

Manual Handling Policy

At Kids2Day Pre-School, we are committed to providing a safe and healthy working environment for all staff, children and visitors. We recognise that manual handling activities are a routine part of working within an early years setting and that poor manual handling practices can result in injury.

We will take all reasonably practicable steps to eliminate or reduce the risks associated with manual handling by carrying out suitable risk assessments, providing appropriate training and equipment, and promoting safe working practices.

Staff are expected to work safely at all times and to seek assistance whenever a task cannot be carried out safely by one person.

Manual handling refers to any activity involving the lifting, lowering, carrying, pushing, pulling, holding or moving of a load by hand or bodily force.

Within the Preschool, manual handling activities may include:

- Setting up and clearing away furniture and equipment.
- Moving tables, chairs and storage units.
- Carrying boxes of resources or deliveries.
- Moving outdoor play equipment.
- Supporting children with mobility or personal care where necessary.
- Handling cots, sleep mats or other equipment (where applicable).

Kids2Day Pre-School will:

- Eliminate hazardous manual handling activities wherever reasonably practicable.
- Carry out suitable and sufficient risk assessments for unavoidable manual handling tasks.
- Provide staff with appropriate information, instruction and training.
- Encourage the use of safe lifting techniques.
- Provide suitable equipment to reduce manual handling risks where appropriate.
- Review manual handling practices regularly to ensure they remain safe and effective.
- Investigate any manual handling accidents or near misses and take appropriate action to prevent recurrence.

Risk Assessment

Before undertaking manual handling activities, consideration will be given to:

- The task being carried out.
- The weight, size and stability of the load.
- The individual's capability, experience and health.
- The working environment, including available space, flooring and access routes.
- Whether assistance or equipment is required.

Risk assessments will be reviewed regularly and whenever:

- there is a significant change to the task or equipment;
- an accident or near miss occurs;
- a member of staff reports concerns; or
- an employee's health or circumstances change.

Safe Manual Handling Practices

Staff are expected to:

- Assess the task before attempting to lift or move an object.
- Plan the route and ensure it is free from hazards.
- Keep the load close to their body.
- Bend their knees and maintain a straight back while lifting.
- Avoid twisting their body when carrying a load.
- Lift smoothly and avoid sudden movements.
- Break larger loads into smaller, manageable loads where possible.
- Ask for assistance when lifting heavy, bulky or awkward items.
- Never attempt to lift beyond their own physical capability.

Where suitable equipment is available, it should be used to reduce the need for manual lifting.

Supporting Children

Children will be encouraged to develop independence wherever appropriate.

Staff will encourage children to:

- move their own chairs and lightweight equipment where appropriate;
- participate in tidying away resources suitable for their age and ability.

Where a child requires physical assistance due to age, disability, illness or injury, staff will provide support using safe manual handling techniques and in accordance with any individual care or risk assessment.

Training

All staff will receive appropriate information and guidance on safe manual handling practices as part of their induction.

Additional training will be provided where identified through risk assessment or where staff undertake tasks involving increased manual handling risks.

Staff are expected to follow the training and guidance provided at all times.

Staff Responsibilities

All staff are responsible for:

- Following safe manual handling procedures.
- Taking reasonable care of their own health and safety and that of others.

- Using equipment correctly.
- Reporting faulty equipment immediately.
- Reporting any manual handling hazards, accidents or near misses.
- Seeking assistance where required.
- Informing the Manager of any medical condition or injury that may affect their ability to carry out manual handling tasks safely.

The Manager is responsible for:

- Ensuring suitable risk assessments are completed.
- Providing appropriate training and supervision.
- Ensuring equipment is maintained in safe working order.
- Monitoring manual handling practices.
- Investigating accidents and implementing improvements where necessary.
- Reviewing this policy annually or following significant changes.

Pregnancy and Medical Conditions

Pregnant staff members, or those with medical conditions or injuries that may affect manual handling, will receive an individual risk assessment to ensure appropriate adjustments can be made to reduce the risk of injury.

Accident Reporting

Any accident, injury or near miss relating to manual handling must be reported to the Manager as soon as possible and recorded in accordance with the Preschool's Accident and Incident Reporting procedures.

Appropriate action will be taken to prevent similar incidents occurring in the future.

Monitoring and Review

The effectiveness of this policy will be monitored through:

- Regular workplace inspections.
- Risk assessment reviews.
- Staff supervision and feedback.
- Accident and incident monitoring.

This policy should be read alongside:

- Health and Safety Policy
- Risk Assessment Policy
- Intimate Care Policy
- Accident and Incident Reporting Policy
- Staff Wellbeing Policy
- Fire Safety Policy

This policy was adopted by: Kids2Day Pre-School	Date: 04.08.26
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To be reviewed: August 27	Signed:
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Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025):
Safeguarding and Welfare Requirements: training and skills [3.34]*