



Manual Handling Policy

Policy Statement

This setting will avoid manual handling operations where reasonably practicable and has a current policy of minimal lifting. The Pre-School must consider whether the load must be moved at all. We will ensure that the necessary arrangements are made to facilitate the information of the Policy, for example by provision of appropriate and suitable training by professionally competent persons, for those who have duties under the policy.

Employers Responsibility

- The need for manual handling is avoided or, when it cannot be avoided, an assessment is made of the operation and where there is a risk of injury, appropriate steps are taken to reduce or avoid that risk.
- Assessments of manual handling operations take into account factors which include characteristics of the load, the physical effort required, characteristics of the working environment, the requirements of the task and the individual's capability.
- Information and training is offered to staff.
- Monitor and review manual handling assessments when there is a reason to suppose that they are no longer valid due to changes in working conditions, personnel involved or a significant change in the manual handling operations to which it relates.
- Maintain records of accident and ill health related to manual handling operations.

Employees Responsibilities

- Take reasonable care of their health and that of others whose safety may be affected by their activities when involved in manual handling operations.
- Co-operate in the making of assessments of hazardous manual handling tasks.
- Observe safe systems of work and use of safety equipment.
- Participate in training offered in manual handling
- Report pregnancy or any medical conditions which may affect their ability to handle loads safely.
- Report any changes in working conditions, personnel involved or a significant change in the nature of the task or load which may necessitate a review of the assessment.

- Employees have a duty to use manual handling equipment provided and ensure it is used correctly.
- When lifting children consider whether it is necessary to have help. A child who has physical needs which are greater than that of a child of their own age needs to be assessed by their Occupational Therapist and Physio Therapist before a child can start at the setting. This is to ensure that the child's needs are met and that the staff caring for the child are protected. If lifting/carrying is necessary follow the procedure below.

Avoid	Whenever possible, avoiding a manual handling situation is always preferable.
Assess	If Avoidance is not possible, make a suitable assessment of the hazards and risks.
Reduce	By defining a safe system of work, and implementing that strategy you are reducing the risks of injury to all the persons involved.
Review	Your system must be reviewed regularly.

Procedure

If you decide to proceed with a lifting activity the correct way to lift is as follows:

- Keep the back straight.
- Place feet shoulder width apart.
- Bend the knees.
- Grip firmly (with palms not finger tips), then lift slowly holding the object as close to your body as possible.
- Do not twist the body during the lifting procedure.

Policy Adopted October 2019

Signed Manager..... Signed Secretary.....