

## Manual Handling Policy

- All staff at Pathways comply with the risk assessment and have a personal responsibility to ensure they do no lift objects likely to cause injury. Failure to do so may invalidate an insurance claim.
- Members of staff bring the setting manager's attention to any new risk, or situations where the control measures are not working.
- Risk assessments may need to be changed for some individuals, such as pregnant woman, or staff with an existing or previous injury or impairment that may affect their capacity to lift or move items.
- Risk assessment is carried out of the environment in which the lifting is done. Features such as uneven floor surfaces, stairs, etc. add to the general risk and need to be taken into consideration.
- The setting manager ensures that they and their staff are trained to lift and move heavy objects and unstable loads correctly. Babies and young children are also heavy and need to be lifted and carried carefully and correctly.
- The components that make up your back include your spinal cord, discs, muscles, tendons, ligaments and nerves.

### **Guidelines**

- To maintain a 'neutral positive' you want to keep your back aligned in a relaxed shape.
- Do not lift heavy objects alone. Seek help from a colleague.
- Bend from the knees rather than the back.
- Do not lift very heavy objects, even with others, that are beyond your strength.
- Use trolleys for heavy items that must be carried or moved on a regular basis.
- Items should not be lifted onto, or from, storage areas above head height.
- Do not stand on objects, other than proper height steps, to reach high objects and never try to over-reach.
- Push rather than pull heavy objects.
- Do not carry heavy objects up or down stairs; or carry large objects that may block your view of the stairs.
- Do not hold babies by standing and resting them on your hips,
- Managers are responsible for carrying out risk assessment for manual handling operations, which includes lifting/carrying furniture or equipment.

## Other Information

- The power zone is the space between your mid-thigh and mid-chest, this is where you can lift the most with the least amount of exertion. The closer a load is to your body, the more weight you can safely lift.
- Reducing tasks, repetition or implementing a rotation system can help you change up what you do in the day and will make you more aware of your posture.
- Load, Individual, Task, Environment (LITE), things to think about before manual handling.
  - LOAD - firstly, can you avoid the load altogether? If not, ask yourself relevant questions and assess it properly. Ask for help if you have any doubts.
  - INDIVIDUAL - what will impact your ability to hold and transport the weight, size and shape of the load safely? If you have doubts, stop, you could ask for help or ask someone else to move the load.
  - TASK - where is the load now?
    - where is it going?
    - how's it going to get there?
    - avoid stopping or twisting
    - always use mechanical aids if you can
  - ENVIRONMENT - start with the area immediately surrounding you
    - then do a quick practice run of the route
    - the area you're moving the load must be unobstructed
    - you may need to consider weather and temperature
- The Golden Rules - test the weight of the load
  - find a stable position and a neutral posture
  - use your legs to lift

## Floor Height

Find a stable and neutral position

Test the load

Lift with your legs

Keep a neutral posture

Turn with your feet

Put down and reposition

### **Waist Height**

Slide load across to you

Grip firmly with hands diagonally opposite each other

Use legs to straighten up

Turn with your feet

Put down and reposition

### **Loading Trolley**

Lifting equipment can make a manual handling task safer. However, only use the equipment if you have been trained to do so and only if reasonably practicable.

### **Team Lift**

A team lift is essential for heavy and awkward shaped loads, communication is key and everyone must follow the golden rules.

### **Push and Pulling Loads**

Pushing or pulling loads can reduce effort but still involves risks, so employers must assess conditions and workers should follow safe posture, path clearing and equipment guidelines to prevent injuries.