



Buckles and Bows Pre-School Nursery

Manual Handling Policy

Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements).

(Statutory Framework for the Early Years Foundation Stage 3.54)

Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks³¹. Providers must determine where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how they are managing risks if asked by parents and/or carers or inspectors. Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.

(Statutory Framework for the Early Years Foundation Stage 3.64)

Management recognises our responsibility for the welfare of staff and does not expect any member of staff to take unnecessary risks. However, during the normal course of their duties staff are expected to take reasonable care of themselves and co-operate fully with management with regard to Health and Safety issues. All staff have a duty to safeguard their own health and safety and that of the children and others using the provision. They should not engage in, or involve others in activities where the lifting of heavy or awkward items is required, unless absolutely certain that they are acting within the normal course of their duties.

Staff can minimise potential risk to themselves and others when handling loads by observing the following guidelines:

- Use lifting devices when necessary
- Store heavy objects or large items at waist level to reduce the need for bending, stooping, stretching, pushing or pulling
- Use steps if you need to reach a high shelf • Check that your pathway is clear and do not obstruct your line of vision
- Stand close to a load before attempting to lift it
- Keep feet apart to give balanced base for lifting • Bend the knees and keep the back straight when lifting at low level
- Grip objects by using the palm of the hand and roots of the fingers and thumb to avoid using the fingertips
- Lift the head slowly and smoothly, using leg muscles and NOT the back, which should remain straight
- Ask for help if you are unsure
- NEVER involve a child in inappropriate lifting activities. Where lifting does occur it should be of a minor nature, be adequately supervised and fall well within the scope of the child's individual capability



Management does not expect staff to:

- Lift, carry or move awkward or heavy items
- attempt to lift even minor items (such as books, toys etc) without first considering the weight of the item and your individual capability;
- attempt to lift a child without first considering the weight of the child and your individual capability.

All accidents and/or subsequent injuries must be recorded in the Accident Book at the soonest opportunity and should include a full report stating the date, time and full details relating to the accident. Management will not take responsibility for injuries which occur as a result of personal negligence and staff found to be disregarding these guidelines may face disciplinary action.