



Manual Handling Policy

Phase of school this policy relates to

Early Years	Primary	Secondary	Whole School
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Policy lead staff member:	Leanna Barrett
Link governor:	Charlie O'Sullivan

The purpose of this policy is to introduce procedures and provide training designed to ensure that our employees apply an ergonomic approach whilst carrying out tasks and operations that involve manual handling, in order to prevent injury.

Responsibilities of Employees:

- Follow appropriate systems of work laid down for their safety;
- Make proper use of equipment provided for their safety;
- Co-operate with their employer on health and safety matters;
- Inform employer if they identify hazardous handling activities;
- Take care to ensure that their activities do not put others at risk.

Common Tasks and Operations involving Manual Handling Operations include:

- Lifting and carrying children
- Lifting and moving indoor equipment.
- Lifting and moving outdoor equipment.
- Lifting and moving furniture.
- Lifting and moving supplier's deliveries
- Lifting and moving stores equipment
- Maintenance tasks involving the upgrading of fixtures and fittings
- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand
- the load to be lifted or moved must be inspected for sharp edges and wet patches
- the route over which the load is to be lifted should be inspected to ensure it is free of obstructions
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain
- When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back
- Employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used.
- Employees should not use chairs or any makeshift device for climbing.

Lifting and Carrying Children

As part of our caring for children, there are times when we are required to lift children, e.g. to give comfort etc. We advise all our staff to sit or crouch with the child to comfort them rather than standing or walking around.

Guidance for good handling techniques

Before taking on any task or operation that involves lifting or moving, staff must observe the following:

1. Plan the lift.

- Decide where is the load to be placed;
- Use appropriate handling aids if possible;
- Get help with the load if required;
- Remove any obstructions;
- Where possible use a mechanical aid such as a trolley or barrow.

2. Lifting technique.

- Position the feet apart giving a balanced stable base for lifting;
- Place leading leg as far forward as is comfortable and if possible pointing in the direction you plan to go.

3. Adopt a good posture.

- When lifting from a low level, bend the knees;
- Do not kneel or over flex the knees;
- Keep the back straight;
- Lean forward over the load if necessary to get a good grip;
- Keep the shoulders level and facing in the same direction as the hips.

4. Get a firm grip.

- Try to keep the arms within the boundary formed by the legs;
- The best position and type of grip depends on the circumstances and individual preference: but it must be secure;
- A hook grip is less tiring than keeping the fingers straight;
- If you need to vary the grip as the lift proceeds, do it as smoothly as possible.

5. Keep close to the load.

- Keep the load close to the trunk for as long as possible;
- Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift.

6. Don't jerk.

- Lift smoothly, keeping control of the load.

7. Move the feet.

- Don't twist the trunk when turning to the side.

8. Put down, and then adjust.

- If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Slips and Trips

Potential areas for slips and trips will be noted as part of Liberty Woodland School's Risk Assessment procedure and noted on the Site Risk Assessment form before children arrive at school each day. Where possible these hazards will be eliminated. Any residual risk will be noted in the Risk Assessment form, shared with all other staff and recorded in the Risk Assessment folder.