

## Thorpe Willoughby Childcare Centre

### Manual Handling Policy



To comply with Occupational Health and Safety Act 1991, which requires the setting 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 setting.

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.

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