



Manual Handling

Aim

Toddington Childcare recognises our responsibility to provide a varied and challenging curriculum to the children in our setting as well as ensure the health, safety and welfare of both our children and practitioners as far as is reasonably possible.

For pupils, we recognise the need to safeguard their safety and dignity and for staff, we recognise that the risk of injury needs to be eliminated or minimised.

Responsibilities and risk assessments

The overall responsibility lies with our Manager and Committee. However, all staff are made aware of and given a copy of the (HSE's) Health and Safety Executives Manual Handling Brief Guide at induction. All staff are made aware of this policy and are responsible for its implementation both on and off site for the movement of both babies, children and resources, equipment and furniture. All staff are responsible for ensuring that they wear appropriate clothing and footwear that has closed top and top shoes when at work.

What are the Employer's duties?

These are clearly defined under the Health and Safety Regulations.

They are:

- to provide a safe place of work, including safe access and egress (exits)
- to provide and maintain equipment
- to provide information, e.g. school or centre manual handling policy, instruction, training and supervision for all relevant staff.
- to ensure that risk assessments are carried out
- to consult employees on health and safety issues
- to ensure the safety of others in the work place.

- to determine that staff employed are physically capable of undertaking the manual handling required for each of the students they are working with.

What are the Employee's duties?

These are clearly defined under the Health and Safety Regulations.

They are:

- to declare the existence of any condition which could affect their ability to perform manual handling activities safely
- to take reasonable care of themselves and others who may be affected by their acts or omissions
- to co-operate with their employer, including receiving relevant training
- to report any concerns they may have
- not to interfere with/or misuse anything provided in the interests of their health, safety or welfare
- to make full and proper use of any equipment provided in the interests of their health, safety or welfare
- to be aware of the school or centre manual handling policy and comply with it.

What is a Risk Assessment?

Developing safe manual handling practices is linked to risk assessment. A risk assessment is nothing more than careful examination of what within the Setting could cause harm to either a child or adult, so that it is possible to weigh up whether enough precautions have been taken, or should more be done, to prevent harm. The aim is to make sure that no one gets hurt. You are legally required to assess the risks in your workplace.

The important things to decide are whether a hazard, e.g. manual handling, is significant and whether it is covered by satisfactory precautions so that the risk is reduced. Hazard means anything that can cause harm (e.g. chemicals, electricity, etc). Risk is the chance, high or low, that somebody will be harmed by the hazard. These factors need to be considered when risks are assessed.

How to assess the manual handling risks in school

Step 1 Look for hazards

Step 2 Decide who might be harmed and how

Step 3 Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done. Consider using equipment to reduce risk.

Step 4 Record your findings

Step 5 Review assessments and revise if necessary, annually or in response to child and adult need. If more clarification is needed consult with the Setting Manager.

Health and Safety

This policy links to Toddington Childcare's Health and Safety Policy and all staff are required to ensure that all health and safety issues are reported immediately and that any accidents or incidents resulting from manual handling practices are reported to the Manager of the setting. In the Manager's absence, these must be reported to the Pre-School Deputy on the accident/incident/near miss form.

Emergency Procedures

In the event of an emergency evacuation of the building, the manual handling guidance within the Fire Safety Policy is adhered to.

The legal framework for this policy is

Primary Legislation

Health and Safety at Work Act (1974)

Manual Handling Operations Regulations (1992)

This policy was accepted at a Committee Meeting of Toddington Childcare held in June 2020.

Signed on behalf of Toddington Childcare

Chris Russell

Chair to the committee of Toddington childcare

