



Manual Handling Policy

Grass Roots Nursery Group: Manual Handling Policy

Purpose:

To establish procedures for manual handling at Grass Roots Nursery Group, minimising the risk of injuries to staff members.

Key Principles:

- **Risk Assessment:** Conduct regular risk assessments to identify and address potential hazards.
- **Proper Techniques:** Ensure staff are trained in correct manual handling techniques.
- **Prevention:** Implement measures to prevent manual handling injuries.
- **Support:** Provide support and assistance to staff members.

Risk Assessment

- Conduct regular risk assessments to identify tasks involving manual handling.
- Evaluate the load, distance, environment, and individual capabilities.
- Implement control measures to reduce risks, such as redesigning tasks or using assistive equipment.

Training

- Provide initial and ongoing training on manual handling techniques.
- Tailor training to the specific needs of staff and tasks.
- Address the unique challenges of lifting and carrying children.

Safe Lifting and Carrying Techniques

- **Planning:** Plan the lift, considering the load, distance, and route.
- **Posture:** Maintain correct posture with a straight back, bent knees, and feet apart.
- **Grip:** Use a firm grip on the load.
- **Balance:** Keep the load close to the body and avoid twisting.
- **Assistance:** Seek help if the load is too heavy or awkward.
- **Rest Breaks:** Take regular breaks during tasks involving manual handling.

Specific Considerations for Children

- Ask children to help by moving to a comfortable position.
- Carry children directly in front of you to balance their weight.
- Avoid carrying children long distances.
- Support children fully within your arms if they are unable to hold onto you.
- Avoid carrying additional items while carrying a child.
- Be mindful of children's size and weight.

Environmental Factors

- Ensure a safe working environment with even flooring, adequate lighting, and clear pathways.
- Remove obstructions and provide necessary equipment.
- Consider temperature and humidity levels.

Individual Factors

- Assess individual capabilities and limitations.
- Provide accommodations for staff with health conditions or disabilities.
- Ensure pregnant staff members are aware of precautions and avoid lifting heavy loads.

Review and Updates

- Regularly review and update the manual handling policy to reflect changes in practices or regulations.
- Conduct regular training and refresher courses.
- Encourage staff to report any concerns or incidents related to manual handling.

By implementing this manual handling policy, Grass Roots Nursery Group can significantly reduce the risk of injuries related to manual handling tasks, promoting a safer and healthier workplace environment.