

**Manual Handling Policy**

Reviewed November 2024

**Statement of Intent**

Brislington Village Pre-school will avoid manual handling operations where reasonably practical and have a current policy of minimal lifting. The preschool will consider whether the load must be moved at all.

**Aims**

If there is a load that needs to be moved consideration should be given to mechanically moving the load.

The main objective is to reduce the risk of injury and disablement caused by manual handling in the setting to the minimum.

**Methods**

The need for manual handling is avoided, or when it cannot be avoided, an assessment is made of the operation and where there is risk of injury, appropriate steps are taken to reduce or avoid that risk.

Staff

Staff will take responsible care of their health and that of others whose safety may be affected by their activities when involved in manual handling operations. They must also observe safe systems of working and use of safety equipment.

Staff must report any pregnancy or any medical conditions that may affect their ability to handle loads safely.

When lifting children staff must consider whether it is necessary to have help.

If lifting/carrying is necessary follow the procedure below-:

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| Avoid | Whenever possible, avoiding a manual handling situation is always preferable. |
| Assess | If avoidance is not possible, make a suitable and sufficient assessment of the hazard and risks. |
| Reduce | By defining a safe system of work and implementing that strategy you are reducing the risks of injury to all the persons in the procedure. |
| Review | Your system must be reviewed regularly. |

The setting

The setting will ensure that the assessment of manual handling operations takes into account factors which include characteristics of the load, the physical effort required, characteristics of the working environment, the requirements of the task, and the individual’s capability.

The setting will monitor and review manual handling assessments where there is reason to suppose that they are no longer valid due to changes in working conditions, personnel involved, or a significant change in the manual handling operations to which it relates.

The setting will also maintain records of accidents and ill health related to manual handling operations.

**Correct lifting procedure**

There are some simple things to do before and during the lift/carry:

* Remove obstructions from the route.
* For a long lift, plan to rest the load midway on a table or bench to change grip.
* Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
* Keep the heaviest side of the load next to the body.
* Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance.

**Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

**Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

**Get a good hold.** Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

**Start in a good posture.** At the start of the lift, slight bending of the back, hips, and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

**Don’t flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.

**Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

**Avoid twisting the back or leaning sideways, especially while the back is bent**. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

**Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.

**Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

**Don’t lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

**Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

This policy was adopted at a meeting on 2nd September 2019

Reviewed November 2024

This policy is to be read in conjunction with our:-

Health and safety policy

Risk Assessment policy

Although under constant review, an overall review date has been set for **September 2025**

**For more information please see www.hse.gov.uk/toolbox/manual.htm**