

Manual Handling Policy & Procedure

All staff at playgroup will be offered training in Health & Safety to include Manual Handling in the workplace. From training offered by the LA or in-house training, staff will learn how to assess risks and lift safely in the workplace.

In order to reduce the risk of injury staff will;

- Eliminate hazardous manual handling activities as far as is reasonably practicable
- Assess the risks associated with those manual handling activities that cannot be avoided

The object of the risk assessment will be to reduce the risk of injury to the lowest level that is reasonably practicable considering;

- The task
- The load
- The individual
- The working environment

One of the main manual handling activities at playgroup is the lifting of children. This is at times unavoidable. Staff and regular volunteers will be required to use the knowledge provided from their induction training and take into consideration the above elements before lifting a child. For example, if a child requires lifting onto/off the toilet, staff may use the step provided for the child and offer them their hand as this will then reduce the risk of injury.

All staff and volunteers understand that they must not carry children unless absolutely necessary e.g. after a fall to comfort them. Where possible the staff will sit on a chair prior to lifting children to their laps.

Heavy equipment and tables are carried by two persons considering the above elements.

Employees duties

Employees should ensure that they;

- Comply with any instruction and training provided in safe manual handling techniques
- Do not put their own health and safety or that of others at risk by carrying out an unsafe manual handling activity
- Report to the Person in Charge, any physical and/or medical conditions such as pregnancy or back problems, which may affect their ability to undertake manual handling activities.

This policy & procedure for Manual Handling was passed for use in Wenvoe Playgroup

On; 14/11/25 (reviewed no change)

By: *Sandra Morgan* Position: RI/Person In Charge

Review date: Annually or sooner if changes in practice.