



## **Good Handling Techniques Policy:**

### Preventing Injuries

We ensure that the working environment is designed to eliminate hazards occurring by carrying out daily and long term risk assessments. Where the handling tasks cannot be avoided they must be addressed, examined and decided how to be reduced by adding control measures.

### Correct Lifting Procedure

#### 1. 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 will get it there and a resting place in between.
- Never attempt manual handling unless you have read the correct techniques and understood how to use them.
- Ensure that you are capable of undertaking the task. People with health issues and pregnant women maybe particularly at risk of injury.
- Assess the weight and nursery of gravity of the load.
- Assess the size of the load to make sure that you can grip it safely and that your particular route is still visible to you.
- Assess whether you can lift the load safely without help. If not then you will need to seek help.
- If more than one person is involved, plan the lift first and agree who will lead and give instructions.
- Lighting should be adequate.
- Avoid lifting unsafe loads, such as damaged glass or badly packed chemicals.

#### 2. Position

- Stand with your feet apart and your leading leg forward. Your weight should be even over both feet. Position yourself so that the heaviest part is next to you.
- Always make sure that there are no children near to you before starting the lift.

#### 3. Lifting



- Always use 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.

#### 4. Move the Load

- Move the feet, keeping the child/baby or object close to the body.
- Proceed carefully making sure you can see where you are going.
- Lower the child/baby or object, reversing the procedure for lifting.

These techniques should be followed when lifting pieces of furniture or any other heavy loads.

Report any problems immediately to the manager, for example, strains and sprains. Where there are changes to the activity of the load the task must be reassessed.

### Holding and Carrying Children

Ducklings Childcare Ltd is an establishment caring for very young children, it is inescapable that there will be many occasions when it is completely appropriate for children to be picked up and carried by a member of staff. Children should not be carried unnecessarily or as a matter of course.

Once they are able to walk unaided, they should always be encouraged to do so when moving around the nursery; if necessary they can be encouraged by an adult holding their hand in support. When a child is picked up, this must always be done by placing the hands under the child's armpits, with the child facing towards the adult. When a child is being carried, he/she should be held so that the adult's forearm is supporting the child's thighs, so that the child may place his/her arms around the adult's neck for support. If the child struggles, kicks or otherwise resists being carried, do not try to restrain them more tightly, but place them back on the ground and find another solution to the problem.