



## **Manual Handling policy**

### **Policy statement**

Katey's Nursery & Pre-School recognises that manual handling is one of the most common causes of absence through injury at the workplace. Through training and risk assessment we aim to eliminate hazardous manual handling activities as far as it is reasonably practicable.

### Manual Handling Procedure

To reduce the risk of injury from manual handling operations, Katey's Nursery & Pre-School will ensure they: -

- Eliminate hazardous manual handling activities, so far as is reasonable practicable.
- Assess the risks associated with those manual handling activities that cannot be avoided.

The object of the risk assessment will be to reduce the risk of injury to the lowest level that is reasonably practicable considering: -

- the task
- the load
- the individual
- the working environment

One of the main manual handling activities that may be required at Katey's Nursery & Pre-School is the lifting of children, this is at times unavoidable, however staff will be required to use the knowledge gained from the training provided and take into consideration the above elements before lifting a child. Alternative methods to achieve the required outcome should be sought, for example if a child requires assistance to get onto the toilet, staff offer a hand and encourage the child to use the step provided, this will then reduce the risk of injury.

### Employee's duties

Employees should ensure that they:-

- Comply with any instruction and training provided in safe manual handling Techniques
- Do not put their own health and safety or that of others at risk by carrying out unsafe manual handling activity
- Report problems including physical and medical conditions (e.g. pregnancy, back problems), which may affect their ability to undertake manual handling activities to their line manager.

*All our Policies & Procedures are crafted to ensure the highest possible standards at our setting and will be reviewed every 3 years or sooner, if necessary, in light of specific events or relevant statutory changes.*