

8.6 MANUAL HANDLING POLICY

- All staff to attend a manual-handling course to avoid risk of injury during handling of either children or inanimate objects, such as a large piece of play equipment or box.
- All staff must make proper use of equipment provided for their safety.
- All staff must notify the Manager/Deputy Manager if they identify any hazardous handling activities.
- All staff must ensure that their activities do not put others at risk.
- All staff to read the short HSE guide “Getting to grips with Manual Handling”.
- The pre-school will undertake a Manual Handling Risk Assessment as part of the overall Risk Assessment of the pre-school.
- Staff are to follow the safe lifting guidelines as below:
 - STOP AND THINK - Plan the lift, where the load is going, the route you will take, and where you will put it.
 - CHECK THE WEIGHT - Lift the edge of the object, to get an idea, if it is too heavy GET HELP or MECHANICAL ASSISTANT.
 - POSITION THE FEET - Stand close to the object, feet apart giving a balanced and stable base for lifting.
 - ADOPT A GOOD POSTURE - Squat down with the back straight and chin tucked in, knees bent.
 - GET A FIRM GRIP - Grasp the load firmly with elbows tucked in.
 - KEEP THE LOAD CLOSE - Stand up slowly, lifting with the leg muscles, and keeping your back straight as you stand.
 - DON'T JERK - Lift smoothly, keeping control of the load.
 - MOVE YOUR FEET - Don't twist your trunk when turning to the side.
 - DURING TRANSIT - Remember to take rests during transit if you feel the need to.
 - PUT DOWN - Put the load down smoothly and slowly, bending your legs-position the load precisely AFTER putting it down.

This policy was adopted by: Teddy Bears Pre-School

On: 19th February 2015

Review date: November 2016

Signed on behalf of provider: Signed 10th December 2015

Name of signatory: Karen Ashcroft

Role of signatory: Chair