

# Staff

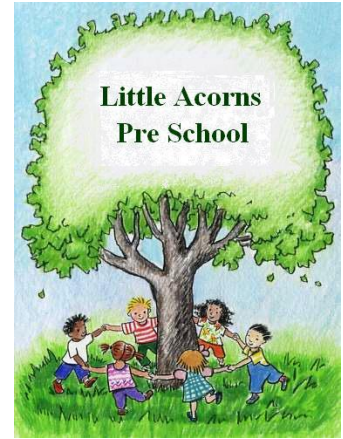
## 7.2 Manual Handling & Back Care

### Statement of Intent

Manual handling means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any living or non living objects

### Aim

Little Acorns will ensure that every effort should be put into preventing manual handling injuries by using mechanical aids, team lifts and safer handling methods. Little Acorns provides information to help reduce the risk of injury in the work place.



### Methods

1. If a child needs comforting, instead of bending over or picking up, staff should sit down and encourage the child to climb onto their knee, or kneel so that they are closer to the child's level.
2. Where possible, staff should kneel instead of bending to avoid neck and back problems.
3. Staff should carry children only when necessary. The correct way to carry a child is with one arm under the child's buttocks and the other arm supporting the child's back and at the same time, holding the child facing your body as close as possible. They should avoid carrying a child on their hip as this may cause back strain.
4. Step ladders are provided to minimise the need to reach above shoulder level.
5. Staff should avoid extended forward reaching, for example leaning into low equipment boxes.
6. Staff are encouraged to share the load if the equipment is heavy, long or awkward.
7. When sliding, pulling or pushing equipment, if the equipment is not easy to move, staff should ask for help or a team lift.
8. Child Care Services are often designed for children rather than adults. Where possible staff will rearrange surroundings to meet the needs of both children and adults. Staff should remember these needs when ordering new equipment.
9. Staff should never twist when lifting.
10. Staff should make sure they can see where they are going when carrying equipment or children.
11. Floors and other walking surfaces are left uncluttered, even and non slippery.
12. Staff should assess the situation before lifting and only lift what they are capable of.

#### ***How to Organise a Team Lift***

- Ask for a colleague who is willing and able to help.
- Agree on a plan of action because coordinated movement during a lift is important.
- Timing is important for coordination. One person should act as a team leader and should call the lift.
- After assessment, only lift if both staff members agree that they are capable of lifting.

**This policy was adopted at a meeting held by Little Acorns committee on 31<sup>st</sup> January 2017.**

**To be reviewed**

**January 2018**

**Signed on behalf of the provider**

**Name of Signatory**

**Sue Casselden**

**Role of Signatory**

**Business Manager**

## HOW TO LIFT CORRECTLY

