

## MANUAL HANDLING POLICY

### PRINCIPLE

We aim to ensure our staff works in a safe environment and that the welfare of the children in our care is of the foremost importance.

### STATEMENT OF INTENT

**Primrose Hill believes that:**

- We have a duty of care for our employees
- We have a duty of care that children in our care are lifted correctly avoiding injury to them or their carer
- Staff has a duty of care to their employer by following instructions and policies which have been put in place
- Staff must inform us if there are any changes which we should be aware of i.e. Illness, pregnancy etc. so we can carry out risk assessments which may exclude them from manual handling duties.

### PROCEDURES

- The manager is responsible for ensuring the manual handling risk assessment is completed and updated in the relevant staff information file
- Staff are responsible for ensuring they have read and understood the risk assessment
- The manager is responsible for ensuring staff have updated manual handling training and the staff are responsible for attending this training.
- A manual handling instruction booklet is attached showing the correct way to lift and staff should make sure they follow these guidelines always
- Staff should avoid lifting school age children unless it is necessary (in accordance with child protection guidelines)
- Special attention will be given to students, pregnant women and staff recovering from injury or staff members who are returning to work following a lengthy absence. Risk assessments will be carried out on those individual staff and direction given on what level of manual handling they can do, if any. This may mean a staff member being moved to work for a period of time which we deem necessary with older children where manual handling will not be required



*Primrose Hill Daycare  
& Nursery School*  
FREEDOM TO FLOURISH

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- We can only help staff members when we have been informed of an injury, illness or pregnancy and would therefore ask staff members to share such information with us at an early stage we can put measures in place to protect their wellbeing
- Staff should always ask themselves when facing a manual handling technique 'Do we need to lift'? Always look at an alternative method and if you are unsure speak with your manager prior to moving any items of furniture in the room