

24. Manual Handling

Statement of Intent

Polesden Lacey Playschool recognises that manual handling is one of the most common causes of absence through injury at the workplace. This policy is written with reference to the Health and Safety at Work Act 1974, which places a duty on employers “to ensure so far as is reasonably practicable, the health, safety and welfare of its employees”, and to the Manual Handling Operations Regulations 1992 (as amended).

Aim

We aim to eliminate hazardous manual handling activities as far as it is reasonably practicable.

Practice

To limit the risk of injury from manual handling operations, Polesden Lacey Playschool will:

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

The purpose of the risk assessment is to reduce the risk of injury to the lowest possible levels, and should consider:

- The task
- The load
- The individual undertaking the task
- The working environment.

The main manual handling hazard at Polesden Lacey Playschool is likely to be the setting-up and clearing-away of equipment. This is unavoidable, but staff should carry out the operation with reference to the guidance given in the manual handling training that we provide. It may be necessary to seek the assistance of an additional member of staff to minimise the risk of injury, for example when carrying tables and other heavy or bulky items.

It is the responsibility of all staff at Polesden Lacey Playschool to:

- Comply with any instructions and induction training provided in safe manual handling techniques
- Not put their own health and safety or that of others at risk by carrying out unsafe manual handling activities
- Report to the Supervisor/Manager any problems which may affect their ability to undertake manual handling activities, including physical and medical conditions (eg pregnancy, back problems).

It is expected that employee's will approach a potential lift in the following way:

Avoid - Whenever possible, avoid manual handling situations.

Assess - If avoidance is not possible, make a proper assessment of the hazard and risks.

Reduce - Reduce the risk of injury by defining and implementing a safe system of work.

Review - Review your systems regularly, to monitor the overall effectiveness of the policy

This policy and its associated guidance outlines the provisions the Playschool will make to discharge its duties in relation to the following statutory requirements: The Health and Safety at Work etc Act 1974, section 2 – The duty to ensure so far as is reasonably practicable, the health, safety and welfare of its' employees. The Manual Handling Operations Regulations 1992 – all requirements.

Policy Review

As part of Polesden Lacey Playschool monitoring of manual handling this policy will be subject to periodic review.

Policy adopted by: Ellie Pragnell (Chair), Caroline O'Leary (Manager)

Date: September 24

Policy Review Date: September 25