

THE SCOTTISH MANUAL HANDLING PASSPORT SCHEME

The *NHS Manual Handling Passport and Information Scheme* was originally published in 2011 (CEL 14(2011)). Following its introduction there was strong support from local authority manual handling and health and safety practitioners for the standards of good practice to also apply to all Scottish local authorities.

This guidance introduces the new [Scottish Manual Handling Passport Scheme](#)¹, for use by NHS Boards and local authorities. It is issued with immediate effect and supersedes CEL 14(2011).

Background

Manual handling injuries are still a significant factor in sickness absence amongst employees across Scotland, with the highest estimated rate of back disorders belonging to the health and social care sectors. Statistics from the Health and Safety Executive (HSE) for 2011/12 reported 1.7 million working days were lost to workplace injury and ill health in Scotland, with an estimated 530,000 days lost to musculoskeletal disorders² caused or made worse by work to people working in Scotland.

Providing specific information and training on manual handling injury risks and prevention plays an important part in reducing the risk of injury to workers – and others, such as service users and patients.

Action

All Health Boards, and local authorities are strongly encouraged to participate in the Passport Scheme in order to:

- (i) ensure the consistency of manual handling education across Scotland
- (ii) enable staff to transfer their skills without the need for additional unnecessary training when moving between participating organisations and
- (iii) assist in the further standardisation of skills and knowledge throughout these sectors in Scotland

CEL 15 (2014)

8 August 2014

Addresses

For action

NHS Board & local authority
Chief Executives
NHS & local authority HR
Directors

For information

NHS Board Chairs
NHS Medical Directors
NHS Nursing Directors
NHS AHP Directors
Local authority Directors of
Social Work
Care Inspectorate,
Social Work Scotland,
Healthcare Improvement
Scotland,
Scottish Social Services
Council,
NHS Education Scotland,
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Scottish Care,
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Scottish Manual Handling
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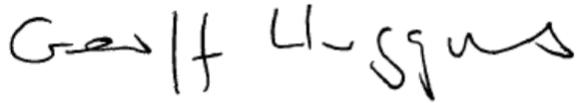
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¹ <http://www.scotland.gov.uk/Publications/2014/08/8582/0>

² MSD figures for working days lost are for 2010/11, the most recent available.

In time, it is anticipated that other care providers, such as the private and voluntary sectors will be encouraged to participate in the Passport Scheme to extend the consistency of manual handling skills and knowledge across Scotland.

Yours sincerely



GEOFF HUGGINS

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