



# GOOD HANDLING TECHNIQUES POLICY

## SMARTIES PRE SCHOOL & OUT OF SCHOOL CLUB

### POLICY STATEMENT

At Smarties Pre-School & Out of School Club ('Smarties') it is not possible to eliminate manual handling altogether, therefore correct handling techniques must be followed by staff to minimise the risks of injury.

### Procedures

#### Planning and Procedure

- Think about the task to be performed and plan the lift.
- Consider what you will be lifting, where you will put it and how you are going to get there.
- Assess the weight and centre of gravity of the load.
- Assess the size of the load to make sure that you can grip it safely and see where you are going.
- Assess whether you can lift the load safely without help. If not, get help. Bear in mind that it may be too dangerous to attempt to lift some loads.
- If more than one person is involved, plan the lift first and agree who will lead and give instructions.
- Plan your route and remove any obstructions. Check for any hazards such as uneven flooring. Avoid lifting unsafe loads, such as damaged glass or badly packed chemicals.
- Check whether you need any lifting aids and if appropriate, check the equipment before use.
- Ensure that you will be able to maintain a firm grip.
- Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
- Remove any unnecessary packaging, if this will make the task safer.
- Consider a resting stage before moving a heavy load or carrying something any distance.

#### Position

Stand 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. If the load is above you, please use the steps to raise yourself into a better position to handle the load.

#### 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.



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### Move the load

- 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.
- 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.

This policy was adopted on:

15/11/2022

Date to be reviewed:

15/11/2025

Name of signatory:

Victoria Hutter

Role of signatory:

Chairman of the Committee

Signed:

15/11/2022