

STANDARD 8 – SAFETY & SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT



EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

Standard 8.12 Manual Handling

Policy Statement

Horsted Keynes Preschool works towards a safe handling policy and as part of this process we ensure a current policy of minimal lifting.

We will ensure that the necessary arrangements are made to share the information included in this policy, i.e. provision of appropriate and suitable training by professionally competent persons, for those who have duties under the policy.

Horsted Keynes Preschool accepts responsibility for compliance with the regulations.

However, all staff have a responsibility towards their own health and safety and have regard to the Employee handbook section Manual Handling.

The main objective is to reduce the risk of injury and disablement caused by manual handling in the workplace to the minimum.

Horsted Keynes Preschool has a duty of care to ensure that;

- Minimum requirements for the manual handling of loads are followed where there is a particular, but not exclusive, risk of back injury to workers.
- The need for manual handling is avoided or, when it cannot be voided, an assessment is made of the operation and where there is a risk of injury, appropriate steps taken to reduce or avoid that risk.
- Assessment of manual handling operations take in to account factors which include characteristics of the load, the physical effort required to undertake task, the characteristics of the working environment and the requirements of the task
- Information and training is provided to workers and managers on assessment and manual handling principles.

Responsibilities of Horsted Keynes Preschool

Karen Reed is the staff member designated for the implementation of the manual handling policy.

Mrs. Reed must;

- Be aware of manual handling operations within Horsted Keynes Preschool.
- Avoid the need for employees to undertake any manual handling operations, which involve a risk of injury, so far as is reasonably practicable.
- Make an assessment of any hazardous manual handling operations that cannot be avoided in order to reduce the risk of injury.
- Make a clear record of the assessment and communicate its finding to all staff.
Introduce appropriate measures to avoid or reduce risk by elimination of the risk, re-designing the operation or the use of mechanical aids.
- Provide information and ensure that all staff receive appropriate training in manual handling and ensure that new staff receive training prior to manual handling tasks being undertaken.
- Ensure that mechanical aids provided are easily accessible and properly maintained.
- Ensure that manual handling requirements are clearly identified when recruiting staff so that appropriate medical advice can be taken as part of the Pre-employment health screening.

- Ensure that safe systems of transportation are utilised for the transportation of loads and equipment throughout Horsted Keynes Preschool.
- Make allowance for any known health problems which might have a bearing on an existing employee's ability to carry out manual handling operations safely.
- Refer to occupational health advisors if there is any good reason to suspect that an individual's state of health might significantly increase the risk of injury from manual handling operations.
- Monitor and review manual handling assessments when there is reason to suppose that they are no longer valid due to changes in working conditions, personnel involved or significant change in the manual handling operation affecting the nature of the task or the load.
- Maintain records of accident and ill health related to manual handling operations.

The responsibilities of the employee:

Staff at Horsted Keynes Preschool must;

- Take responsible care of their health and that of others whose safety may be affected by their activities when involved in manual handling operations.
- Co-operate with the manager in the making of assessments of hazardous manual handling tasks.
- Observe safe systems of work and use of safety equipment, reporting any defects in mechanical aids to the management.
- Participate in training offered in manual handling.
- Report pregnancy or any medical conditions which may affect their ability to handle loads safely.
- Report any change in working conditions, personnel involved in or a significant change in the nature of the task or load which may necessitate a review of the assessment.
- Employees have a duty to use manual handling equipment provided and ensure it is used correctly.

Horsted Keynes Preschool recognises 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 Preschool's manual handling policy. We instruct all staff in correct handling techniques and expect them to follow these to minimise the risks of injury.

We know that lifting and carrying children is different to carrying static loads and therefore our manual handling training 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 have to 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 when changing nappies, we carry out a risk assessment by examining the tasks and deciding what 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 in order 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 you are going to get there.
- Never attempt manual handling unless you have read the correct techniques and understood how to use them.
- Ensure that you are capable of undertaking 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 or use specialist moving equipment e.g. a trolley. 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.
- Control harmful loads – for instance, by covering sharp edges or by insulating hot containers.
- Check whether you need any Personal Protective Equipment (PPE) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
- Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
- Consider a resting point before moving a heavy load or carrying something any distance.

Carrying children

- If the child is old enough, ask them 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.
- Do not place the child on your hip, carry them directly in front of you in order to balance their weight equally.
- 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.

Position

Stand in front of the load with your feet apart 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 toward it or bring it nearer before starting the lift. Do not twist your body to pick it up.

Lifting

Always lift using the correct posture:

- Bend the knees slowly, keeping the 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 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 load, reversing the procedure for lifting.
- Avoid crushing fingers or toes as you put the child or load down.
- If you are carrying a load, position and secure it after putting it down.
- Make sure that the child or 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 reassessed.

The task



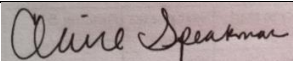
- Carry children or loads close to the body, lifting and carrying the load at arm's length increases the risk of injury.
- Avoid awkward movements such as stooping, reaching or twisting.
- Ensure that the task is well designed and that procedures are followed.
- Try never to lift loads from the floor or to above shoulder height. Limit the distances for carrying.
- Minimise repetitive actions by re-designing and rotating tasks.
- Ensure that there are adequate rest periods and breaks between tasks.
- Plan ahead – use teamwork where the load is too heavy for one person.

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.

The individual

- Never attempt manual handling unless you have been trained and given permission to do so
- Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.

This policy was adopted by	Horsted Keynes Preschool
On	1 st Feb 2017
Reviewed 1 st Feb 2018	
Reviewed 1 st Feb 2019	
Reviewed 1 st Feb 2020	
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Signed on behalf of the provider	
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