

## Remember...

Most back injuries can be easily avoided by asking for help or advice and not taking a risk.

There is no such thing as completely “safe” manual handling. All manual handling tasks present a risk of injury. By following the advice and guidance you will be able to reduce the risk of injury.

If you are unsure ask you manager for further advice and assistance.

**Please ensure that you complete the e – learning course as soon as possible. You contact Learning and Development on 01244 397255 if you have any questions.**

**This leaflet is for guidance and advice only and does not replace the need for training.**

**Further advice and guidance can be obtained from the manual handling advisor on: 01244 385 189**

If you require translation services or a copy of this document in other languages, audio tape, Braille or larger print, please speak to a member of CWP staff, e-mail [info@cwps.nhs.uk](mailto:info@cwps.nhs.uk) or write to: Communications, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

যদি আপনার ট্রান্সলেশন সার্ভিসের বা এই দলিলের কপি অন্য ভাষায়, অডিও টেপে, ব্রেইল বা বড় ছাপায় দরকার হয় তবে অনুগ্রহ করে সিডব্লিউপি এর স্টাফদের সাথে কথা বলুন, ইমেইল করার ঠিকানা [info@cwps.nhs.uk](mailto:info@cwps.nhs.uk) বা কমিউনিকেশন, চেশায়ার ও উইরাল পার্টনারশীপ এনএইচএস ফাউন্ডেশন ট্রাস্ট, আপটন লী, কাউন্টেস অফ চেস্টার হেলথ পার্ক, লিভারপুল রোড, চেস্টার, সিএইচ২ ১ বিকিউ ঠিকানায় লিখুন।

如果您需要翻譯服務或想索取這份文件的其他語文、錄音帶、凸字或大字體版本，請向我們的職員查詢。您亦可以寄電郵至 [info@cwps.nhs.uk](mailto:info@cwps.nhs.uk) 或寄信到 Communication, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

গুণী তমাই ভাষান্তর সেবায় অথবা আ চরনাবেগনী গুণী ভাষান্তর নকল, অডিও টেপ, ব্রেইল অথবা বিয়োগে ক্রনী ছাপাঠনী গুণী, নী কৃপা ক্রনী সীডব্লিউপি (CWP) না কর্মচারীরা সাহে বাত ক্রনী, গুণী ক্রনী: [info@cwps.nhs.uk](mailto:info@cwps.nhs.uk) অথবা আ সরনামে বন্দো: Communication, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

यदि आपको अनुवाद सेवाएं या इस दस्तावेज की अन्य भाषाओं में नकल, ऑडियो टेप, ब्रेइल लिपि या विशाल आकार में छपाई की आवश्यकता हो, तब कृपया सीडब्ल्यूपी (CWP) कर्मचारियों के साथ बात कीजिये, या ईमेल कीजिये: [info@cwps.nhs.uk](mailto:info@cwps.nhs.uk) या इस पते पर लिखिये: Communication, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

Jeśli wymagane jest tłumaczenie lub kopia niniejszego dokumentu w innych językach, na taśmie magnetofonowej, w języku Braille’a lub dużym drukiem, prosimy o skontaktowanie się z członkiem personelu CWP (Organizacja partnerska krajowego systemu zdrowia regionów Cheshire i Wirral) lub przez pocztę elektroniczną: [info@cwps.nhs.uk](mailto:info@cwps.nhs.uk) lub na adres: Communications, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

Os oes arnoch angen gwasanaeth cyfiethu neu gopi o'r ddogfen hon mewn ieithoedd eraill, tîp sain, Braille neu brint mawr, siaradwch ag aelod o staff CWP, e-bost [info@cwps.nhs.uk](mailto:info@cwps.nhs.uk) neu ysgrifennwch i: Communications, Cheshire and Wirral Partnership NHS Foundation Trust, Upton Lea, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ.

## Feedback

We welcome any suggestions you have, please send your **comments, concerns and compliments** to: PALS, Patient and Carer Experience Team, Trust Headquarters, Redesmere, Countess of Chester Health Park, Liverpool Road, Chester CH2 1BQ.

For more information see [www.cwps.nhs.uk](http://www.cwps.nhs.uk)

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Cheshire and Wirral Partnership NHS Foundation Trust

## Safe manual handling

## Advice for facilities staff

## Introduction

This leaflet is to help give advice to Facilities staff who are new to the trust to help reduce the risk from manual handling.

**It is not intended to be a replacement for the full training session which must be booked on as soon as possible.**

## What do we mean by manual handling?

Manual handling is defined as "... any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force" (Regulation 2(1) Manual Handling Operations Regulations 1992).

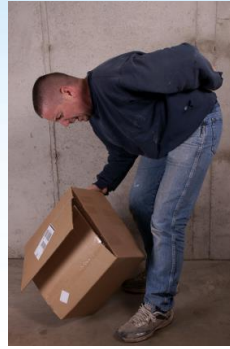
**The term "load" includes any person, object or animal.**

Manual handling that is considered as high risk must be avoided wherever possible, but where it cannot be avoided a manual handling risk assessment must be carried out. **This is applicable to any manual handling.**

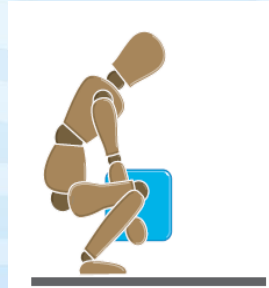
These assessments are to reduce the risk and they should be reviewed regularly or when circumstances change.

## How can I reduce the risk of injury?

Staff can help reduce the risk of injury to their backs by following the safe practice advice and the guidance provided to them to allow safe manual handling:



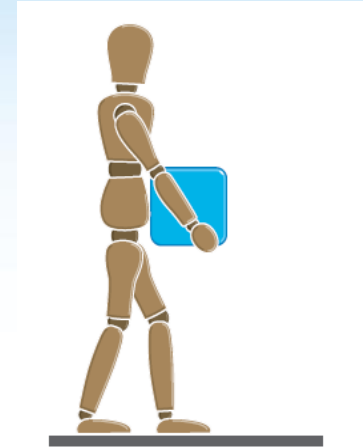
- keep your spine in line – do not twist your spine, do not stoop



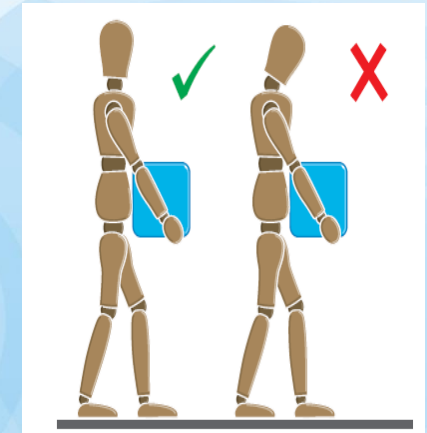
- bend at the hips and knees



- use equipment supplied correctly and in accordance with your instruction and training



- keep the load as close to your body and at waist height as much as possible.



- keep your head upright when handling a load
- wear sensible footwear
- do not take unnecessary risks
- can you reduce the size of the load
- keep the load balanced
- do not rush the task.