

Toy Box LTD Manual Handling Policy

To comply with Occupational Health and Safety Act 1991, which requires the nursery to follow the guidelines set out in this legislation;

Manual Handling means lifting, lowering, pushing, pulling, carrying, moving, holding or restraining any object, animal 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 as necessary
- 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 nursery. 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:-
 - not stretch over and lift, but lean close and raise as close as possible to their body.

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- 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
- transfer heavy items to smaller containers to reduce weight.
- 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.

OwnerDate.....

Manager.....Date.....

Review date.....