



Manual Handling Policy

Updated September 2024

At Briar Dene Childcare, we are committed to maintaining a safe working environment for all staff, children, and visitors. Manual handling can present risks to health and safety if not managed appropriately. This policy aims to provide clear guidelines to reduce the risk of injury related to manual handling tasks, such as lifting, carrying, pushing, or pulling. Our goal is to ensure that all staff members understand how to perform manual handling tasks safely and that we are complying with relevant health and safety legislation.

The purpose of this manual handling policy is to:

- Minimise the risk of injury to staff and children during manual handling tasks.
- Provide staff with the knowledge and training required to perform manual handling tasks safely.
- Ensure that appropriate equipment and resources are available to reduce the physical strain of manual handling tasks.
- Comply with all relevant health and safety legislation, including the Health and Safety at Work Act 1974 and the Manual Handling Operations Regulations 1992.

This policy applies to all employees at Briar Dene Childcare involved in manual handling tasks, including but not limited to:

- Lifting, carrying, or moving children.
- Moving or adjusting furniture or play equipment.
- Handling materials, resources, or cleaning equipment.
- Any other tasks that involve lifting or moving objects within the nursery.

Before any manual handling task is undertaken, a risk assessment should be carried out to assess the potential risks and hazards. This assessment should consider:

- The weight, size, and shape of the object or person being moved.
- The distance to be covered and the route to be taken.
- The environment (e.g., space, lighting, obstacles).
- The capabilities of the person carrying out the task.
- The availability of mechanical aids or assistance.

Risk assessments will be regularly reviewed, and any changes to the environment, tasks, or equipment should prompt a new assessment.

Safe Manual Handling Techniques:

Staff should always aim to minimise manual handling where possible and use safe techniques when handling children or equipment. Key principles for safe manual handling include:

- **Plan:** Always assess the task before proceeding. Consider whether help, equipment, or adjustments are needed.
- **Maintain Good Posture:** Ensure the back is kept straight, and the body is aligned while lifting. Avoid twisting the body and use the legs (not the back) to lift.
- **Use a Team Approach:** If the task is too difficult or heavy for one person, work together with a colleague to share the load. Never attempt to lift or move something that could cause injury.
- **Use Equipment:** Use mechanical aids such as trolleys, hoists, or other lifting devices whenever possible. If lifting aids are available, ensure they are used properly and maintained in good working order.
- **Get Assistance with Children:** If lifting or moving children is necessary (e.g., for health, safety, or mobility reasons), always ensure that it is done with care. Ask a colleague for assistance if the child is too heavy or if you are unsure about how to lift them safely. The safety and dignity of the child must be always prioritised.

Manual Handling of Children:

When lifting, carrying, or assisting children, special care must be taken to avoid injury to both the staff member and the child. Staff should follow these guidelines:

- **Lifting Young Children:** When lifting children, ensure that the lift is done with both hands, keeping the child close to your body and lifting using your legs. Avoid twisting or bending the back.
- **Assisting with Mobility:** For children with additional needs or those who require physical assistance, always follow individual care plans and use appropriate aids or equipment to assist with mobility.
- **Team Lifting:** When handling children who may require additional support (e.g., larger children, those with limited mobility, or those with medical conditions), always seek help from another staff member to ensure the process is safe for both the child and staff.

Training and Instruction:

To ensure that all staff are equipped to handle manual handling tasks safely, Briar Dene Childcare will provide regular training and support on manual handling procedures. This includes:

- **Induction Training:** All new staff will receive induction training on manual handling practices as part of their initial training.
- **Ongoing Training:** Regular refresher courses and training on manual handling techniques will be provided to ensure that staff are up to date with best practices.
- **Specialised Training:** Staff who may need to assist with children who have additional mobility or health needs will receive specialised training on safe lifting techniques and the use of lifting aids.

Equipment and Aids:

To reduce the physical demands of manual handling, the nursery will provide the following equipment, where necessary:

- **Childcare Equipment:** Suitable child-sized furniture (changing tables) will be used to ensure that staff can work comfortably and safely when handling children.

- **Storage Solutions:** Items should be stored in a manner that reduces the need for frequent lifting or reaching, with heavier items stored at waist height whenever possible.
- **Maintenance:** All equipment should be inspected regularly to ensure it is in good working condition. Staff should report any faults or damage to the supervisor immediately.

Reporting and Monitoring:

Any incidents, near-misses, or concerns related to manual handling should be reported to a supervisor or manager as soon as possible. This includes:

- Any injury sustained while performing manual handling tasks.
- Any near-miss incidents where an injury could have occurred.
- Any concerns about equipment or tasks that pose a risk.

These incidents will be documented, and any necessary changes or improvements will be made based on the findings. Regular audits will be carried out to assess how well manual handling tasks are being carried out and whether further action or adjustments are needed.

Manual handling is a significant part of nursery operations, but it can also pose risks to the health and safety of staff and children. By following safe lifting techniques, using the correct equipment, and receiving proper training, the risks associated with manual handling can be minimised. All staff are responsible for adhering to this policy and for taking appropriate action to ensure a safe and healthy work environment.

If you have any questions regarding manual handling or need additional support, please speak to your supervisor or manager.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		