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**Manual Handling Policy**

Pegasus Childcare Centre will work towards a safe handling policy and as part of this process will ensure a current policy of minimal lifting.

We will ensure that the necessary arrangements are made to facilitate the information of the policy.

Pegasus Childcare Centre accepts responsibility for compliance with the regulations.

The staff member(s) with responsibility for the implementation of the Manual Handling are:

Paige Shackleton

Emma Thornalley

The main objective is to reduce the risk of injury and disablement caused by manual handling in the workplace to the minimum. Pegasus Childcare Centre  has a duty of care to ensure that:

* Minimum requirements for the manual handling of loads are followed where there is a particular but not exclusive risk of back injury to workers
* 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 taken to reduce or avoid that risk
* Assessment of manual handling operations take into account factors which include characteristics of the load, the physical effort required, characteristics of the working environment and the requirements of the task
* Information and training is provided to workers and managers on assessment and manual handling principles.

**The responsibilities of Pegasus Childcare Centre**

The designated person must:

* Be aware of manual handling operations within the organisation
* Avoid the need for employees to undertake any manual handling operations, which involve a risk of injury so far as is reasonably practicable
* Make an assessment of any hazardous manual handling operations that cannot be avoided in order to reduce the risk of injury
* Make a clear record of the assessment and communicate its finding to all staff involved
* Introduce appropriate measures to avoid or reduce risk by elimination of the risk redesigning the operation or the use of mechanical aids
* Provide information and ensure that all staff receive appropriate training in manual handling and ensure that new staff receive training before any manual handling tasks are undertaken
* Ensure that medical aids provided are easily accessible and properly maintained
* Ensure that manual handling requirements are clearly identified when recruiting staff so that appropriate medical advice can be taken as part of pre-employment health screening
* Ensure that safe systems of transportation are utilised for the transportation of loads and equipment throughout the organisation
* Make allowance for any known health problems which might have a bearing on an existing employee’s health advisors if there is any good reason to suspect that an individual’s state of health might significantly increase the risk of injury from manual handling operations
* Monitor and review manual handling assessments when there is 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 operation affecting the nature of the task or the load
* Maintain records of accident and ill health related to manual handling operations

**The responsibilities of the employee:**

**The employee must:**

* Take responsible care of their own health and that of others whose safety may be affected by their activities when involved in manual handling operations
* Cooperate with the chairperson / manager in the making of assessments of hazardous manual handling tasks
* Observe safe system of work and use of safety equipment, reporting any defects in to manager
* Participate in training given in manual handling such as online courses
* Report pregnancy or any medical conditions which may affect their ability to handle loads safely
* Report any change in working conditions, personnel involved in manual handling risks or a significant change in the nature of the task or the load which may necessitate a review of the assessment
* Employee’s have a duty to use manual handling equipment provided and ensure itis used correctly

**Training**

**Pegasus Childcare Centre will ensure that:**

* Awareness training is provided for all staff with specific training for groups of workers who are involved in specific handling tasks
* Appropriate training is provided for new staff with specific training if needed

**Training programs include the following elements as a minimum requirements:**

1. Manual handling techniques
2. Health and safety responsibilities
3. Annual refresher training is provided for all staff

Accurate records of attendance are kept for training events

**Implementation of the Policy**

The manager will ensure that staff are informed about the implementation of the policy and that staff are aware of its content. Arrangement will be made for assessments of manual handling operations to be carried out with the subsequent provision of mechanical aids, suitable transport, environmental improvements and staff training.

**This policy was adopted on** 05.06.2024

**Signed (Chair)**

**Signed (Manager)**

The Policy will be reviewed every two years.

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| **Date of Review** | **Policy Updated** | **Signed (Chair)** |
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