



Registered Charity No: 1128799

# Hollies Pre-school

## Manual Handling Policy

Last reviewed November 2022  
To be reviewed November 2026  
Or sooner if required

## Manual Handling Policy

Hollies Pre-School will work towards a safe handling policy and as part of this process will ensure a current policy of minimal lifting.

We will ensure that the necessary arrangements are made to facilitate the information of the policy, for example by provision of appropriate and suitable training by professionally competent persons, for those who have duties under the policy.

Hollies Pre-School accepts responsibility for compliance with the regulations.

The main objective is to reduce the risk of injury and disablement caused by manual handling in the workplace to the minimum.

Hollies Pre-School has a duty of care to ensure that:

- Minimum requirements for the manual handling of loads are followed where there is a particular but not exclusive risk of back injury to workers;
- The need for manual handling is avoided or, when it cannot be avoided, an assessment is made of the operation and where there is a risk of injury, appropriate steps taken to reduce or avoid that risk;
- Assessment of manual handling operations take into account factors which include characteristics of the load, the physical effort required, characteristics of the working environment and the requirements of the task;
- Information and training is provided to staff;
- Ensure that manual handling requirements are clearly identified when recruiting staff so that appropriate medical advice can be taken as part of pre-employment health screening;
- Make allowance for any known health problems which might have a bearing on an existing employee's ability to carry out manual handling operations safely;
- Refer to occupational health advisors if there is any good reason to suspect that an individual's state of health might significantly increase the risk of injury from manual handling operations;
- Monitor and review manual handling assessments when there is reason to suppose that they are no longer valid due to changes in working conditions, personnel involved or a significant change in the manual handling operation affecting the nature of the task or the load;
- Maintain records of accident and ill health related to manual handling operations.

### **The responsibilities of the employee:**

The employees of the Hollies Pre-School will:

- Take responsible care of their health and that of others whose safety may be affected by their activities when involved in manual handling operations;
- Co-operate with the directors and manager in the making of assessments of hazardous manual handling tasks;
- Observe safe systems of work and use of safety equipment;
- Participate in training given in manual handling;
- Report pregnancy or any medical conditions which may affect their ability to handle loads safely;
- Report any change in working conditions, personnel involved in manual handling risks or a significant change in the nature of the task or the load which may necessitate a review of the assessment;
- Employees have a duty to use manual handling equipment provided and ensure it is used correctly.