



Manual handling policy

Our Nurseries recognise that staff need to carry out manual handling especially in relation to lifting children. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the nursery's manual handling policy.

We know that lifting and carrying children is different to carrying static loads and therefore our manual handling reflects this. All staff will receive training in manual handling within their first year of employment and will receive ongoing training as appropriate.

Preventing injuries

As with other health and safety issues, we recognise that the most effective method of prevention is to remove or reduce the need to carry out hazardous manual handling. Wherever possible, we review the circumstances in which staff must carry out manual handling and 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, for example lifting children and changing nappies, we carry out a risk assessment by examining the tasks and deciding what area the risks associated with them are, and how these can be removed or reduced by adding control measures.

Our manual handling assessment considers the following

- The tasks to be carried out
- The load to be moved (including moving children)
- The environment in which handling takes place
- The capability of the individual involved in the manual handling

We expect staff to use the following guidance when carrying out manual handling to reduce the risk of injury.

Planning and procedure

- Think about the task to be performed and plan the lift
- Consider what you will be lifting, where you will put it, how far you are going to move it and how are you going to get there
- Never attempt manual handling unless you have read the correct techniques and understood how to use them
- Ensure that you can undertake the task – people with health problems and pregnant women may be particularly at risk of injury
- Assess the size, weight, and centre of gravity of the load to make sure that you can maintain a firm grip and see where you are going
- Assess whether you can lift the load safely without help. If not, get help. Bear in mind that it may be too dangerous to attempt to lift some loads.
- If more than one person is involved, plan the lift first and agree who will lead and give instructions
- Plan your route and remove any obstructions. Check for any hazards such as uneven/slippery flooring
- Lighting should be adequate

Carrying children

- If the child is old enough ask the child to move to a position that is easy to pick up, and ask them to hold onto you as this will support you and the child when lifting
- Wherever possible, avoid carrying the child a long distance
- Where a child is young and is unable to hold onto you, ensure you support them fully within your arms
- Avoid carrying anything else when carrying a child, make two journeys or ask a colleague to assist you
- If a child is struggling or fidgeting whilst you are carrying them, stop, place them back down and use reassuring words to calm the child before continuing
- Students and pregnant staff members will not carry children

Positions

Stand in front of the load with your feet and your leading leg forward. Your weight should be even 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 towards it or bring it nearer before starting to lift. Do not twist your body to pick it up.

Lifting

Always lift using the correct posture.

- Bend the knees slowly, keeping your back straight
- Tuck the chin in on the way down
- Lean slightly forward if necessary and get a good grip

- Keep the shoulders level, without twisting or turning from the hips
- Try to grip with the hands around the base of the load
- Bring the load to waist height, keeping the lift as smooth as possible

Moving the child or the load

- Move the feet, keeping the child or load close to the body
- Proceed carefully, making sure that you can see where you are going
- Lower the child or the load, reversing the procedures for lifting
- If you are carrying a load, position and secure it after putting it down
- Make sure that the child or the load is rested on a stable base and in the case of the child ensure their safety in this new position
- Report any problems immediately, for example, strains and sprains. Where there are changes, for example to the activity or the load, the task must be reassured.

The Task

- Carry children or loads close to the body, lifting and carrying the load at arm's length increases the risk of injury
- Avoid awkward movements such as stopping, reaching, or twisting
- Ensure that the task is well designed and that procedures are following
- Never try to lift loads from the floor or to above shoulder height. Limit the distances for carrying

The environment

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

This policy was adapted on:	Signed on behalf of the nursery:	Date for review
April 2021	Claire Smith	April 2022
April 2022	Vicky Sheard	April 2023
April 2023	Vicky Sheard	April 2024
January 2024	Rebecca Barron	January 2025
January 2025	Rebecca Barron	January 2026
March 2026	Zoe Goodchild	March 2027
May 2026	Rachel Strong	May 2027