8.13 MANUAL HANDLING POLICY

To comply with Occupational Health and Safety Act 1991, The Health and Safety at Work Act 1974 and Manual Handling Operations Regulations 1992, which requires Hadleigh Parkside Pre-school to follow the guidelines set out in this legislation.

Manual Handling means lifting, lowering, pushing, pulling, carrying, moving, holding or restraining any object, animal or person. It is our responsibility to ensure the safety of ourselves and others by following procedures to manage and monitor safe manual handling.

Central to this policy we should:

-Avoid unnecessary handling tasks: replace lifting with sliding.

-Train and educate staff: correct methods of assessment, handling techniques and principles to be applied.

-Apply the science of ergonomics: workplace to be made user friendly.

* Staff are encouraged to use their common sense and not to take unnecessary risks when handling large/heavy objects. When lifting a child or object weighing more than 13 kilos, staff are required to seek assistance.
* It is the responsibility of all staff to follow the procedures below and to assist by identifying manual handling hazards and risks.
* Regular checks to monitor use of manual handling at the pre-school. Any difficulties noted will then be dealt with immediately.

Managing risks for manual handling.

* Identifying risks – discuss issues with staff and check past incidents/accidents records.
* Assess risks – how much strain, pressure, stress, weight, force, grip, skill and duration is required for each activity.
* A risk assessment will be undertaken.
* A specific risk assessment may be needed for children that require manual handling.
* Control risks – when designing tasks to minimise injury, look at changing the way jobs are done, change the layout of the workplace, and change the equipment.
* Specific training is required for any specialist equipment needed.

Correct Lifting Procedures, following the AAPEE system:

A-Avoid

A-Assess

P-Plan/prepare

E-Execute

E-Evaluate

Base to face safety:

‘safer manual handling begins in your base and goes up to your face’

IF IN DOUBT, DO NOT LIFT!

· Staff must never twist while lifting.

· When staff lift a child or object they should not stretch over and lift, but lean close and raise as close as possible to their body.

· When lifting staff must:-

– Place their feet apart in a striding position

– Keep their breastbone elevated

– Bend their knees

– Brace their stomach muscles

– Hold the child or object close to their body

– Move their feet not their spine, to stand up

– Prepare to move in a forwards direction.

· Staff should transfer heavy items to smaller containers to reduce weight.

Staff should:-

– Kneel where possible

– Refrain from carrying children on their hip

– Lift children with one arm under their buttocks and the other arm under their backs, with the child facing them

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Sign: Mica Robinson

Role: Deputy Manager