



Manual Handling Policy

Manual handling is defined as any transport or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force.

Preventing Injuries

The most effective method of prevention is to eliminate the hazard - in this case to remove the need to carry out hazardous manual handling. At the Kindergarten it is not possible to eliminate all the risks associated with manual handling as certain tasks cannot be avoided. Therefore, it is important that when carrying out tasks one is aware of the risks associated with them and ensure that any risks are removed or reduced by controlled measures.

Correct Lifting Practices

- Think about the task to be performed and plan the lift.
- Consider what you will be lifting, where you will put it and how you are going to get there
- Ensure that you are capable of undertaking the task - people with health problems and pregnant women may be particularly at risk from injury.
- Assess the size and weight of the load to make sure that you can grip it safely and see where you are going.
- If more than one person is involved, plan the lift first and agree who will lead and give instructions.
- Plan your route and remove any obstructions. Check for any hazards such as uneven/slippy flooring, items such as toys left on the floor.
- Ensure that you will be able to maintain a firm grip.
- Consider a resting stage before moving a heavy load or carrying something a distance.

Position

- Team members must never twist while lifting
- When a team member lifts a child or object they should not stretch over and lift, but lean close and raise as close to their body as possible
- When lifting team members must;
 - Place their feet apart in a striding position
 - Keep their breastbone elevated
 - Bend their knees
 - Brace their stomach muscles
 - Hold child or object close to their body
 - Move their feet not their spine, to stand up
 - Prepare to move in a forward direction



- Team members should transfer heavy items to smaller containers to reduce weight.
- Team members should
 - Kneel 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.

This policy was adapted by -

The Director, Managers and Team of Windsor Kindergarten

Date -

February 2017

Date to be reviewed -

February 2018

Name of signatory -

Tanya Webber