

# Happy Days Pre School (Navenby)

## Manual Handling Policy

Happy Days Pre-School (Navenby) will work towards a safe handling policy and as part of this process will ensure a current policy of minimal lifting.

We will ensure that the necessary arrangements are made to facilitate the information of the policy, for example by provision of appropriate and suitable training by professionally competent persons, for those who have duties under the policy.

Happy Days Pre-School (Navenby) accepts responsibility for compliance with the regulations.

**The staff member with responsibility for the implementation of the manual handling policy is Caroline Stallwood**

The main objective is to reduce the risk of injury and disablement caused by manual handling in the workplace to the minimum. Happy Days Pre-School (Navenby) 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 avoided, 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 into account factors which include characteristics of the load, the physical effort required, 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.

**The responsibilities of Happy Days Pre-School (Navenby) are that:**

The designated person must;

- Be aware of manual handling operations within the organisation.
- 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 involved.
- 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 before any manual handling tasks are 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 pre-employment health screening.
- Ensure that safe systems of transportation are utilised for the transportation of loads and equipment throughout the organisation.
- 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 a 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:**

The employee 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 chair/owner/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 manager.
- Participate in training given 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 manual handling risks or a significant change in the nature of the task or the load which may necessitate a review of the assessment.
- Employee's have a duty to use manual handling equipment provided and ensure it is used correctly.

**Training:**

Happy Days Pre-School (Navenby) will ensure that;

- Awareness training is provided for all staff with specific training for groups of workers who are involved in specific handling tasks.
- Appropriate training is provided for new staff with specific training for groups of workers who are involved in specific handling tasks.
- Training is based on the ergonomic and problem solving approach to manual handling operations.
- Training programmes are reviewed and monitored.
- Training programmes include the following elements as a minimum requirement;
  1. basic ergonomic and manual handling principles
  2. assessment skills and knowledge of the assessment process
  3. basic anatomy and function of the spine
  4. causes of injury and back care principles
  5. manual handling techniques
  6. mechanical handling aids and equipment
  7. health and safety responsibilities
- Annual refresher training is provided for all staff.
- Accurate records of attendance are kept for training events.

**Implementation of the Policy:**

The chair/owner/manager will ensure that staff are informed about the implementation of the policy and that staff are aware of its content.

Arrangements will be made for assessments of manual handling operations to be carried out with the subsequent provision of mechanical aids, suitable transport, environmental improvements and staff training.

This policy has been adopted by Happy Days Pre School (Navenby)  
Signed on behalf of the setting by:

..... Chairperson – Michelle Nunn

..... Manager – Caroline Stallwood

Date: