



Manual handling

- All staff comply with our risk assessments and have a personal responsibility to ensure they do not lift objects likely to cause injury. Failure to do so may invalidate an insurance claim.
- Members of staff bring the setting manager's attention to any new risk, or situation where our normal control measures are not working.
- Risk assessments may need to be changed for some individuals, such as a pregnant woman, or staff with an existing or previous injury or impairment that may affect their capacity to lift.
- The setting manager ensures that they and their staff know how to lift and move heavy objects and unstable loads correctly. Young children can also be heavy and need to be lifted and carried carefully and correctly.

Guidelines:

- Do not lift heavy objects alone. Seek help from a colleague.
- Bend from the knees rather than the back.
- Do not lift very heavy objects, even with others, that are beyond your strength.
- Items should not be lifted onto, or from, storage areas above head height.
- Do not stand on objects, other than proper height steps, to reach high objects and never try to over-reach.
- Push rather than pull heavy objects.
- Do not carry heavy objects up or down stairs; or carry large objects that may block your view of the stairs.

Please note this is not an exhaustive list.

- The setting manager is responsible for carrying out risk assessments for individual manual handling operations, if required.

This policy was adopted by Acorn Playgroup and Pre-school on 01 September 2023