

## Manual Handling Policy

Manual Handling is defined as – ‘The transporting or supporting of loads by hand or bodily support.’

Many manual handling injuries build up over a period rather than caused by a single accident/incident.

Throughout employment, it will be necessary for staff members to hold, pick up and transport children and objects around the setting. To help prevent unnecessary injury we require staff to follow the following guidelines.

### **Ask Themselves:**

- Do I really need to move or lift this object/ child at all?
- Is the object too large to move on your own?

Plan what is to be lifted then get help or use appropriate aids while maintaining the correct lifting posture.

- **Body Position:** Feet apart giving a balanced base for lifting, leading leg as far forward as possible. When lifting from a low level bend the knees, but do not kneel or over flex the knees. Lean forward of the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips. 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 fingers straight. If you need to vary the grip as the lift proceeds do it as smoothly as possible.
- Keep the load as close to the trunk as possible. Keep the heaviest side of the load closest to the trunk, if a close approach to the load is not possible, slide it towards you before trying to lift.
- Lift smoothly and keep control of the load. Don't twist the trunk when turning to the side.
- If precise positioning of the load is necessary, put it down first and slide it into place.
- All staff are required to have Manual Handling training provided by Peninsula.
- Tyler Heelas – Springboard Nurseries HR will email health and safety courses to staff as requested.

**This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.**

**Date:** 01.09.2023