

# Louie's Helping Hands

MANUAL HANDLING POLICY

CHAIRPERSON: SARA LLEWELLYN

DATE AGREED: 22 FEBRUARY 2017

DATE OF NEXT REVIEW: 22 FEBRUARY 2018

**ALL, STAFF HAVE ACCESS TO THIS POLICY AND SIGN TO THE EFFECT THAT THEY HAVE READ AND UNDERSTOOD ITS CONTENT**

# Louie's Helping Hands

## Manual Handling Policy

Manual handling is one of the major causes of absence through injury in the workplace. Louie's Helping Hands we work with our staff, provide training, and undertake risk assessments in order to eliminate hazardous manual handling activities as far as possible.

This policy is written with reference to the *Health and Safety at Work Act 1974*, which places a duty on employers "to ensure so far as is reasonably practicable, the health, safety and welfare of its employees", and to the *Manual Handling Operations Regulations 1992 (as amended)*.

### Procedure

In order to limit the risk of injury from manual handling operations, Louie's Helping Hands

- Eliminate hazardous manual handling activities, as far as is reasonably practicable
- Assess the risks associated with any manual handling activities that cannot be avoided.

The purpose of the risk assessment is to reduce the risk of injury to the lowest possible levels, and should consider:

- The task
- The load
- The individual undertaking the task
- The working environment.

The main manual handling hazard at Louie's Helping Hands is likely to be the setting-up and clearing-away of equipment. This is unavoidable, but staff should carry out the operation with reference to the guidance given in the manual handling training that we provide. It may be necessary to seek the assistance of an additional member of staff in order to minimise the risk of injury, for example when carrying tables and other heavy or bulky items.

### Moving and handling of pupil's

- Staff will move pupil's using appropriate manual handling techniques.
- If the pupil weighs more than what the staff member is capable of lifting, then two members of staff will be needed to move them.
- Paediatric manual handling training will be updates every two years.

### Employee's duties

It is the responsibility of all staff at Louie's Helping Hands to:

- Comply with any instructions and training provided in safe manual handling techniques
- Not put their own health and safety or that of others at risk by carrying out unsafe manual handling activities
- Report to the board of trustees any problems which may affect their ability to undertake manual handling activities, including physical and medical conditions (eg pregnancy, back problems).

### In summary

**Avoid** Whenever possible, avoid manual handling situations.

**Assess** If avoidance is not possible, make a proper assessment of the hazard and risks.

**Reduce** Reduce the risk of injury by defining and implementing a safe system of work.

**Review** Review your systems regularly, to monitor the overall effectiveness of the policy

This policy was adopted by: Louie's Helping Hands	Date: 19 <sup>th</sup> May 2016
Reviewed on: 22 <sup>nd</sup> February 2017	Signed: <a href="#">S J Llewellyn</a>
To be reviewed on: 22 <sup>nd</sup> February 2018	