

# Manual Handling and People Moving and Handling Training Policy

**Catherine McAuley**  
**School of Nursing and Midwifery**  
**University College Cork**

for  
BSc Nursing and Midwifery Students

NU1044; NU1049; NU1051; NU1056; NU1062; NU3082; NU3086; NU3054; NU3069; NU3068.



**Developed by** Dr Brendan Noonan Manual Handling and People Moving and Handling  
Training Lead

**Sanctioned for implementation by**  
Director of Undergraduate Education \_\_\_\_\_

**Date of implementation** \_\_22/2/22\_\_\_\_\_

**Title:**  
Manual Handling and People Load Moving and Handling Training Policy for BSc Nursing (*General, Psychiatric and Intellectual Disability*), BSc. Midwifery, BSc Children's and General Nursing students.

**Source of Policy:**

Manual Handling Instructors

Catherine McAuley School of Nursing and Midwifery, University College Cork and Universal Safety Associates Galway.

**Level of Qualification required by Instructors:**

Trained competent instructors (Health Safety Authority 2002).

FETAC Level 6 Certificate in Manual Handling Instruction.

**Date for Review:** As required

**Introduction:**

This policy has been developed to ensure, in so far as is reasonably practicable, the health and safety of each undergraduate nursing/midwifery student partaking in manual handling and people load moving and handling training in the Catherine McAuley School of Nursing and Midwifery, University College Cork, in preparation for partaking in moving and handling practices while on clinical placement within designated health service provider clinical sites/other agreed clinical placements sites.

Our ultimate aim is to ensure that the training we provide is at a high standard and is effective at increasing professional development amongst our students. In accordance with the Manual Handling Regulations 2007, UCC School of Nursing and Midwifery understand our duty of care to ensure so far as is reasonably practicable that hazardous manual handling tasks are eliminated from the workplace. With this in mind, advice and support is given in relation to Ergonomic intervention to assist with the elimination and avoidance of poor working environments, work tasks etc. All of which may result in the increased likelihood of the development of musculoskeletal problems. UCC School of Nursing and Midwifery understand that training should be considered as part of an overall management system for manual handling and people moving and handling training.

The policy outlines arrangements in the event of student absence from training and student / instructor documentation responsibilities relating to attendance in compliance with national legislation (Safety Health and Welfare at Work, General Applications 2016).

**Definition of Terms:***Manual Handling:(Moving and Handling)*

Manual handling refers to any transporting or supporting of a load by one or more employees (for the purpose of this policy 'employee' refers to 'nursing/midwifery student') and includes lifting, putting down, pushing, pulling, carrying or moving a load, which, by reason of its characteristics or unfavourable ergonomic conditions involves risk, particularly of back injury to employees (Report of Advisory Committee on Health Services Sector to the Health and Safety Authority 2001).

*Student:*

Student refers to a registered BSc Nursing/ Midwifery student in the Catherine McAuley School of Nursing and Midwifery, University College Cork, pursuing entry to a division of NMBI nursing register.

**Aim:**

To provide a protocol for students and instructors, ensuring that each student meets the standards of manual handling and people moving and handling, as mandated by the participating Health Service Providers in conjunction with the Catherine McAuley School of Nursing & Midwifery (governed by the Health and Safety Authority of Ireland).

**Implication**

Potential exposure of student's health and safety to hazards exist both within the educational institution and within the health services. This policy traverses both institutions in compliance with the Safety Health and Welfare at Work Act 2005, section IV of the Safety Health and Welfare at Work (General Applications) Regulations 2016

and the Safety, Health and Welfare at work (General Applications) (Amendment) Regulations, 2007 (S.I. No. 299 of 2007) and Sensitive Risk Groups Regulations 2016.

### **The Standard:**

The standard to be achieved by **each** student in preparation for clinical placement as timetabled is as follows:

1. Mandatory attendance and participation in manual handling and people moving and handling theory/skills sessions (6 hours for each student).

An update on moving and handling is delivered in 3<sup>rd</sup> Year of the Programme prior to the third year placement.

The standard to be achieved by **each** student is as follows:

1. Mandatory attendance at manual handling and people moving and handling online Theory (2 hours)
2. Mandatory attendance and participation in manual handling and people moving and handling skills sessions (3 hours for each student).

**Students repeating a college year should be aware that the health service providers manual handling and people moving and handling training must not exceed 3 Years.**

### **Procedures for manual handling and people moving and handling theory and skills**

- Attendance at all assigned sessions is **COMPULSORY**
- Students **must** attend scheduled skills/course with tutorial group as per timetable.
- Should extenuating circumstances exist, students are required to make immediate contact with the appropriate Executive Assistant, G.03. Medical certificate accepted **ONLY** if submitted within 2 weeks of scheduled event (either via post or by hand) to G03, SONM.
- Student requests for change or transfer to another tutorial group will not be accommodated.
- Students who arrive late will not be accommodated.
- Students are advised to keep a personal record of dates of mandatory skills attended/completed. Students are responsible to ensure their clinical skills are updated, as required, for the duration of the programme, as per policy.
- Students who do not attend their scheduled skills/course are responsible for ensuring that they source the required skills/course either through the SONM, UCC (for which they will pay a fee), or through an external provider at their own expense.
- In the case of Manual Handling & People Moving & Handling, students must attend a Manual/Inanimate and People Moving and Handling training programme delivered by a certified FETAC Level 6 Moving and Handling Instructor.
- Evidence of attendance at the relevant course and a copy of appropriate certificates must be submitted to G03, SONM, for entry into the ARC system.
- Student attendance at all scheduled sessions will be documented and records retained by the Catherine McAuley School of Nursing and Midwifery in compliance with legal requirement. A record of each student's attendance will be logged into their files/database, which is held at the School of Nursing and Midwifery.
- Unsuccessful attendance at the mandatory manual handling skills sessions ***will render the student unable and unprepared to practice moving and manual handling in clinical sites***, in accordance with the Safety, Health and Welfare at Work Act (2005) and Safety, Health and Welfare at work (General Applications) regulations, Regulations, 2016 (S.I. No. 299) of 2007.
- Participating Health Service Providers will be informed in writing from School of Nursing and Midwifery's Allocations Officer, of those students who have **not** achieved the standard prior to the commencement of clinical placements. Such students **will not be allowed** to undertake their clinical practice placements until they have achieved the standard.
- Students repeating a college year are required to make an appointment with the moving and handling lead to clarify their individual moving and handling status.

### **Appropriate clothing and footwear as a pre – requisite for moving and handling skills:**

Students must adhere to the following guidelines when undertaking manual handling skills (Health & Safety Authority 2005), thereby reducing and avoiding the risk of personal injury, in so far as is reasonably practicable:

1. Footwear *must* be (a) flat soled, non - wedged with a broad flat heel  
(b) have an enclosed heel providing ankle support e.g. (regular running shoes may be worn for the moving and manual handling skills practical).
2. Loose fitting top e.g. T- shirt, uniform
3. Loose fitting pants *not jeans or tight pants* e.g. loose fitting tracksuit pants or uniform pants.
4. Hair to be tied back if long (off the collar)
5. Minimal jewellery only e.g. *wedding* band ; one small pair of stud type earrings.

Students are advised on appropriate clothing and footwear in the practice placements in the Practice Placement Guidelines' booklet.

### **Responsibilities of Instructors and /or Training Provider**

The trainer/s/ Instructors are ultimately responsible for ensuring that the training they provide is to the highest possible standard, in line with evidenced based and current best practice and meets with both the requirements of this policy and any additional requirements made by the training provider (Universal Safety Associates).

#### ***To this end, their responsibilities include:***

- Delivery of programmes according to the specifications issued by training.
- Notification to leader in the unlikely event of absence or lateness of trainer. Implement a contingency plan where possible.
- Maintaining training records and other relevant documentation.
- Returning 'filled-in' documentation for trainees who have reached the required standard to the folder for that cohort of students.
- Inform leader and document any trainees who did not reach required standard.
- Keeping a copy of all filled in documentation together in a Year folder for each cohort of students.
- Notifying leader and document non-attendance or lateness, or requirement to send students away from programme (for any particular reason).
- Report directly to leader and document any proposed changes in agenda for the day (where appropriate).
- Notify immediately or as soon as possible any trainees who they feel are unsafe in their practice such that they increase significantly the risk to themselves, their colleagues or to their clients/patients.
- Notify immediately or as soon as possible any incident or accident occurring during training sessions.
- Fill in and return as soon as possible incident/accident report forms.
- Notify leader and document any other issues involving trainees or other parties that may require attention or may need addressing e.g. non co-operation from trainees etc., in the event that a person leaves the course etc.
- Ensure that all trainers attend refresher as per specifications for refresher training.
- To hold appropriate insurance.

### **Responsibilities of Trainees/students attending training**

- Adhere to this policy on manual handling and people moving and handling training.
- Participate fully in training as scheduled.
- Wear suitable clothing and footwear for training sessions, as detailed above
- Report any injury, illness or other circumstances that would result in them being unable to handle safely. Report to leader (b.noonan@ucc.ie) and on the day to the relevant trainer. Refer themselves to Occupational Health if necessary.
- Utilise their training in the clinical environment to ensure safe moving and handling of loads.

### **Training programme details**

Training of students in the principles of safe lifting of inanimate objects and the safe moving and handling of people is an essential aspect of this policy. Our aim is to educate students so that they can be aware of the potential for injury from manual handling and the equipment and techniques, which are provided to reduce the

risk of this injury occurring. This training will educate students so that they can make informed decisions before they carry out a manual-handling task and hence take responsibility for their own safety and well-being.

Two training courses are provided to students throughout their undergraduate programme.

First year: Online Theory and 4 hour skills training.

Third year: Online Theory and 3 hour skills training

### ***Instructors***

- FETAC Level 6 Certificate In Manual Handling Instruction and FETAC Level 6 Certificate in People Handling Instruction
- Instructors shall have been trained by a recognised training organisation and will be deemed competent.
- Instructors for inanimate loads shall have completed a Moving and Handling Instructors course which lasts not less than 5 days and have successfully met the standard required by the examiners.
- Instructors for patient moving and handling shall have completed an Instructors course, which lasts not less than 8 days, and have successfully met the standard required by the examiners.
- Instructors are expected to keep up to date with new techniques and research and attend refresher training every two/three years.
- Where possible two instructors shall attend the practical aspect of the patient moving and handling course.

### **Course Content**

The course content for both Manual Handling Training and People Moving and Handling for both 1<sup>st</sup> and 3<sup>rd</sup> year programmes follow the guidelines laid down by the Health and Safety Authority. Moving and Handling Principles are based on evidence based practice as illustrated in the Royal College of Nursing, “Guide to the Handling of People”, 6<sup>th</sup> Edition.

1<sup>st</sup> and 3<sup>rd</sup> year Patient Moving and Handling courses have the following content addressed and are delivered over 6 hours (1<sup>st</sup> year) and 5 hours (3<sup>rd</sup> year) periods with adequate breaks for refreshments.

- Introduction and objectives
- Musculoskeletal system and its function
- Bio-Mechanics and mechanisms of Injury
- Importance of back care and posture, risk factors of back pain
- Current relevant legislation and Professional Guidance where relevant
- Assessment of risks
  - Task
  - Individual
  - Load (inanimate and animate)
  - Environment
- Ergonomics principles and applications
- Use of Equipment including hoists
- Practical lifting techniques applying the principles of lifting including
  - Lifting from floor to waist level
  - Lowering from waist level to floor
  - Lifting from waist level to a height (demo)
  - Lowering from height to waist level (demo)
  - Pushing
  - Pulling
- Handling strategies for clients with impaired mobility
- Dealing with unpredictable occurrences
- Practical patient moving and handling techniques applying the principles of safe moving and handling including
  - Assisted Walking

- Sit to stand, stand to sit
- Rolling a patient in bed
- Sitting a patient up in bed
- Transferring a patient up the bed
- Moving a patient from lying to sitting
- Transferring a patient from chair to commode, commode to chair
- Dealing with the falling patient (discussion only)
- Getting patient off floor (discussion only)
- Problem solving

## **Principles used in Manual Handling and People Moving and Handling Training**

The School of Nursing and Midwifery, University College Cork follows the guidelines laid down by the HSA which derive from a research study prepared by the Institute of Occupational Medicine (U.K.) for the Health and Safety Executive (U.K.) These research report was released in May 2003. The report is titled “*The Principles of Good Manual Handling: Achieving a Consensus*”.

### **11 Principles of Good Manual Handling**

1. THINK BEFORE YOU LIFT
2. DON'T LIFT OR HANDLE MORE THAN YOU CAN EASILY MANAGE
3. ADOPT A STABLE POSITION
4. ENSURE A GOOD HOLD ON THE LOAD
5. AT THE START OF THE LIFT, MODERATE FLEXION (SLIGHT BENDING) OF THE BACK, HIPS AND KNEES IS PREFERABLE TO FULLY FLEXING THE BACK (STOOPING) OR THE HIPS AND KNEES (SQUATTING)
6. KEEP THE LOAD CLOSE TO YOUR WAIST
7. DON'T FLEX YOUR BACK ANY FURTHER AS YOU LIFT
8. AVOID TWISTING THE TRUNK OR LEANING SIDEWAYS, ESPECIALLY WHILE THE BACK IS BENT
9. KEEP YOUR HEAD UP WHEN HANDLING
10. MOVE SMOOTHLY
11. PUT DOWN THEN ADJUST

### **Command use in moving & handling (Animate and inanimate).**

RCN Guidance: The recognized command to be used for lifting and moving and handling is as follows: “prepare to lift and lift” or “prepare to move and move”. Handlers can replace the word e.g. ‘move’ with the action that they are about to complete.

Others commands are acceptable providing that they are agreed on by the organisation and are chosen for their suitability to the organisation e.g. in maintaining the same command that has existed.

Non-accepted commands include: “1-2-3 Lift” or “1-2-3”. Research indicates an increased risk with these commands.

### **Duration/Timing of programmes**

1<sup>st</sup> year People Moving and Handling Courses are the equivalent to a one day programme with an online theory component through HSELand, followed up by a 4 hour practical (as per timetable Syllabus +)  
3<sup>rd</sup> year update programme is of 4 hours duration (online theory component through HSELand followed up by a 3 hour practical.

Times may vary slightly however, duration will remain the same.

### **Late Arrivals**

Training programmes will commence on time for 1<sup>st</sup> year and as per timetable for 3<sup>rd</sup> years. Attendance Penalties apply for non-attendance or late arrival as per attendance policy and mandatory and essential skills policy.

## **Training Room**

Except for the online theory element all training will occur within the Clinical Skills Resource Centre which are a suitable training environment as sufficient lighting, heating and space are available as well as fresh air and/or air conditioning systems. There is sufficient space for carrying out practical work.

## **Equipment/Materials**

Specific equipment is required for practical work in manual handling. Equipment specifications are identified below.

### **Manual Handling**

Manual handling equipment such as trolleys, hoists, etc. shall be chosen based on risk assessments and the ergonomic features of that equipment. Equipment shall be maintained in accordance with manufacturer guidelines and damaged equipment shall not be used until repaired.

This equipment shall be used for the purpose for which it has been designed and its safe working limits shall not be exceeded.

### **Equipment used during training**

- Boxes with appropriate weights marked on them (Not to exceed 16 kg) to demonstrate the principles of Safe Manual Handling of inanimate loads.
- Wheel chair, trolley or other available equipment to practice pushing and pulling

### **People Moving and Handling**

Patient moving and handling equipment has been purchased based on the results of risk assessments and the ergonomic features of that equipment. Further equipment shall be purchased based on needs. This equipment will include:

- Boxes
- Profile or high-low beds (1 or 2 depending on numbers and availability)
- Sliding sheets
- Rope Ladder
- Bed blocks
- Sliding board (banana board etc.)
- Lateral Transfer board (patslide/roller board etc.)
- Hoist for demonstration purposes.
- Wheelchairs

## **Numbers**

The School of Nursing and Midwifery, University College Cork will follow the guidelines laid down by the Health and Safety Authority and the Royal College of Nursing.

For manual handling training, numbers will be limited.

For People Moving and Handling Training, there will be one instructor, and 8 participants (participants must not exceed 10). Numbers on the training day may be limited.

## **Other Issues**

### **Pregnancy**

All students are encouraged to inform the School of Nursing and Midwifery / instructors of their pregnancy as soon as possible. This enables a full investigation and risk assessment of the persons work and working environment.

### **Training and pregnancy**

All students intending on training should inform the instructor of their condition, ideally at the start of the training session. Where a full risk assessment has been carried out in relation to that persons work and environment, the training may proceed.

A person who indicates to the Instructor/trainer that they have concerns but wish to sit in on training programme will be permitted to do so. If they do not participate in practical work, they will not receive certification.

### Occupational Health

Student Health UCC are available to deal with any issues concerning the health of students attending training.

### Complaints

The School of Nursing and Midwifery, University College Cork welcomes the views of all students attending training sessions. Open communication is encouraged. In the event that any person has a complaint then they should contact the leader at b.noonan@ucc.ie.

All communications will be dealt with confidentially.

### Injury/Ill-health

In the event that an injury or ill-health occurs during a training sessions, students will be requested to fill out the incident or accident report form (or both).

## Content of first year programme

### Manual Handling/People Handling Training is delivered in two parts:

**Part one (Theory Module on HSEland):** Participants will learn the theory surrounding the Safe Principles of Manual Handling. Participants must complete the module **within 1 week** of their scheduled practical (Part 2) and **present the certificate to the instructor on the day of the practical**. On successful completion of the theory module the student will be able to:

- Explain the term manual handling and people handling
- Describe employer and employee responsibilities
- Recognise the structure and function of the spine, how it can be injured and how to keep it healthy
- Carry out a risk assessment using TILE
- List the principles of safer manual handling

**Part two (Practical Module):** Delivered by a qualified instructor which will teach participants how to apply the theory to tasks carried out in your workplace.

### Skills (4 hours as per timetable Syllabus +)

- Inanimate demonstration and practice
- Task 1-9 Person Moving and Handling techniques (with adequate breaks for refreshment)

(Key; **E** = explained, **D**=demonstrated, **P**=practiced)

Task 1-9 Person Moving and Handling techniques	E	D	P	Aids used
<b>Inanimate Lifting</b>				
Lifting load to and from floor				
Lifting load to and from table				
Lifting a load to and from height ( <i>not above shoulder</i> )				
Pushing and pulling technique				
<b>Task 1 – STANDING and SITTING the person</b>				
Independent sit to stand				
<b>Sit to stand</b> with 1or 2 carers				



<b>Sit to stand</b> using standing hoist Independent <i>stand to sit</i> <i>Stand to sit</i> with 1 or 2 carers				
<b>Task 2 – WALKING the person</b> Independent walking with or without aids Assisted walking with 1 or 2 carers Dealing with the falling/fallen person				
<b>Task 3 – REPOSITIONING the person in the CHAIR</b> Independent repositioning in the chair One carer repositioning person in chair Repositioning the person in the chair using slidesheets				
<b>Task 4 – ROLLING the person in BED</b> Independent rolling Independent rolling with equipment Rolling the person with one carer Rolling the person with two carers using slidesheets				
<b>Task 5 – SITTING the person up in BED</b> Independent sitting person up in bed Equipment to help person sit up in bed Sitting the person up using two carers (kneel back position) Sitting the person up using two carers (smaller carers/ handlers;kneel up)				
<b>Task 6 – MOVING THE PERSON IN BED</b> Independent movement up the bed Independent movement up the bed using equipment 2 carers moving the lying person up the bed (supine slide)				Rope ladder/Bed Blocks
<b>Task 7 – SITTING the person to the EDGE of the BED</b> Independent sitting to the edge of the bed 1 or 2 carers sit person to the edge of the bed				
<b>Task 8 – SITTING to SITTING transfers</b> Independent transfers Independent transfers with equipment Non – weight bearing transfers with equipment and assistance of 1 or 2 carers				Sliding board Phile/floor discs
<b>Task 9 – TRANSFERRING person from lying surface to lying surface - using equipment</b>				Pat slide /roll board
<b>Task 10 Use of hoist and safety issues</b>				Hoists

### Reference for images

Universal Safety Associates Galway; Instructor Training

### Reference underpinning theory and techniques

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