

Health and safety procedures

Manual handling

- All staff comply with risk assessment and have a personal responsibility to ensure they do not lift objects likely to cause injury. Failure to do so may invalidate an insurance claim.
- Members of staff bring the setting manager's attention to any new risk, or situations where the control measures are not working.
- Risk assessments may need to be changed for some individuals, such as a pregnant woman, or staff with an existing or previous injury or impairment that may affect their capacity to lift.
- Risk assessment is carried out of the environment in which the lifting is done. Features such as uneven floor surfaces, stairs, etc. add to the general risk and need to be taken into consideration.
- The setting manager ensures that they and their staff are trained to lift and move heavy objects and unstable loads correctly. Young children are also heavy and need to be lifted and carried carefully and correctly.
- Managers are responsible for carrying out assessment for manual handling operations. which includes lifting/carrying children and lifting/carrying furniture or equipment.
- **Identifying hazards and risk**
- Manual handling can cause back injuries, strains, sprains, joint problems and long-term musculoskeletal disorders,
- Common hazards include;
- Heavy awkward or unstable loads
- Unpredictable movement from children
- Repetition, poor posture, twisting, stooping or overreaching.
- Long carrying distances, limited space, stairs uneven, slippery surfaces.

- **Manual handling risk assessment**

- Risk assessments must be completed for significant manual handling activities using the TILE principles

T - Task

- Consider whether handling can be avoided or redesigned
- Assess frequency, repetition, distance and rest breaks
- Use task rotation and avoid prolonged carrying where possible

I - Individual

Consider height build strength capability experience and competence

Take account of medical conditions previous injuries pregnancy

L -Load

Assess weight size shape stability and ease of grip

Consider whether the load may move unexpectedly

E – Environment

Assess space access floor conditions lighting obstacles stairs and changes in level

Consider weather conditions for outdoor tasks

Guidelines:

Risk assess the task plan the route and remove obstacles

- Do not lift heavy objects alone. Seek help from a colleague and discuss the task beforehand.
- Keep the load close adopt a stable stance and bend from the knees not the back
- Lift smoothly and avoid sudden movement twisting stooping or overreaching
- Do not lift very heavy objects. even with others. that are beyond your strength.
- Items should not be lifted onto, or from, storage areas above head height.
- Do not stand on objects, other than proper height steps, to reach high objects and never try to over-reach.
- Push rather than pull heavy objects.

Please note this is not an exhaustive list.

Children with additional needs or disabilities

Some children may require specialist handling arrangements.

In these circumstances;

An individual risk assessment and handling plan must be completed.

Appropriate specialist equipment must be provided where required.

This may include hoists slings or other approved equipment.

Only staff who have received appropriate training should use specialist equipment.

Handling plans are reviewed regularly and whenever needs change.

Monitoring and Review

Managers will;

Review accident and incident records

Investigate manual handling injuries and near misses.

Review risk assessment following incidents or significant changes.

This procedure will be reviewed annually or sooner if legislation guidance or operational practice changes.

Legislation

This procedure is based on the requirements of;

Health and Safety at Work Act 1974

Manual Handling Operations Regulations 1992

Management of Health and Safety at Work Regulations 199

These regulations require employers to avoid hazardous manual handling where practicable assess remaining risks reduce risks as far as reasonably possible and provide suitable information instruction and training