MANUAL HANDLING POLICY

Little Nestlings aims to fulfil the requirements of the Manual Handling Regulations 1992 and 2002.

Although it is not possible to eliminate all manual handling, we recognise correct handling techniques will lessen the chances of injury occurring. Manual handling applies to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either inanimate - such as a box or a trolley - or animate, such as a person or an animal.

As with other health and safety issues, the most effective method of prevention is to eliminate the hazard – in this case, to remove the need to carry out hazardous manual handling. For example: it may be possible to re-design the workplace so that items do not need to be moved from one area to another. Where manual-handling tasks cannot be avoided, they must be assessed. This involves examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

ROLES AND RESPONSIBILITIES

As the employer, Little Nestlings has overall responsibility for all matters relating to manual handling. They will:

- Provide the correct equipment to support moving and handling techniques

- Provide adequate warning signs where necessary

- Carry out an assessment of main tasks, identify potential risks arising from manual handling and set clear rules in our risk assessments

- Ensure outdoor and indoor spaces, furniture, equipment and toys are safe and suitable for their purpose

- Ensure staff, students and volunteers are given guidance about the safe storage, movement, lifting and erection of large pieces of equipment on induction and through training, meetings and handouts

- Complete an individual risk assessment for staff/students/volunteers where deemed necessary.

As part of a manual handling assessment all staff will consider the following:

- The tasks to be carried out

- The load to be moved

- The environment in which handling takes place

- The capability of the individual involved in the manual handling

All staff will:

- Follow three basic rules:

1. AVOID the need for hazardous manual handling, so far as reasonably practical.

2. ASSESS the risk of injury from any hazardous manual handling that can't be avoided.

3. REDUCE the risk of injury from hazardous manual handling, so far as reasonably practical, limiting the distances for carrying, making the load smaller/lighter where possible and using the proper equipment provided such as ladders, trolley etc.

- Not move any load unless they know the correct handling techniques or believe the load may cause them an injury.

- Not carry loads at arm's length or fingertips, and avoid a lift from the floor or to above shoulder height and avoid awkward movements such as stooping, reaching or twisting, minimising repetitive actions by redesigning and rotating tasks. Ensure that there are adequate rest periods and breaks between tasks.

- Ensure that they are capable of undertaking the task, two person lifts are to be encouraged where practical for (large pieces of furniture or equipment) – people with health problems and pregnant women may be particularly at risk of injury and must report their condition.

- Report any injuries incurred during any manual handling operation and record it in an accident form.

- Follow the policies of Little Nestlings with regards to Manual Handling and co-operate on these issues at all times.

CORRECT LIFTING PROCEDURE

1. Think about the task; consider what you will be lifting, where you will put it and how you are going to get there. 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.

2. Remove obstructions and ensure that the correct equipment is available.

3. Assess the weight, centre of gravity of the load and the size to make sure that you can grip it safely and see where you are going.

4. Assess whether you can lift the load safely without help. If not, get help. If more than one person is involved, plan the lift first and agree who will lead and give instructions. Consider a resting stage before moving a heavy load or carrying something any distance.

5. Plan your route and remove any obstructions. Check for any hazards such as uneven flooring.

6. Check whether you need any PPE (personal, protective equipment) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.

7. Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.

8. Ensure that you will be able to maintain a firm grip.

9. Remove any unnecessary packaging, if this will make the task safer.

10. Stand with your feet apart and your leading leg forward. Your weight should be evenly distributed 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.

11. Always lift using the correct posture.

12. Bend the knees slowly, keeping the back straight.

13. Tuck the chin in on the way down

14. Lean slightly forward if necessary and get a good grip.

15. Keep the shoulders level, without twisting or turning from the hips.

16. Try to grip with the hands around the base of the load.

17. Bring the load to waist height, keeping the lift as smooth as possible.

18. Move the feet, keeping the load close to the body.

19. Proceed carefully, making sure that you can see where you are going.

20. Lower the load, reversing the procedure for lifting

21. Avoid crushing fingers or toes as you put the load down.

22. Position and secure the load after putting it down.

23. Report any problems immediately – for example, strains and sprains.

24. Where there are changes, for example to the activity or the load, the task must be reassessed.

This policy was reviewed in	Signed on behalf of the nursery	Date for review
September 2026	*Elizabeth Ross-Whittall*	*September 2027*