



Manual Handling Policy

Policy statement

This setting will avoid manual handling operations where reasonably practicable and has a current policy of minimal lifting. The Preschool must consider whether the load must be moved at all. If it must be moved can it be moved mechanically? Minimum requirements for the manual handling of loads are followed where there is a particular but not exclusive risk of back injury to workers.

Employers Responsibilities

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

Assessment of manual handling operations take 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.

Information and training is offered to staff.

Monitor and review manual handling assessments when there is a reason to suppose that they are no longer valid due to changes in working conditions, personnel involved or a significant change in the manual handling operations to which it relates.

Maintain records of accident and ill health related to manual handling operations.

Employees Responsibilities

Take responsible care of their health and that of others whose safety may be affected by their activities when involved in manual handling operations.

Co-operate in the making of assessments of hazardous manual handling tasks.

Observe safe systems of work and use of safety equipment.

Participate in training offered in manual handling.

Report pregnancy or any medical conditions which may affect their ability to handle loads safely.

Report any changes in working conditions, personnel involved or a significant change in the nature of the task or load which may necessitate a review of the assessment.

Employees have a duty to use manual handling equipment provided and ensure it is used correctly.

When lifting children consider whether it is necessary to have help. If lifting/carrying is necessary follow the procedure below.

Summary 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.

Staff will be advised at induction about safe methods of lifting and given a copy of the policy.

Date of policy approval Sept 2018

Date of policy review Sept 2019