


Learning in Nature CIC & Beccles Forest Schools



Manual Handling Policy

Safeguarding and Welfare Requirement:

3.76 Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks

This policy was adopted by:	Learning in Nature CIC & Beccles Forest Schools
Date of adoption:	4th August 2025
Date to be reviewed:	4th August 2026
Signed, on behalf of the provider:	
Name of signatory:	Rach Whitwood
Role of signatory:	Co-Director

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Old School House, Barsham, Beccles, Suffolk, NR34 8HA

Company Number: 11747933

Ofsted URN: 2610910 Setting ref: 2610909



Policy Statement

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.

Manual Handling Procedures

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;
- Nappy changing routines;
- Lifting and moving outdoor play equipment;
- Lifting and moving storage equipment;
- Maintenance tasks involving the upgrading of fixtures and fittings;
- 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 use chairs or any makeshift device for climbing. Ladders are available.

Lifting and Carrying Children

As part of our nursery care routine, 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, if possible.

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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 the 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.

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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.

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Appendices

Appendix 1: Legal Definitions and Statutory Guidance

Department for Education (2024) *Early Years Foundation Stage Statutory Framework for group and school based providers*, Available at

https://assets.publishing.service.gov.uk/media/65aa5e42ed27ca001327b2c7/EYFS_statutory_framework_for_group_and_school_based_providers.pdf (Accessed 4th August 2025)

HSE (2020) *Manual Handling at Work: A Brief Guide*, available at

<https://www.hse.gov.uk/pubns/indg143.PDF> (Accessed 4th August 2025)