



Name:	Date written:
Manual Handling Policy	Sept 2021
Written by/Reviewed by:	Date of Review:
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Policy Statement

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimise the risks of injury. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the procedures within this policy.

Aims and Purpose

As with other health and safety issues, the most effective method of prevention is to eliminate the hazard – in this case, to remove the need to carry out hazardous manual handling.

Where manual-handling tasks cannot be avoided, they must be assessed as part of the risk assessment. This involves examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

As part of a manual handling assessment the following should be considered:

- The tasks to be carried out
- The load to be moved
- The environment in which handling takes place
- The capability of the individual involved in the manual handling.

Several factors increase the risk of manual handling injuries, and these should be considered and controlled. The following sections offer many suggestions.

Applicability

Staff
Parents

Definition of Terms

n/a

Overview

General Handling and Restraint
Correct lifting procedure
Lifting
Moving the load
The environment

Procedures

General Handling and Restraint

Practitioners must avoid unnecessary carrying of children and should call for help when having to use restraint for the safety of a child and others around. If a child does need restraining the situation will need to be written up as an incident and parents informed. All staff are encouraged to take the Musculoskeletal Wellbeing for the Early Years Workforce Course on Educare.

Correct lifting procedure

- Think about the task to be performed and plan the 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 have read the correct techniques and understood how to use them
- Ensure that you can undertake the task – people with health problems and pregnant women may be particularly at risk of injury
- Assess the size, weight, and center of gravity of the load to make sure that you can maintain a firm grip and see where you are going
- Remove any unnecessary packaging if this will make the task safer
- Reduce the size and weight of loads to make handling easier. This could involve suppliers packing items into smaller consignments before delivery or unpacking packages before moving them
- Assess whether you can lift the load safely without help. If not, get help or use specialist moving equipment e.g., a trolley. Bear in mind that it may be too dangerous to attempt to lift some loads
- 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 over the load to pick it up.

Lifting

Always lift using the correct posture ensuring you are in a stable, balanced position:

- Bend the knees slowly but not kneeling, 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 and in line with your hips, 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 (center of gravity) keep head up when bringing up the load, keeping the lift as smooth as possible.

Moving the load

- Move the feet to change direction do not twist or turn your body, keeping the load close to the body
- Proceed carefully, making sure that you can see where you are going
- Lower the load, reversing the procedure for lifting
- Avoid crushing fingers or toes as you put the load down
- Position and secure the load after putting it down. Make sure that it is rested on a stable base
- Report any problems immediately, for example, strains and sprains. Where there are changes, for example to the activity or the load, the task must be reassessed.

The environment

- Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable. If you are going through a door, make sure that it is open before you lift the load and that children are not present if possible or do it at a quieter time in the day
- Remove obstructions and ensure that the correct equipment is available.
- Never attempt manual handling unless you have been trained and given permission to do so

External Links and Organisations

Educare Course: [Musculoskeletal Wellbeing for the Early Years Workforce](#)

Relevant Policies and Documents

Safeguarding Children
Accident and Emergency
Behaviour Management
Health and Safety
Well-being of Staff

Authorisation

Signature:



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