

## Manual Handling and Lifting Policy

At Into The Woods, we recognise that staff are required to carry out manual handling in relation to their everyday tasks. We recognise that a variety of injuries may result from poor manual handling and staff must all be aware and adhere to the setting's manual handling policy to minimise these risks.

We advise all staff in correct handling techniques and expect them to follow these to minimise the risks of injury. Manual handling and lifting is part of our staff induction training and addressed throughout the year as appropriate.

### Manual Handling Responsibilities of staff

- To read and follow the manual handling and lifting policy.
- Make proper use of equipment provided for their safety (trolleys and ladders etc).
- Inform a manager if they identify hazardous handling activities or if a piece of equipment breaks.
- Take care to ensure that their activities do not put themselves or others at risk.
- Staff should not attempt to lift or move a load which is too heavy to manage comfortably.
- Staff should ask for assistance if there is any danger of strain.
- Staff should not attempt to obtain items which are beyond their reach (a ladder or stepping stool should always be used)
- Lifting children should always be the last case scenario.

### Common Daily Tasks involving Manual Handling may include:

- Lifting and carrying children throughout the day.
- Lifting and moving nursery equipment during camp set up.
- Lifting and moving nursery equipment during camp pack down.
- Lifting and moving lunches, snack, first aid, spare clothes, and small amounts of play resources.
- Lifting and moving the woodland furniture -e.g large logs.

### Minimising risk and preventing injuries

As with other health and safety issues, we recognise that the most effective method of prevention is to remove or reduce the need to carry out hazardous manual handling.

- Large trolleys are provided (in consultation with staff) to enable the safe transporting of equipment during both the camp set up and pack down.
- It is expected that the heaviest items (filled water containers, toilet etc, will always be transported using a trolley for any distance)
- 2 x walking trolleys are provided for each group to ensure bags are pulled, not carried and to ensure even distribution of weight.
- A limit of 3-4 books is recommended in walking trolleys to ensure a light load.
- It is advised that staff do not attempt to travel for long distances before the children are able to do so (e.g. if they are new with us/ and or young). We recognise it is better for them to have built up the necessary stamina so we can ensure they are able to walk the whole way independently.
- Staff should be mindful of the distance children travel, for example if they need to return to camp for an afternoon nap.
- If large logs are to be moved, then staff may work in twos to move (if indeed they do need to be moved).
- If a child needs to be physically comforted, we advise staff to sit or crouch with the child to comfort them rather than standing or walking around.

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## Safe Manual lifting and Moving Techniques

If lifting an object or a child is unavoidable, all manual handling must be done in a way that is safe. Staff should only carry and move with a child or object if it is essential and believe they can do so safely and without harming themselves.

### Guidelines for safe manual handling

#### **Position**

- Stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet.
- Position yourself (or turn the load around) so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up.

#### **Lifting**

Always lift using the correct posture:

- Bend the knees slowly, keeping the back straight.
- Tuck the chin in on the way down.
- Lean slightly forward if necessary and get a good grip.
- Keep the shoulders level, without twisting or turning from the hips.
- Try to grip with the hands around the base of the load.
- Bring the load to waist height, keeping the lift as smooth as possible.

#### **Moving the load**

- Move the feet, keeping the load close to the body.
- Proceed carefully, making sure that you can see where you are going.
- Lower the load, reversing the procedure for lifting.
- Avoid crushing fingers or toes as you put the load down.
- Position and secure the load after putting it down. Make sure that it is rested on a stable base.
- Report any problems immediately, for example, strains and sprains.
- Where there are changes, for example to the activity or the load, the task must be reassessed.

#### **The environment**

- Ensure that the surroundings are safe. We work outdoors with uneven terrain and many potential obstacles and un-even ground. Please check your surroundings and continue to check for hazardous obstructions.

#### **The individual**

- Never attempt manual handling unless you have been trained and have judged that you are able to do so safely.
- Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.

#### **Lifting children**

- Lifting children is not the same as lifting an object. Children move.
- Use the above techniques when manoeuvring children, - remember to take into account that the child may struggle or wriggle whilst on the move. If this happens – stop, place the child back down and start again after using reassuring words to calm the child.
- Encourage the child to hold onto you where possible, this will support you and the child when lifting.
- If at any point you feel unable to move the child safely, please stop. Speak to a manager for support.

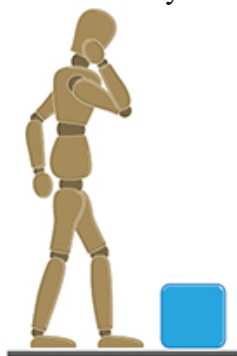
## Appendix One

# Good handling technique

## How to handle and lift loads

The following guidance illustrates how to perform a basic lift safely, using both hands, lifting a load in front of and close to your body, without twisting. These principles can be adapted to suit the actual task.

- **Think before handling/lifting.** Plan the lift/handling activity. Where is the load going to be placed? Use suitable handling aids where possible. Will you need help with the load? Remove obstructions, like discarded wrapping materials. For long lifts, for example from floor to shoulder height, think about resting the load mid-way to change grip.



- **Keep the load close to your waist** for as long as possible while lifting. Keep the heaviest side of the load next to your body. If you can't get close to the load, try to slide it towards your body before you try to lift it.



- **Adopt a stable position.** Your feet should be apart with one leg in front of the other (alongside the load if it is on the ground) to increase stability. You should be prepared to move your feet during the lift to keep a stable posture. Wearing overtight clothing or unsuitable footwear may make this difficult.



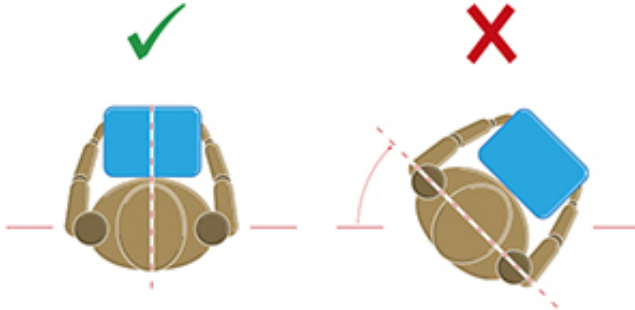
- **Ensure a good hold on the load.** Where possible, hug the load as close as possible to your body. This may be better than gripping it tightly with just your hands.
- **Slight bending of your back, hips and knees** at the start of the lift is preferable to either fully flexing your back (stooping) or fully flexing your hips and knees (full/deep squatting).

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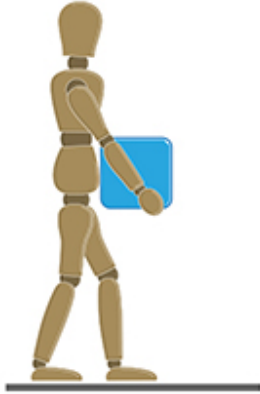
- **Don't flex your back any further while lifting.** This can happen if your legs begin to straighten before you start to raise the load.



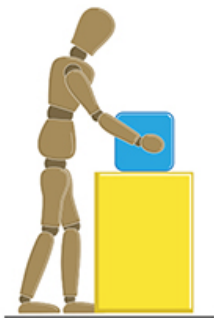
- **Avoid twisting your back or leaning sideways** especially while your back is bent. Keep your shoulders level and facing in the same direction as your hips. Turning by moving your feet is better than twisting and lifting at the same time.



- **Keep your head up when handling.** Look ahead not down at the load once it is held securely.



- **Move smoothly.** Do not jerk or snatch the load as this can make it harder to keep control and can increase the risk of injury.
- **Don't lift or handle more than you can easily manage.** There is a difference between what people are able to lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down, then adjust.** If you need to precisely position the load, put it down first, then slide it into the desired position.



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For more information:

<https://www.hse.gov.uk/pubns/indg143.PDF>

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