Version: 2

**Manual Handling Policy**

Introduction

At Reepham Pre-School we recognise that staff need to carry out manual handling especially in relation to lifting equipment and resources as well as children. A variety of injuries may result from poor manual handling and staff must be all be aware and adhere to the pre-school’s manual handling policy. We instruct all staff in correct handling techniques and expect them to follow these to minimize the risks of injury. We work towards a safe handling policy and as part of this process will ensure a current policy of minimal lifting. We know that lifting and handling children is different to carrying static loads and therefore out manual handling training reflects this.

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. All staff will receive training in manual handling and will receive on-going training as appropriate.

As with other health and safety issues we recognise that the most effective method of prevention is to remove or reduce the need to carry out hazardous manual handling. Wherever possible we review the circumstances in which staff have to carry out manual handling and try to eliminate as much as possible the need for moving items from one area to another. Where manual handling tasks cannot be avoided we carry out a risk assessment by examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

**The staff member with responsibility for the implementation of the manual handling policy is Debbie Wray**

Aims

* To inform staff of the procedures for carrying out manual handling of static loads within our setting.
* To inform staff of the procedures for carrying out manual handling of children within our setting.

Procedures

We expect staff to use the following guidance when carrying out manual handling in order to reduce the risk of injury.

**Planning**

* Think about the tasks to be performed and plan the correct lift.
* Consider what you will be lifting, where you will put it, how far you are going to move it and how you are going to get there.
* Never attempt manual handling unless you know the correct techniques and understand how to use them.

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* Ensure that you are capable of undertaking the task.
* Assess the size, weight and centre of gravity of the load to make sure you can maintain a secure grip and see where you are going.
* Assess whether you can lift the load without help. If not get help or use specialised moving equipment. Bear in mind that it may be too dangerous to attempt to lift some loads.
* If more than one person is involved, plan the lift first and agree who will lead and give instructions.
* Plan your route and remove any obstructions. Check for any hazards such as uneven or different type of flooring.
* Lighting should be adequate.
* Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
* Consider a resting point before moving a heavy load or carrying something any distance.

**Carrying Children**

* If the child is able and old enough, ask them to move to a position that is easy to pick up, and ask them to hold onto you as this will support you and the child when lifting.
* Do not place the child on your hip, carry them directly in front of you in order to balance their weight equally.
* Wherever possible avoid carrying the child a long distance.
* Where a child is young or unable to hold onto you, ensure you support them fully within your arms.
* Avoid carrying anything else when carrying a child. Make two journeys or ask someone to assist you.
* If a child is struggling or fidgeting whilst you are carry them, stop, place them back down and use reassuring words to calm the child before continuing.
* Students and pregnant staff members will not carry children.

**Position**

Stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet. Position yourself, or turn the load around, so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up.

**Lifting**

Always lift using the correct posture:

* Bend the knees slowly, keeping the back straight.
* Tuck the chin in on the way down.
* Lean slightly forward if necessary and get a good grip.
* Keep the shoulders level, without twisting or turning from the hips.
* Try to grip with the hands around the base of the load.
* Bring the load to waist height, keeping the lift as smooth as possible.

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**Moving the child or load**

* Move the feet, keeping the child or load close to the body.
* Proceed carefully, making sure that you can see where you are going.
* Lower the child or load, reversing the procedure for lifting.
* Avoid crushing fingers or toes as you put the child or load down.
* If you are carrying a load, position and secure it after putting it down.
* Make sure that the child or load is rested on a stable base and in the case of the child ensure their safety in the new position.
* Report any problems immediately, for example strains and sprains.

**The responsibilities of Reepham Pre-School are that:**

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 findings to all staff involved.
* Ensure that mechanical 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.
* 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 health and that of others whose safety may be affected by their activities when involved in manual handling operations.
* Co-operate with the Chair/Manager in the making of assessments of hazardous manual handling tasks.
* Observe safe systems of work and use of safety equipment, reporting any defects in mechanical aids to the manager.
* Participate in training given in manual handling.
* 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.
* Use manual handling equipment provided and ensure it is used correctly.

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**Training:**

Reepham Pre-School 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 for groups of workers who are involved in specific handling tasks.
* Training is based on the ergonomic and problem solving approach to manual handling operations.
* Training programmes are reviewed and monitored yearly.
* Training programmes include the following elements as a minimum requirement;

1. Basic ergonomic and manual handling principles

2. Assessment skills and knowledge of the assessment process

3. Basic anatomy and function of the spine

4. Causes of injury and back care principles

5. Manual handling techniques

6. Mechanical handling aids and equipment

7. Health and safety responsibilities

* Annual refresher training is provided for all staff.
* Accurate records of attendance are kept for training events.

Relevant Other Policies

Health and Safety

This policy has been adopted by Reepham Pre-School

Signed on behalf of the setting by:

……………………………………………………………. Committee

……………………………………………………………. Manager

Date: ……………………………………..

Review Date:…………………………….

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