



Manual Handling Policy

To comply with Occupational Health and Safety Act 1991, which requires the nursery to follow the guidelines set out in this legislation; Manual Handling means lifting, lowering, pushing, pulling, carrying, moving, holding or restraining any object or person.

Procedures for managing and monitoring safe manual handling.

- 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 15 kilos, staff are required to seek assistance.
- Manual Handling and correct lifting/back care training will be provided regularly.
- 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 nursery. 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 for any expectant student or staff member within the setting during their pregnancy.
- Control risks – when designing tasks in order to minimise injury, look at changing the way jobs are done, change the layout of the workplace, and change the equipment. Correct Lifting Procedures.
- 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
- Avoid sitting on child sized chairs 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.