



# Manual Handling Policy

(see risk assessment attached)

This policy represents the agreed principles for Manual handling throughout the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

At Jack in the Box, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this policy in conjunction with our Data Protection policy for the information collected by Jack in the Box, the professionals this information may be shared with and the retention periods this data is held for as well as our Safe touch policy and our Health and safety policy.

## Introduction

Work-related musculoskeletal disorders (MSDs), including manual handling injuries, are the most common type of occupational ill health in the UK. It is important to remember that:

- there is a lot you can do to prevent them.
- preventative measures are often simple and cost-effective and can be supported in this policy, as well as ensuring staff continue to keep their continued professional development (CPD) up to date on health and safety.
- you cannot prevent all MSDs, but where they occur, early reporting of symptoms, proper treatment and suitable rehabilitation are essential.

The Manual Handling Operations Regulations 1992 sets out a clear hierarchy of measures for dealing with risks likely to cause harm from manual handling within the nursery. These are:

- avoid hazardous manual handling operations as far as reasonably practicable.
- assess any manual handling operations that cannot be avoided.
- reduce the risk of injury to as low as reasonably practicable, this involves examining the task and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

## Planning and procedure when managing the risks to manual handling.

Manual Handling means lifting, lowering, pushing, pulling, carrying, moving, or holding.

Staff are encouraged to use their common sense and not to take unnecessary risks when managing large/heavy objects. When lifting a child or object weighing more than fifteen kilos, staff are required to seek assistance. It is the responsibility of all staff to follow the procedures below and to assist by identifying manual handling hazards and risks. Staff must ensure manual handling training is undertaken and can be accessed through our online training provider 'Flick.' Regular checks are conducted at Jack in the Box to monitor manual handling, and any difficulties are noted and will then be dealt with immediately.

- Think about the task to be performed and plan the lift
- Consider what you will be lifting, where you will put it, how far you are going to move it and how you are going to get there (remember to think about the children moving at this point)
- Never attempt manual handling unless you have read the correct techniques and understood how to use them. Clearer guidance can be found on short courses through our online training provider 'Flick' and correct positioning can be seen on page 4 and guidance can be accessed in our manual handling risk assessment attached.
- Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be at particularly risk of injury. Individual risk assessments must be completed on all pregnant women.
- Assess the size, weight, and centre of gravity of the load to make sure that you can maintain a firm grip and see where you are going
- Remove any unnecessary packaging if this will make the task safer
- Reduce the size and weight of loads to make handling easier. This could involve suppliers packing items into smaller consignments before delivery or unpacking packages before moving them.
- Assess whether you can lift the load safely without help. If not, get help or use specialist moving equipment e.g., a trolley. Bear in mind that it may be too dangerous to attempt to lift some loads.
- 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/slippery flooring/ items in your way.
- Lighting should be adequate
- Control harmful loads – for instance, by covering sharp edges or by insulating hot containers
- Avoid lifting unsafe loads, such as damaged glass or badly packed chemicals
- Check whether you need any personal protective equipment (PPE) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
- Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear consider a resting point before moving a heavy load or carrying something any distance.

### **Position (see correct handling pictures below)**

- Stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet.
- Position yourself (or turn the load around) so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up.

### **Lifting, always lift using the correct posture (see correct handling pictures below)**

- Bend the knees slowly, keeping the back straight.
- Tuck the chin in on the way down.
- Lean slightly forward if necessary and get a good grip, keep the shoulders level, without twisting or turning from the hips.
- Try to grip with the hands around the base of the load.
- Bring the load to waist height, keeping the lift as smooth as possible.

### **Moving the load (see correct handling pictures below)**

- Move the feet, keeping the load close to the body.
- Proceed carefully, making sure that you can see where you are going.
- Lower the load, reversing the procedure for lifting.
- Avoid crushing fingers or toes as you put the load down.
- Position and secure the load after putting it down. Make sure that it is rested on a stable base. Report any problems immediately, for example, strains and sprains.
- Where there are changes, for example to the activity or the load, the task must be reassessed.

### **The task**

- Carry loads close to the body, lifting and carrying the load at arm's length increases the risk of injury.
- Avoid awkward movements such as stooping, reaching, or twisting ensure that the task is well designed and that procedures are followed.
- Where possible try not to lift from the floor or above shoulder height and limit the distances for carrying

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- Minimise repetitive actions by re-designing and rotating tasks.
- Ensure that there are adequate rest periods and breaks between tasks,
- Plan ahead – use teamwork where the load is too heavy for one person.

**The environment**

- Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable.
- Remove obstructions and ensure that the correct equipment is available.

**The individual**

- Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury and an individual risk assessment must be completed.
- Never attempt manual handling unless you have read the correct techniques and understood how to use them.

**Lifting children (see safe touch policy)**

- Remember lifting children is different from lifting an object. Children move.
- Use the above techniques when manoeuvring children, e.g., to change a child’s nappy, but remember to consider that the child may struggle or wriggle whilst on the move. If this happens - stop, place the child back down and start again after using reassuring words to calm the child.
- If a child is old enough ask them to move to a position that is easy to pick up, encourage the child to hold onto you where possible, this will support you and the child when lifting.
- A child should never be held away from the body or above shoulder height.
- A child should always be held close to the body when carrying and never at arm’s length.
- Staff involved in manual handling of children are briefed on safe lifting techniques as part of manual handling training and induction. Children should never be lifted around the setting. If this is needed due to a child’s needs and there is a need for physical handling, then an individual risk assessment must be in place for the individual child.
- Children should be encouraged to assist with their own mobility, whenever possible
- Children are never to be lifted by the arms or wrists. The correct procedure is to lift them under the arm pits using both hands and pull them close into your body.
- All moving and handling of a child or young person should be undertaken in a caring, sensitive manner, respecting their dignity at all times. (See touch policy for acceptable touch)
- Regular face to face staff meetings/training sessions will be provided for ongoing training as well as accessing appropriate training from ‘Flick’ our online training provider.
- Any employee, who fails to follow safe practice, or puts themselves, a colleague or child at risk, may be subject to Jack in the Box Disciplinary Procedures.

**Toys, equipment, and resources**

All toys, equipment and resources offered to children are age appropriate, safe, and where applicable conform to safety regulations. All equipment and resources available at the nursery are in good condition and safe for children to use. All furniture is suitable for children and staff have access to an adult sized chair in each room. Equipment, toys, and other resources are maintained, cleaned and where necessary discarded if worn or damaged and cannot be repaired.

All equipment that is unsafe or in need of repair is either made safe or removed from play. All repairs are checked, and all damaged, worn, or unsuitable equipment must be reported immediately to the manager.

**Electrical appliances**

All electrical appliances are maintained and checked in accordance with nursery procedures. PAT testing is conducted every two years.

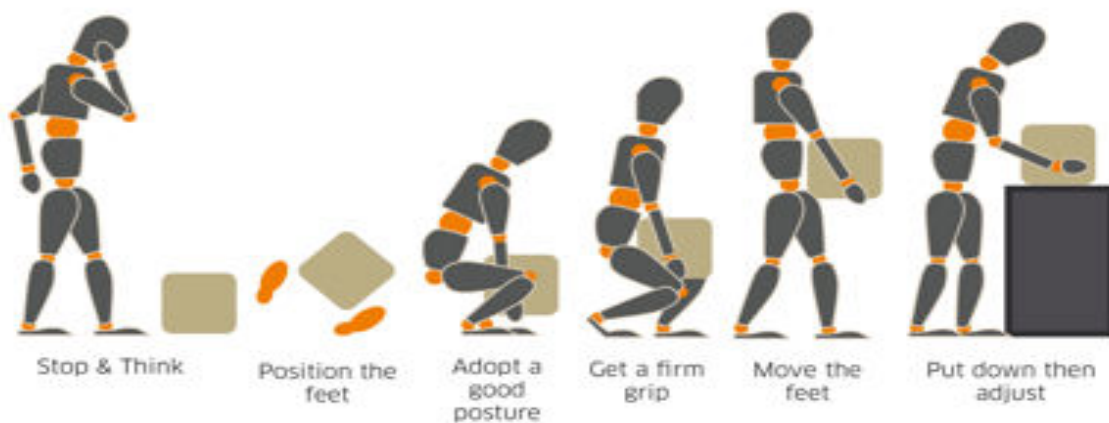
**This policy was adopted by the managers and staff in September 2025**

**Signed on behalf of Jack in the Box Manager:**.....

**Staff signature:**

**Safe handling/ lifting techniques/ procedures.**

## PROPER LIFTING TECHNIQUE



|                                                                                                                                                                           |                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                |                                                             |                        |                        |               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------|------------------------|------------------------|---------------|
| <b>Name of risk assessment</b>                                                                                                                                            | <b>Manual Handling Risk Assessment</b>                                                                                                                                      | <b>Name of setting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Jack in the Box nursery</b> |                                                             |                        |                        |               |
| <b>Date of Assessment</b>                                                                                                                                                 | September 2025                                                                                                                                                              | <b>Review Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>September 2027</b>          |                                                             |                        |                        |               |
| <b>Name of Assessor</b>                                                                                                                                                   | Jenny Underwood                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                |                                                             |                        |                        |               |
| <b>Activity description:</b>                                                                                                                                              | <b>All manual handling activities</b>                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                |                                                             |                        |                        |               |
| <b>This is a generic manual handling risk assessment, specific risk assessments should be completed for tasks presenting significant risks, such as pregnant workers.</b> |                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                |                                                             |                        |                        |               |
| <b>What are the hazards</b>                                                                                                                                               | <b>Who might be harmed and how?</b>                                                                                                                                         | <b>What are you already doing?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>R<br/>i<br/>s<br/>k</b>     | <b>Do you need to do anything else to manage this risk?</b> | <b>Action by whom?</b> | <b>Action by when?</b> | <b>Done ?</b> |
| <b>1. Moving of Furniture, including Tables, Chairs, Lifting children</b>                                                                                                 | All could suffer musculoskeletal disorders, fractures, contusions, cuts as a result of poor handling techniques. Child from dropping or tripping over items while carrying. | <ul style="list-style-type: none"> <li>Employees do not lift, carry, or move any object which is beyond their capabilities and asks for assistance from a colleague in these occurrences.</li> <li>Work area is reorganised to ensure materials are stored close to point of use.</li> <li>Tables are not dragged but lifted from one position to another.</li> <li>Rooms only re-arrange if and when necessary.</li> <li>Mechanical Handling aids such as trolleys are used.</li> <li>If chairs are stacked, they must be secure and not exceed six chairs.</li> <li>Employees must not carry children over a distance (see above for correct lifting of children or create an individual risk assessment</li> </ul> |                                | Share risk assessment and remind staff.                     | Staffing team          | Daily/Ongoing          |               |

|                                                                                                                                                                           |                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                |                                                             |                        |                        |               |
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| <b>What are the hazards</b>                                                                                                                                               | <b>Who might be harmed and how?</b>                                                                              | <b>What are you already doing?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>R<br/>i<br/>s<br/>k</b>     | <b>Do you need to do anything else to manage this risk?</b> | <b>Action by whom?</b> | <b>Action by when?</b> | <b>Done ?</b> |
|                                                                                                                                                                           |                                                                                                                  | for any child with an individual need)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                |                                                             |                        |                        |               |
| <b>2. Transporting heavy loads such as furniture, deliveries, boxes, files, papers to storage or points of use</b>                                                        | All could suffer musculoskeletal disorders, fractures, contusions, cuts as a result of poor handling techniques. | <ul style="list-style-type: none"> <li>Where possible deliveries are dropped off at points of use/storage</li> <li>Break downloads into smaller sizes.</li> <li>Team lifting for heavier items.</li> <li>When purchasing stock, weights are considered and smaller weight items purchased where possible, such as sandbags.</li> <li>Evaluate the weight of boxes prior to moving them. Reading delivery slip will provide a good indication of what is in the box, weights of the load and its weight distribution.</li> <li>An appropriate trolley is used to transfer heavy loads.</li> <li>Appropriate instruction training is provided to staff on how to lift loads safely onto and</li> </ul> |                                | Share risk assessment and remind staff.                     | Staffing team          | Daily/ongoing          |               |

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| <b>What are the hazards</b>                                                                                                                                               | <b>Who might be harmed and how?</b>    |                                                                 | <b>What are you already doing?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                | <b>R i s k</b> | <b>Do you need to do anything else to manage this risk?</b> | <b>Action by whom?</b> | <b>Action by when?</b> | <b>Done ?</b> |
|                                                                                                                                                                           |                                        |                                                                 | <p>off the trolley.</p> <ul style="list-style-type: none"> <li>Staff inspect cardboard boxes to ensure they are in good condition prior to lifting or moving. Where boxes are found to be in poor conditions or defect the employee does not move the box. Employees consider removing the contents and placing them into a suitable alternative.</li> <li>The safest route for moving items is used, particularly where there may be variations, such as moving children, the level of the floor, requiring the load to be manipulated on different levels, e.g., use of ramp.</li> <li>Take short breaks if a significant quantity of materials is to be moved</li> </ul> |                                |                |                                                             |                        |                        |               |
| <b>3. Manual Handling by those who are</b>                                                                                                                                |                                        | <ul style="list-style-type: none"> <li>Specific risk</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Share risk assessment          | All staff      | Daily                                                       |                        |                        |               |

|                                                                                                                                                                           |                                                                                 |                                                                                                                                            |                                    |                                |  |                      |                                                             |                        |                        |               |
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| <b>What are the hazards</b>                                                                                                                                               | <b>Who might be harmed and how?</b>                                             |                                                                                                                                            | <b>What are you already doing?</b> |                                |  | <b>R i s k</b>       | <b>Do you need to do anything else to manage this risk?</b> | <b>Action by whom?</b> | <b>Action by when?</b> | <b>Done ?</b> |
| <b>Pregnant, have Health Conditions or disability</b>                                                                                                                     | Risk of a pre-existing health concern / condition/ pregnancy risk assessment is | assessments are developed for those employees who are pregnant, are new mothers or have health issues which could be affected by conductin |                                    | and remind staff.              |  | /o<br>ng<br>oi<br>ng |                                                             |                        |                        |               |

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| <b>Name of Assessor</b>                                                                                                                                                   | Jenny Underwood                        |                                                                                                                                                                                                                     |                                    |                                |  |                            |                                                             |                        |                        |               |
| <b>Activity description:</b>                                                                                                                                              | <b>All manual handling activities</b>  |                                                                                                                                                                                                                     |                                    |                                |  |                            |                                                             |                        |                        |               |
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| <b>What are the hazards</b>                                                                                                                                               | <b>Who might be harmed and how?</b>    |                                                                                                                                                                                                                     | <b>What are you already doing?</b> |                                |  | <b>R<br/>i<br/>s<br/>k</b> | <b>Do you need to do anything else to manage this risk?</b> | <b>Action by whom?</b> | <b>Action by when?</b> | <b>Done ?</b> |
|                                                                                                                                                                           | conducted                              | <p>g manual handling activities.</p> <ul style="list-style-type: none"> <li>Individuals with health problems /disabilities, e.g., back problems or other muscular disorders, are encouraged to listen to</li> </ul> |                                    |                                |  |                            |                                                             |                        |                        |               |

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| Jack in the Box Manual Handling policy |                                 |                 |                         |
| Name of risk assessment                | Manual Handling Risk Assessment | Name of setting | Jack in the Box nursery |
| Date of Assessment                     | September 2025                  | Review Date     | September 2027          |
| Name of Assessor                       | Jenny Underwood                 |                 |                         |
| Activity description:                  | All manual handling activities  |                 |                         |

**This is a generic manual handling risk assessment, specific risk assessments should be completed for tasks presenting significant risks, such as pregnant workers.**

| <b>What are the hazards</b> | <b>Who might be harmed and how?</b>                                | <b>What are you already doing?</b> | <b>R i s k</b> | <b>Do you need to do anything else to manage this risk?</b> | <b>Action by whom?</b> | <b>Action by when?</b> | <b>Done ?</b> |
|-----------------------------|--------------------------------------------------------------------|------------------------------------|----------------|-------------------------------------------------------------|------------------------|------------------------|---------------|
|                             | their bodies and may delegate the task until there flare up eases. |                                    |                |                                                             |                        |                        |               |

|                                                                  |                                                                                                                  |                                                                                                                                                                                                                                 |  |                                         |           |               |  |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------|-----------|---------------|--|
| <b>4. Poor reporting of incidents related to manual handling</b> | All could suffer musculoskeletal disorders, fractures, contusions, cuts as a result of poor handling techniques. | <ul style="list-style-type: none"> <li>As part of the nurseries policy and reinforced during induction, all incidents and near misses are to be reported and an accident form completed if an accident has occurred.</li> </ul> |  | Share risk assessment and remind staff. | All staff | Daily/ongoing |  |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------|-----------|---------------|--|

|                                           |                                                                                                                  |                                                                                                                                          |  |                                         |           |               |  |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------|-----------|---------------|--|
| <b>5. Inadequate Emergency Procedures</b> | All could suffer musculoskeletal disorders, fractures, contusions, cuts as a result of poor handling techniques. | <ul style="list-style-type: none"> <li>All staff are First aid trained, and first aid boxes are fully stocked and accessible.</li> </ul> |  | Share risk assessment and remind staff. | All Staff | Daily/ongoing |  |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------|-----------|---------------|--|

|                              |                                                                                                                                                        |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overall Residual Risk</b> | <b>LOW</b>                                                                                                                                             |
| <b>Level of Risk</b>         | <b>Suggested Action</b>                                                                                                                                |
| <b>LOW</b>                   | Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate                                 |
| <b>MEDIUM</b>                | Control measures need to be introduced within a specified time period; continue to monitor and review                                                  |
| <b>HIGH</b>                  | Unless control measures can be immediately introduced to reduce the risk as far as is reasonably practicable, the task or activity should be suspended |