**Manual Handling Policy**

**Purpose of Policy**

Rainbow Nursery recognises that, owing to the nature of the work undertaken some employees may, at times, be exposed to the risk of injury due to moving and handling of young children, equipment and resources. This policy relates specifically to the Health and Safety at Work etc Act 1974 and the Manual Handling Operations Regulations 1992.

**Implementation**

In order to minimise the risk of injury, Rainbow Nursery will ensure:

* All staff/volunteers/students receive mandatory manual handling training as part of their induction process, and yearly thereafter;
* Potential risks are identified, managed and rectified, where possible, through the Risk Assessment process;
* Measures are put in place to reduce the need for manual handling where possible;
* Vulnerable staff members are not permitted to engage in manual handling;
* Suitable equipment and PPE will be made available to prevent risk of injury or harm through manual handling;
* Any incidents of harm or injury from manual handling tasks will be fully investigated and the potential of further or repeated risk minimised.

Staff (including volunteers and students) must be alert and use a common sense approach to manual handling during their shift. Staff must:

* Study and understand the manual handling training provided to the best of their ability;
* Follow protocol and training provided by Rainbow Nursery in instances of manual handling, storing of goods and setting up of equipment;
* Not undertake any manual handling operation that is beyond their current capability;
* Not undertake any manual handling operation when there is a reasonably practical alternative;
* Participate and cooperate with the Risk Assessment process and all subsequent protocols and conditions;
* Report all accidents, injuries and near misses;
* Report any unsafe practises or possibilities of harm.

**Correct Lifting Procedures**

* Place feet apart in a striding position.
* Keep their breastbone elevated.
* Bend their knees.
* Brace their stomach muscles.
* Hold the child or object close to their body.
* Move their feet not their spine, to stand up.
* Prepare to move in a forward direction.
* Staff should transfer heavy items to smaller containers to reduce weight.
* Kneel where possible.
* Avoid sitting on child sized chairs where possible.
* Refrain from carrying children on their hip.
* Lift children with one arm under their buttocks and the other arm under their backs, with the child facing them.

When staff lift a child or object they should not stretch over and lift, but lean close and raise as close as possible to their body. Staff must never twist while lifting.

**IF IN DOUBT, DO NOT LIFT!**

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines*