



## **Manual Handling Policy**

**Little Bicks recognises that manual handling is one of the most common causes of absence through injury at the workplace.**

### **What we aim to do**

Through training and risk assessment we aim to eliminate hazardous manual handling activities as far as it is reasonably practical.

### **How we will achieve this**

#### **Manual Handling Procedure**

In order to reduce the risk of injury from manual handling operations, Little Bicks will ensure that they:-

- Eliminate hazardous manual handling activities, so far as is reasonable practicable.
- Assess the risks associated with those manual handling activities that cannot be avoided. The object of the risk assessment will be to reduce the risk of injury to the lowest level that is reasonably practicable taking into account:-

- the task
- the load
- the individual
- the working environment

The key risks we have identified for nursery practitioners are:

- Lifting/carrying children
- Moving tables
- Moving chairs
- Wheeling sink trolley
- Wheeling coat racks
- Wheeling children's drawers
- Storage boxes from office
- Refilling water in sink
- Divider screens
- Train dividers
- Climbing frame
- Mats
- Role play area

Staff are trained on how to undertake the main manual handling activities stated above. Staff will be required to use the knowledge gained from the training provided and take into consideration the above elements before lifting or carrying. Alternative methods to achieve the required outcome should be sought, for example if a child requires assistance to get onto the toilet staff offer a hand and encourage child to use the step provided, this will then reduce the risk of injury.

### **Employee's duties**

Employees should ensure that they:-

- Comply with any instruction and training provided in safe manual handling techniques
- Do not put their own health and safety or that of others at risk by carrying out unsafe manual handling activity
- Report problems including physical and medical conditions (e.g. pregnancy, back problems), which may affect their ability to undertake manual handling activities to their line manager.

### **Legal reference**

This policy and its associated guidance outlines the provisions the nursery will make to discharge its duties in relation to the following statutory requirements:

The Health and Safety at Work etc Act 1974, section 2 – The duty to ensure so far as is reasonably practicable, the health, safety and welfare of its' employees.

The Manual Handling Operations Regulations 1992 – all requirements.



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| Date policy was reviewed             | March 2023 |
| This policy is due for review before | March 2024 |