



Longwood

School and Nursery

“Longwoodese – A Language We All Speak”

Promoting

- Enthusiasm
- Experience
- Expertise
- Emotional Intelligence and Wellbeing
- Environment

Manual Handling Policy

(Lifting and Carrying)

Agreed: October 2016

Latest review: November 2020 by ML

Next Review Due: November 2022

Introduction

Manual Handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury.

To help prevent manual handling injuries at Longwood, all staff should avoid such tasks as far as possible. However, where it is not possible to avoid handling a load, management and staff must look at the risks of that task and put sensible health and safety measures in place to prevent injury. Management and all staff are responsible for their own and others health and safety.

The Law

The Manual Handling Operations Regulations 1992 (amended) apply to work which involves lifting, lowering, pushing, pulling or carrying (staff must use this as reference)

Lifting

Don't lift or handle more than can be easily managed – There is a difference between what people can lift and what they can safely lift. It is your duty to seek advice or get help.

Always take into account:

- Is it necessary to lift the object
- Your capability (do not lift anything that you consider too heavy)
- 15kg is a maximum guideline
- Consider the nature, size and weight of the load
- Ask for help in lifting the object – whether another person or equipment to help lift

Good handling technique for lifting:

- Remove obstructions from the route
- For a long lift, plan to rest the load midway on a table or bench and change grip
- Keep the load close to the waist and close to your body for as long as possible while lifting
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance
- Get a good hold

Start in a good posture - At the start of the lift, slight bending of the back, hips and knees is much better than fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting - This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist – Keep the heaviest side of the load next to your body.

Avoid twisting the back or leaning sideways - especially while the back is bent –Shoulders should be kept level facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling – Look ahead, not down at the load, once it has been held securely.

Risk Assessment – Group Leaders / Teachers are to undertake a risk assessment and put in place a written series of measures to help Group / Classroom Staff safely lift a child or particular piece of equipment as necessary.

See the guidance diagrams below to help when lifting

Think before handling / lifting



Rock a load to assess its ease of handling



Keep the load close to the waist



Stable position



Moderate flexion (slight bending) of the back, hips and knees at the start of the lift



Avoid twisting the back or leaning sideways especially if back is bent

