



Briefing 14/32 September 2014

The Scottish Manual Handling Passport Scheme

To: All Chief Executives, Main Contacts and APSE Contacts in Scotland

For information only to England, Northern Ireland and Wales

Key Issues

[The Scottish Manual Handling Passport Scheme](#) (SMHPS) offers local authorities and other organisations a solution to fulfilling the legal requirements of health and safety legislation with regards to moving and handling. The scheme provides employees with a 'Passport' that they can use to provide evidence of manual handling training/competence and is likely to minimise the risk of injuries which should in turn improve service provision. This would also remove the need for costly repeat training for staff moving between participating departments/organisations.

This report offers guidance on:-

- Why the SMHPS has been introduced
- The essential elements for the control of manual handling to be effective
- An overview of the audit tool, sample documents and the minimum requirements for documentation

1.0 Introduction

The Scottish Manual Handling Passport Scheme (SMHPS) replaces its predecessor, the NHS Manual Handling Passport and Information Scheme 2011 which only applied to NHS Scotland. The SMHPS has a wider scope and encourages local authorities, health boards and the private and voluntary organisations contracted to deliver public services to participate. The scheme consists of "manual handling organisation, education, training and assessment, and an audit tool and guidance with criteria for manual handling documentation". The aim of the scheme is to "clarify the minimum requirements for moving and handling education arrangements across these sectors", to reduce injuries which in turn should improve quality of service and service provision, to remove the need for unnecessary, costly repeat training for staff moving between participating organisations and to provide guidelines to be used in commissioning contracted services. The scheme provides employees with a 'Passport' that they can use to provide evidence of manual handling training/competence. Participation is not mandatory unless specifically

stated, but participation is encouraged to ensure and demonstrate your organisation's compliance with health and safety law.

2.0 Why has the SMHPS been introduced?

Despite the fact that manual handling regulations have been in place for over 20 years, organisations routinely face challenges brought on by manual handling injuries such as lost working days and costly litigation cases. This guidance provides a straightforward way to meet the legal requirements set out across Scottish health and safety legislation. SMHPS meets the requirements of: The Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999, The Manual Handling Operations Regulations 1992 (as amended) (MHOR), The Provision and Use of Work Equipment Regulations 1998 (PUWER) and The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). This has been introduced as part of a wider Scottish Government aim to integrate adult health and social care.

3.0 Overview of the SMHPS

In order for the control of manual handling (MH) risks to be effective, it is important that the following elements are in place:

- **Management** – there needs to be commitment and support from management for the organisation's MH strategy and service delivery which is followed through at all levels, and these arrangements must comply with the current legislation and guidance available.
- **Resources & Systems** – organisations need sufficient resources to implement, develop and deliver their MH strategy as well as systems in place to assess risks, identify control measures and to carry out audits, reviews and monitoring of the current MH practices and incidents.
- **Identification & Learning** – there needs to be competent individuals available to undertake key MH roles who are able to identify the learning needs of employees; it is important that they have access to support and advice from Occupational Health and that they will report any restrictions they have that will impact on their ability to carry out MH; managers should have access to advice about musculoskeletal disorders.
- **Policy Framework** – this can be provided as a MH policy or procedure, or as a collection of documents and should include management arrangements, strategic/operational responsibilities and information on training, provision/maintenance of equipment, the risk assessment process, monitoring, reviews and employee reporting.
- **Planning & Recording of Training** – the following should be considered and/or included in the planning and recording of training: manual handling theory, a process to determine a trainees' fitness levels, the length of training, attendance records, feedback/evaluation of training, feedback to management and the retention of records.

- **Monitoring, Support and Auditing** – it is important to ensure systems are in place so unsafe practices will be corrected (e.g. through monitoring); alongside this there should be arrangements in place to audit and review the organisation’s manual handling procedures and practices.

Manual Handling Modules

Each module has a suggested minimum time, purpose and learning outcomes outlined in the document [here](#); the modular approach has been designed to allow training to be tailored to the individual. The modules are: [Module A](#) – Manual Handling Theory, [Module B](#) – Manual Handling of Inanimate Loads, [Module C](#) – Chair Manoeuvres, [Module D](#) – Bed Manoeuvres, [Module E](#) – Hoisting and [Module F](#) – Lateral Transfers.

Continuing Education

Where the employee or employer has identified a learning need through monitoring, self-assessment or a change in the legislation/working procedures/equipment, continued education can be used to fulfil this need. A self-assessment form is attached in [Appendix 6 of the report](#).

Manual Handling Audit Tool – [Pages 17 to 28](#)

The SMHPS comes with a manual handling audit tool which ensures organisations can demonstrate their compliance with the principles and guidance of the relevant legal requirements. The audit tool is designed to be used to audit the whole organisation or an individual service, and the number of sections you will need to complete will depend on the scope of your audit. It comes with scoring guidance which will determine the overall Audit Response Score from Nil Compliance through to Full Compliance.

SMHPS Guidance Documents – [Pages 29 to 38](#)

This is a collection of guidance documents on developing a Manual Handling Policy Framework, on the Minimum Competency Criteria for Manual Handling Roles and Manual handling competencies for specific roles.

Minimum criteria for Manual Handling Documents – [Pages 39 to 46](#)

This section goes over the necessary minimum criteria for every different necessary Manual Handling Document which are included as appendices. This is for organisations that wish to produce their own material to ensure that they meet all of the SMHPS requirements.

4.0 Summary of Appendices

Click any of the links below to be forwarded directly to each Appendix.

[Appendix 1A](#) [The Scottish Manual Handling Passport](#) – The evaluation booklet which provides the learning outcomes for each module and for continuing education. To be completed when an individual has finished training.

[Appendix 1B - Certificate of Training](#) - A sample of the certificate received to show an individual has completed Module/s A-F of the Manual Handling Education Foundation Modules.

[Appendix 2 - Attendance Records](#) – A sample of the Manual Handling Training Attendance Record.

[Appendix 3 - Records of training](#) – A form for trainer’s comments and/or individual trainee exceptions to the generic Record of Training

[Appendix 4 - Training course health declaration forms](#) – A form that allows participants to let their trainer know of any pre-existing or current conditions that may prevent them from participating fully in training.

[Appendix 5 - Training feedback forms](#) – A feedback form that allows participants to give feedback on the quality of training given.

[Appendix 6 A-B - Self assessment forms for people and inanimate load handling employees](#) – A self-assessment form asking employees if they know how to perform various moving and handling activities, if they undertake these activities at work, and do they require any learning on each activity.

[Appendix 7 A-D - Competency assessment forms for people and inanimate load handling tasks](#) – A series of evaluation forms covering handling risk factors, personal movement risk factors and other risk factors.

[Appendix 8 A-B - Local manual handling induction checklist](#) – An induction manual and checklist for people handling employees and inanimate load handling employees.

[Appendix 9 A-B - Generic risk assessment forms](#) – Forms for recording load handling and people handling risk assessments. This included Operation/Activity, Hazards, Individuals or group exposed, Current Control measures and further control measures required. Risk is calculated using the formula Rating = Severity x Likelihood.

[Appendix 10 A-B - Specific people handling assessment forms](#) – A collection of people-handling assessment forms relevant to NHS workers.

5.0 APSE Comment

APSE is encouraged by The Scottish Manual Handling Passport Scheme and the savings in both time and money this will bring to our members, especially in service areas with transient staff (e.g. Building and Housing). Promoting a national consistency for manual handling education is important for maintaining levels of productivity across local authorities and to maintain the safety of our staff.

APSE’s continuous training and development programme offers the highest quality courses, masterclasses and bespoke in-house sessions at venues right across the UK. APSE’s experienced trainers are fully qualified to ensure the highest standards are

maintained in training on both specific services and wider practical and strategic topics facing local authorities. If you wish to discuss your authority's training requirements please contact Jan Kennedy, Head of Training at 0161 772 1810 / 07764252107, via e-mail at jkennedy@apse.org.uk or via [the Training section of APSE's website](#).

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