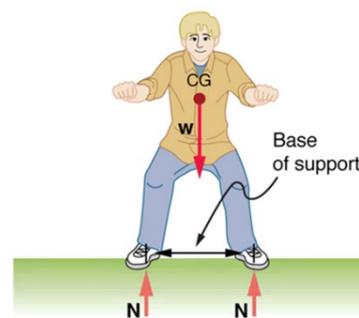
- All volunteers will be involved in aspects of moving and handling of young people, equipment and other objects
- Moving & handling, is defined in legislation as “any transporting or supporting of a load (including lifting, putting down, pushing, pulling, supporting, carrying or moving it) by hand or bodily force”.
- Risk cannot be eliminated but must be informally assessed using the principles of ELITE: Environment, Load, Individual, Task and Equipment.
- It is the volunteer responsibility to act safely and within their own capability when lifting/moving of participants and to ensure the potential benefits outweigh the potential risk.

### Risk Assessment:

<b>Environment</b>	Space, surface, distance, obstacles in the way. Start and finish location.
<b>Load</b>	The size, shape, weight, ability to assist, other risk factors, surface e.g skin/clothes
<b>Individual</b>	Ability of participants and volunteers, understanding and communication needs. Assume capacity of participants and give clear instructions ‘Ready, steady, lift’
<b>Task</b>	What are you trying to achieve? How are you going to do it, how many people?
<b>Equipment</b>	Hoist, sling, right size, charge and appropriate for the task

### Good posture for volunteers during moving and handling:

- Feet shoulder width apart, one leg slightly in front of the other
- Keep your back straight and knees relaxed and bent
- Stable centre of gravity and good balance
- Don’t twist and lift



### During lifting:

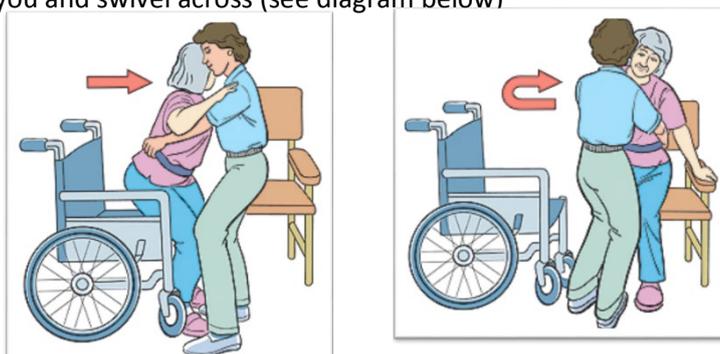
- Ensure suitable footwear and clothing
- A secure/ firm grip on object/sling/person
- Team effort, leader to instruct ‘Ready, Steady, Lift’
- Don’t rush
- Clear instructions and directions
- Avoid holding the person, use equipment e.g sling

### Transferring between two chairs or chair to bed:

- Participant may be able to transfer independently (see diagram on right)
- Remove wheelchair arm and any obstacles
- Get two chairs as close as possible
- Give plenty of time
- If the participant can weight bare they can hold on



to you and swivel across (see diagram below)



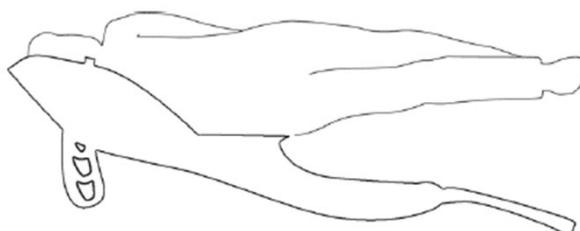
#### Fitting a hoist sling (seated):

- If participant is sitting on a chair, lean them forward and wriggle the hoist sling down behind them (leg sections pointing downwards towards the floor)
- Once the sling is behind the participants back, lean them to one side so you can tuck the leg section of the sling underneath one leg
- Repeat by leaning the participant to the other side and tuck the remaining leg section underneath the other leg
- Pull the straps up so that there is a strap above each shoulder and two straps between the participant's legs.

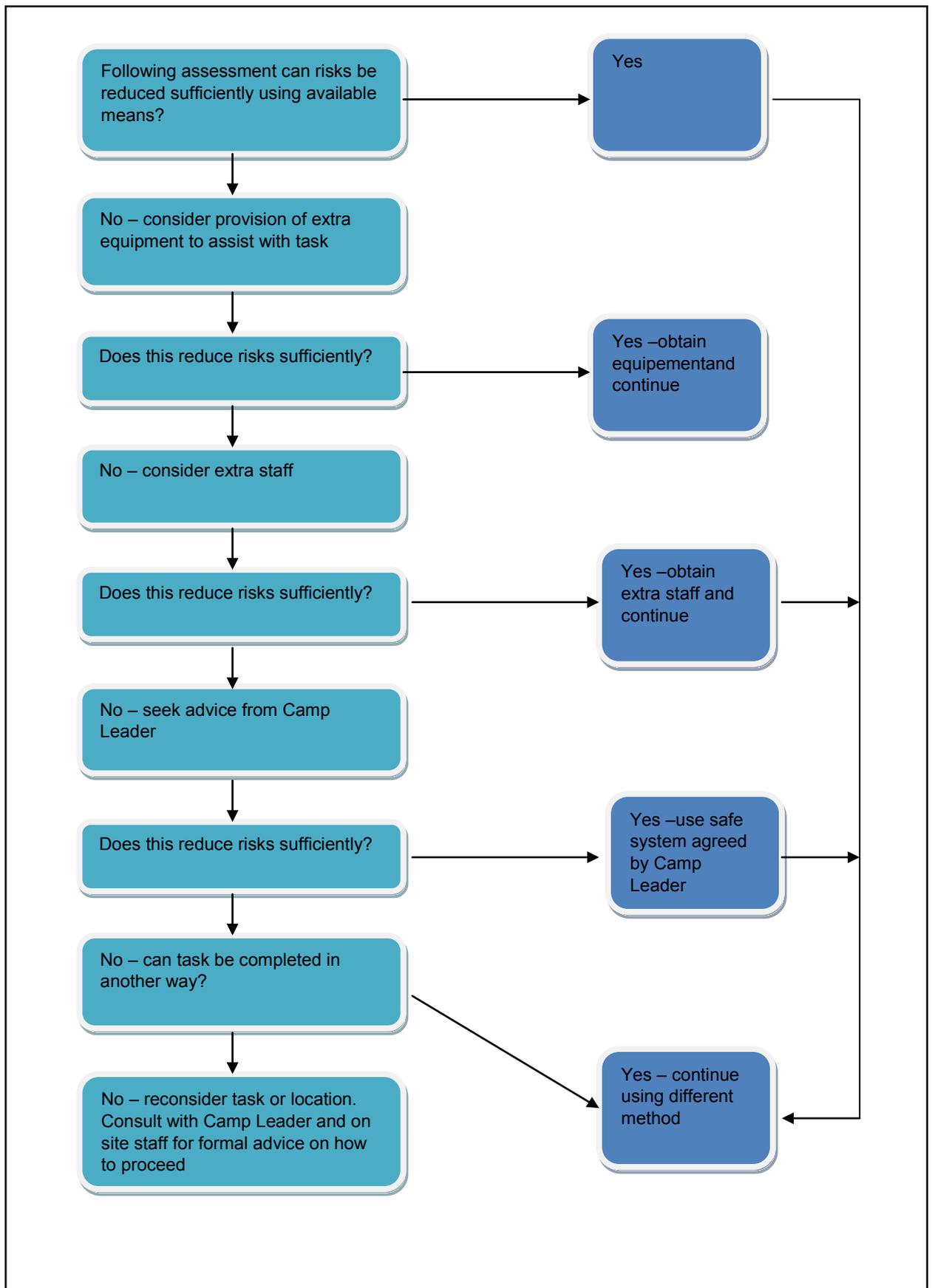


#### Fitting a hoist sling (lying down):

- If possible ask the participant to cross their arms over their chest
- If possible ask the participant to lift their knee which is nearest to you and use this and their nearest arm to roll them away from you onto their side
- Roll up the hoist sling lengthways stopping half way
- Push the rolled edge underneath the participant leaving the flat part on the bed behind the participants back
- Roll the participant towards you so they are lying on their other side
- Spread out the rolled section of the hoist sling onto the bed behind the participant
- Roll them onto their back so that there is a strap behind each shoulder and two straps between their legs.



**Appendix 2: Flowchart for Risk Assessments**



**Appendix 3: Risk Assessment Factors to Consider**

<p>The tasks: Do the tasks involve:</p> <ul style="list-style-type: none"> <li>• holding loads away from the body?</li> <li>• twisting, stooping or reaching upwards?</li> <li>• large vertical movement?</li> <li>• long carrying distances?</li> <li>• strenuous pushing or pulling?</li> <li>• repetitive handling?</li> <li>• insufficient rest or recovery time?</li> <li>• a work rate imposed by a process?</li> </ul>	<p>The loads: are they:</p> <ul style="list-style-type: none"> <li>• heavy, bulky or unwieldy?</li> <li>• difficult to grasp?</li> <li>• unstable or likely to move unpredictably (like animals)?</li> <li>• harmful, for example sharp or hot?</li> <li>• awkwardly stacked?</li> <li>• too large for the handler to see over?</li> </ul>
<p>The working environment: are there:</p> <ul style="list-style-type: none"> <li>• constraints on posture?</li> <li>• bumpy, obstructed or slippery floors?</li> <li>• variations in levels?</li> <li>• hot/cold/humid conditions?</li> <li>• gusts of wind or other strong air movements?</li> <li>• poor lighting conditions?</li> <li>• restrictions on movements or posture from clothes or personal protective equipment (PPE)?</li> </ul>	<p>Individual capacity: does the job:</p> <ul style="list-style-type: none"> <li>• require unusual capability, for example above-average strength or agility?</li> <li>• endanger those with a health problem or learning/physical disability?</li> <li>• endanger pregnant women?</li> <li>• call for special information or training?</li> </ul>
<p>Can you:</p> <ul style="list-style-type: none"> <li>• use a lifting aid?</li> <li>• improve workplace layout to improve efficiency?</li> <li>• reduce the amount of twisting and stooping?</li> <li>• avoid lifting from floor level or above shoulder height, especially heavy loads?</li> <li>• reduce carrying distances?</li> <li>• avoid repetitive handling?</li> <li>• vary the work, allowing one set of muscles to rest while another is used?</li> <li>• push rather than pull?</li> </ul>	<p>Can you:</p> <ul style="list-style-type: none"> <li>• remove obstructions to free movement?</li> <li>• provide better flooring?</li> <li>• avoid steps and steep ramps?</li> <li>• prevent extremes of hot and cold?</li> <li>• improve lighting?</li> <li>• provide protective clothing or PPE that is less restrictive?</li> <li>• ensure your employees' clothing and footwear is suitable for their work?</li> </ul>
<p>Can you make the load:</p> <ul style="list-style-type: none"> <li>• lighter or less bulky?</li> <li>• easier to grasp?</li> <li>• more stable?</li> <li>• less damaging to hold?</li> </ul>	<p>Factors affecting working practices</p> <ul style="list-style-type: none"> <li>• Handling aids and equipment: <ul style="list-style-type: none"> <li>• is the device the correct type for the job?</li> <li>• is it well maintained?</li> <li>• are the wheels on the device suited to the floor surface?</li> <li>• do the wheels run freely?</li> <li>• is the handle height between the waist and shoulders?</li> <li>• are the handle grips in good order and comfortable?</li> <li>• are there any brakes? If so, do they work?</li> </ul> </li> </ul>

<p>Can you:</p> <ul style="list-style-type: none"> <li>• pay particular attention to those who have a physical weakness?</li> <li>• take extra care of pregnant workers?</li> <li>• give your employees more information, for example about the range of tasks they are likely to face?</li> <li>• provide more training?</li> </ul>	<p>Work organisation factors:</p> <ul style="list-style-type: none"> <li>• is the work repetitive or boring?</li> <li>• is the work machine or system-paced?</li> <li>• do workers feel the demands of the work are excessive?</li> <li>• have workers little control of the work and working methods?</li> <li>• is there poor communication between managers and employees?</li> </ul>
<p>Ways of reducing the risk of injury</p> <p>Can you:</p> <ul style="list-style-type: none"> <li>• provide equipment that is more suitable for the task?</li> <li>• carry out planned preventive maintenance to prevent problems?</li> <li>• change wheels, tyres and/or flooring so that equipment moves easily?</li> <li>• provide better handles and handle grips?</li> <li>• make brakes easier to use, reliable and effective?</li> <li>• involve more people in the task?</li> </ul>	<p>Can you:</p> <ul style="list-style-type: none"> <li>• change tasks to reduce the monotony?</li> <li>• make more use of workers' skills?</li> <li>• make workloads and deadlines more achievable?</li> <li>• encourage good communication and teamwork?</li> <li>• involve workers in decisions?</li> <li>• provide better training and information?</li> </ul>

Appendix 4: Example Formal Risk Assessment

**\*\*EXAMPLE\*\***

Risk Assessment for: **Birmingham PHAB Camps Holidays**

Assessment Number: **01**



Process / Activity	Location	Assessed by
General off site visits including photo and shopping challenge.	In and around Cheshire.	A. Leader

Item No.	Hazard	People at Risk	Hazard Potential	Likelihood	Risk Ranking	Control Measures
1	Children getting lost/separated from group	Children	2	1	2	All children are assigned to a specific team. The volunteers in that team ensure the safety of the children
2	Slips, trips and falls	All	2	1	2	Unsteady walkers are supported by volunteers, especially over uneven ground. Wheelchairs are used by the children who struggle walking long distances. Due care and attention given to surroundings at all times.
3	Adverse weather conditions – hot, cold or wet	All	1	2	2	Volunteers will take reasonable precautions in accordance to the weather on the day. Sun cream is available at all times. Everyone is told to bring a waterproof coat.
4	Lifting of Children	All	2	1	2	Any lifting is done with at least 2 people and where possible with the use of the portable hoist. Safe lifting should be undertaken at all times, especially with those at increased risk.
5	Accident/injury/illness	All	3	1	3	All volunteers to have the numbers of the other volunteers including the Camp leader and nurse stored in their phones. Mobiles should be fully charged. In the event of an emergency dial 999.
6	Personal Safety including physical or verbal violence	All	2	1	2	Contact police if necessary. The group remains together at all times. Any break offs from the group i.e toilet visits should be done with at least 2 volunteers to support and supervise the children.
7	Road Safety	All	1	1	1	Use pedestrian crossing points or ensure clear visibility prior to crossing if a crossing is not available. Road safety practiced at all times. Children supervised at all times. The Group should be made aware of any open water in the vicinity.
8	Open water – lakes/ponds/rivers	All	1	1	1	

Hazard Potential (3 is high, 2 is medium, 1 is low)	Likelihood of Occurrence (3 is high, 2 is medium, 1 is low)	Risk Ranking = Hazard Potential x Likelihood of occurrence
3 = Loss of life/permanent disability/major injury. Extensive loss/damage to equipment/prosecution. 2 = Serious injury or illness/temporary disability. Some damage to equipment/improvement notice 1 = Minor/non-disabling injury or illness. Minor disruption to equipment.	3 = High – once or several times per day/activity. 2 = Medium – once or several times per month/activity 1 = Low – once or few times a year/over lifetime of project	1 - 2 = LOW risk 3 - 5 = MEDIUM risk 6 - 9 = HIGH risk

Signature	Name	Position	Date
<i>A. Leader</i>	A. Leader	Camp Leader	17 <sup>th</sup> June 2015

**Appendix 5:****Court Case: A, B, X and Y v East Sussex County Council (2003)**

*In the case of A, B, X and Y v East Sussex County Council ([2003] EWHC 167 (Admin)) the Court considered a local authority's obligations to engage in the moving and handling of participants as was necessary to allow them to enjoy their Article 8 rights. The key principles for employers and service providers to emerge from the decision are:*

*Health and safety law does not require a guarantee of absolute safety of employees – the employer's obligation is to avoid or minimise the risk to staff so far as is reasonably practicable. In the context of care arrangements for people with disabilities, their human right to dignity, independence and participation in the community, as protected by Article 8 of the European Convention on Human Rights must be taken into account when assessing risk.*

*When assessing the impact on the disabled person, the following must be considered, though none are determinative, in a user-focused way: the physical and mental characteristics of the person, the nature and degree of disability; the wishes and feelings of the person, and negative reactions to proposals. Prolonged resistance, and obvious great distress may make it impracticable to avoid manual lifting.*

*A balance must be struck between the needs and rights of participants and the needs and rights of carers – the one does not take precedence over the other.*

*In striking that balance matters of dignity and respect weigh heavily with people who are already shut out from so much of what makes life enjoyable and enriching for the majority of society.*

*There will be situations in social care where manual lifting, even though it entails a real risk of injury to the care worker, is inherently necessary when providing an appropriate adequate care package which takes accounts of the needs and human rights of service users. (Schwher, 2004)*

*The court found that it would be unlawful to have a blanket policy on lifting which limited the rights of service users to be moved to emergency situations or only times when a hoist was available. The judge went further to give practical examples of what the courts would consider to be unlawfully restrictive: A and B's rights to participate in the life of the community and to have access to an appropriate range of recreational and cultural activities are so important that a significant amount of moving and handling may be required.*

*Thus it is likely to be unlawful for a carer for example:*

*a) to fail to take them out of the house (for example for a swim) merely because a power cut means that the hoist is not working.*

*b) to restrict the time available for access to such activities as shopping, swimming and horse-riding because manual lifting would be required.*

*c) to fail to take them swimming once or twice a week because the swimming baths do not have a hoist.*

*d) to fail to take them shopping because changing their incontinence pads requires manually lifting them.*