

Manual Handling Policy and Manual.

Daily activities that are undertaken within the Pre-School will require staff to undertake a variety of manual handling activities. Some of these activities will be more demanding than others. The term manual handling covers a variety of activities including pushing, pulling, carrying, lifting or lowering any load.

The Manual Handling Operations Regulations of 1992 provides a legal framework ensuring the safety and health of all persons carrying out any manual handling activity. The regulation places requirements on both the employer and employee.

The employer is under obligation to:

- Avoid hazardous manual handling operations as far as is reasonably practical.
- Make suitable and sufficient assessment of any hazardous manual handling operation that cannot reasonably be avoided.
- Reduce the risk of injury from those operations as far as reasonably practical.

The employee is under the obligation to:

- Make full and proper use of the system of work put in place by the employer to reduce the risk of injury when manual handling.
- Notify the employer if they identify hazardous handling activities.
- Take care to ensure that their activities do not put others at risk.

Manual Handling Injuries.

By ensuring you plan any activity prior to commencing it will reduce/eliminate the risks involved.

Incorrect or bad practice manual handling techniques can lead to accidents and injuries. It is vital that you inform your Manager of any medical conditions that could affect your ability to undertake manual handling activities such as illness, injury or pregnancy.

Manual Handling Risk Assessment.

Before you carry out any manual handling activity please carry out the following pre-assessment. This will highlight any potential risks and will reduce the likelihood of injury whilst undertaking the manual handling activity within the workplace.

The assessment is broken into 4 component parts identifying different risks for every activity.

L - load

I – individual capability

T – task

E – environment

Load

- Consider the dimensions and weight of the load before lifting.
- Is the load spread unevenly?
- Is the load an awkward shape or difficult to grasp?
- Is the content of the load unstable and likely to shift (i.e. liquid)?
- Test the load by shifting it from side to side.
- Examine the load for damage.

Individual Capability

- Is the load too heavy to lift by yourself?
- Do you require assistance?
- Is mechanical aid available to assist?

Task

- Stop and think before you begin. Plan the lift.
- Where is the load to be placed?
- Is there a clear path between your start and finish location?
- Remove any obstacle/trip hazards along the path.

Environment

- Are there any space constraints which may inhibit movement or good posture?
- Are all route ways clear?
- Is there a variation in floor level i.e. steps, slopes?
- Are lighting levels good?

A good manual Handling Technique

Loads needing to be manually moved come in a variety of shapes and sizes and the best technique to use will depend upon the type of load you need to move.



Think before lifting or handling.

- Plan your lift, can aids be used?
- Where is the load going to be placed?
- Will I need help?
- Remove any obstructions such as discarded wrapping.
- For a long lift consider where you can take a rest.

One person Lifts.

A standard one-person lift such as lifting a small child uses the following technique:

- Adopt a good posture.
- Get a good hold.
- Keep close to your load.
- Move the load.
- Place down the load.

1. *Adopt a Good Posture*



- Position your feet shoulder width apart giving you a stable base to carry out lift.
- Place your leading leg forward in the direction you intend to move.
- If lifting from a low level bend the knees. DO NOT bend from the back.
- Keep your back straight, head up and tuck your chin in. This will promote a good posture and avoid straining the muscles within your back.
- If required lean over the load slightly in order to get a good grip.
- Keep your shoulders level and facing in the same direction as the hips; do not allow your back to twist.

2. *Get a Firm Grip*

- Try to keep your arms within the boundaries formed by your legs.
- The best position is personal preference and will depend on the load you are trying to lift.

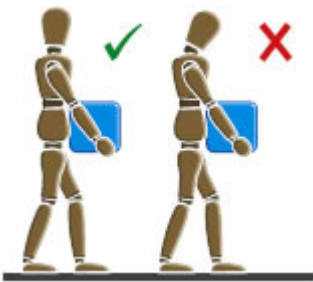
- Grip the bottom corners furthest away so that your fingers curve under the base of the box and your palms support the sides.
- If lifting an irregular shape then bottom inside or top outside corners.
- Adjust your grip as smoothly as possible if required.

3. **Keep Close to the Load**

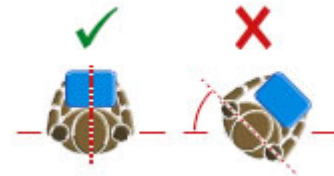
- Where possible the load should be hugged as close as is possible to the body. This may be better than gripping it tightly with hands only.

4. **Moving the Load**

- Lift smoothly, maintaining a good posture.
- Use your leg muscles not your back muscles to lift the load.
- Keep control of the load by having it as close to the waist as possible.
- Keep your head up when handling the load.

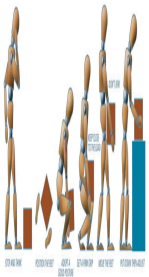


Avoid twisting your back or leaning sideways.



5. **Placing Down the Load**

- Place the load down using the same method as described within the lift.
- If you need to position your load place the load down initially and then adjust.
- Always apply caution when placing your load down not to trap or crush any fingers.



Team Lifts.

Where your load is an awkward shape or where it can't be broken down into a more management size. Two or more persons will be required to undertake the lift. For example when carrying sand.

- Where possible try to work with people of similar height and build.
- Ensure all persons have a good grip before attempting to lift the load.
- Lift from the hips at the same time and one person to take command i.e. on the count of three.
- Raise the load to a comfortable level.
- Move slowly and follow one person's command. If moving backwards ensure one person has good visibility.

One-Handed Lifts.

Extra care must be taken when undertaking a one-handed lift, so that you do not create an imbalance and cause additional stresses on one side of your body.

- Where possible create a contour balance, this will help steady and support your body.
- Apply a smooth movement when reaching for the load, keeping your back straight and bend at the knees.
- Grip the load firmly.
- Lift with your legs using your free arm to balance.

- Keep your shoulder level and switch arms regularly.

Manual Lifting of Children

Lifting a child is something that you will do several times through out your working day. It is vital for the safety of yourself and the child that you know how to do this safely.

Please adopt the same process as that of a 'one handed lift' as described earlier. However please note that a child could move about as you carry them, so be conscious of this and ensure that it does not cause your back to twist.

General Risk Assessment Guidelines

Each box contains a guideline on the weight and lowering in that zone. Please note that not all persons will be able to lift the weights stipulated in the boxes, always work to your personal capabilities these must not be exceeded.

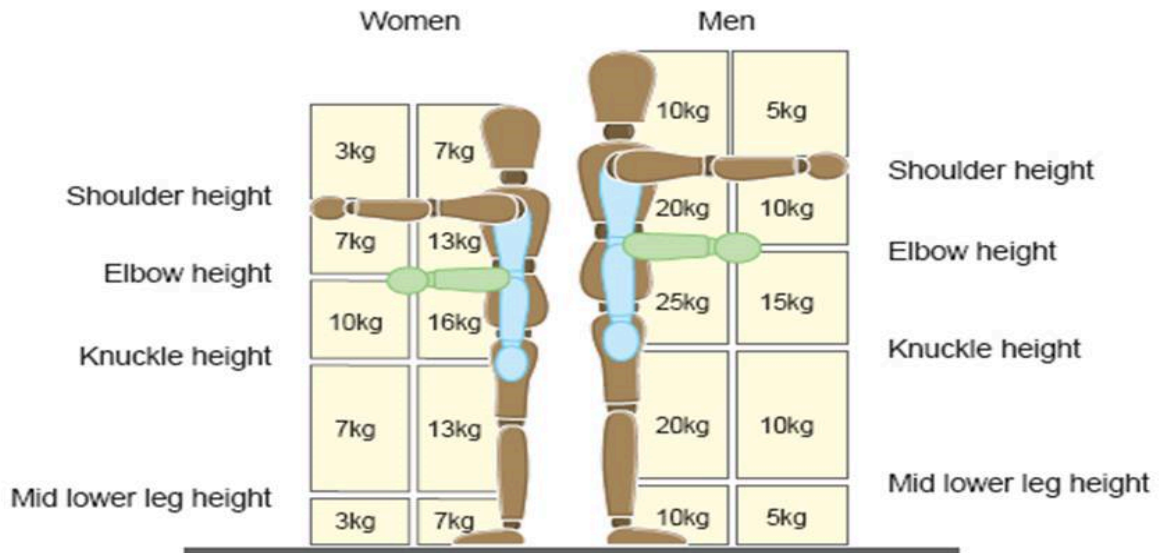


Figure 2 Lifting and lowering

This policy was adopted on	Signed on behalf of the nursery
07/01/24	Sarah Maynard