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# Manual Handling Policy

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Policy Area	Manual Handling Policy
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Principle To assess and reduce the risks associated with manual handling. Childcare (Pre-school Services) (no 2) Regulations 2006 and Childcare (Pre-school Services (No 2) (Amendment) Regulations 2006 Part II, 8 Management & Staffing) (Síolta Standard 11: Professional Practice) (National Standard 19: Equipment and Materials, National Standard 20: Safety)

Statement of Intent torc.CFRC will assess and reduce the risks associated with manual handling. The main area of the body affected by handling accidents is the back, but virtually any part of the body can suffer injury due to poor manual handling. It is important to remember that health, safety, and welfare is the responsibility of everybody in torc.CFRC not just the management. At torc.CFRC we will 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 great care must be taken in this area. All staff will receive training in manual handling periodically 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 and 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
  - 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. How to lift 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. 52
- 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.
    - Where applicable and age/stage appropriate encourage children to use ladders up to the changing table for nappy changes rather than lifting. Where this is not appropriate always follow the lifting process
    - Assess risks to the health and safety of their employees and others who may be affected in order to identify the measures needed to comply with relevant Health and safety law.

- Make arrangements to implement the measures identified as being required by the risk assessment.
- Appoint competent people to help with implementation.
- Provide information to employees that can be understood, as well as adequate training and instruction.
- Set up emergency procedures.
- Staff should complete Manual handling training.
- Avoid hazardous Manual Handling operations as far as is reasonably practicable.
- Make suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable.
- Provide proper equipment such as nappy changing steps. Employee Duties:
- Report dangerous situations and any shortcomings in their employers' health and safety arrangements. Take reasonable care not to endanger them-selves or anybody else.
- Use any equipment provided such as nappy changing steps
- Utilise "common sense" in relation to lifts and lifting and avoid same as much as possible
- Carefully assess every lift before you perform same. If in doubt do not lift, ask for assistance.

Performing a Safer Lift When performing the task there are accepted practices that should be used to make any handling task safer.

They are:

- Think before handling/lifting
- Keep the load close to the waist
- Adopt a stable position
- Ensure a good hold on the load
- Moderate flexion (slight bending) of the back, hips, and knees at the start of the lift.
- Don't flex the back any further while lifting.
- Avoid twisting the back or leaning sideways especially while the back is bent. Keep the head up when handling
- Move smoothly
- Don't lift or handle more than can be easily managed.
- Put down, then adjust Remember the risk of injury is greatly reduced if the object being moved is picked up or put down at waist height. If it's too heavy to lift safely, seek assistance

Revision No.	Approval Date	Document Reference and Changes Made	Name