



# Workforce

## **Manual Handling Policy: guide for employees**

This guide will help you understand how the Manual Handling Policy is applied.

The following guide forms part of the standard for workforce policies. These policies apply to all eligible staff within NHS Scotland, regardless of the board they are employed by. The guide covers:

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# What is the purpose of the Manual Handling Policy?

This policy aims to make sure everyone is aware of their responsibilities in line with health and safety legislation. The policy also provides a framework to:

- Raise awareness of and make sure everyone complies with safe manual handling practices.
- Manage and reduce the risks from lifting, carrying, and moving loads.
- Support employees with muscle and joint (musculoskeletal) symptoms.

## Who is covered by this policy?

This policy applies to all employees. It also applies to bank, secondees, agency, sessional workers, volunteers, contractors, and those on placement, such as trainees, students, or individuals undertaking work experience.

## Employee responsibilities

Your safety is a shared responsibility. As an employee, you are expected to:

- Keep your training up to date for your role.
- Take care of your own safety and the safety of others.
- Make full and proper use of equipment provided and report any defects or unavailability to your manager.
- Follow safe working procedures to reduce the risk of injury.
- Report all injuries or near misses using the correct system.
- Speak up if you spot a problem with a risk assessment or safety procedure by reporting the issue to your manager.

## Procedure

Your board will have a competent person for manual handling. They lead, coordinate and develop local level strategic programmes to reduce work-related musculoskeletal disorders to meet legislation.

Key responsibilities include:

- Delivering relevant manual handling programmes.

- Keeping a record of all employees who have received, or are still to receive, training.
- Carry out site visits to reinforce manual handling education and provide guidance where necessary.
- Provide advice on manual handling issues and new projects, as well as buying equipment.

As an employee, you should contact the competent person whenever you identify a manual handling risk.

## **Manual handling passport**

The Scottish Manual Handling Passport Scheme is a standard for manual handling education across NHS Scotland. It is used to record and confirm your experience of manual handling training and competence. It is the standard approach for education, skills and knowledge across the NHS in Scotland.

You should use your passport to track your skills and speak to your manager if you identify any training needs for your role.

[Find out more about the Scottish Manual Handling Passport Scheme.](#)

## **Identifying manual handling risks**

Risk assessments are carried out to protect you and others from injury. They identify potential hazards and establish safe ways of working. This can be task—or person-specific. It will include requirements under other workforce policies, for example, the NHS Scotland Maternity Policy.

As an employee, you should participate in any risk assessments and follow safe systems of work. This includes alerting your manager if you identify any equipment defects or new risks and hazards that could cause harm.

## **Reporting and recording**

You must report all manual handling incidents, including near misses, to your manager as soon as possible.

If you're off work for more than 7 consecutive days because of a work-related manual handling accident, your manager may need to make a formal report. This report is made under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

## Useful links

- [HSE—Moving and handling in health and social care](#)
- [HSE—Manual handling at work](#)
- [Scottish Manual Handling Passport Scheme](#)