**2.5 Manual Handling**

***Our Policy***

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of employees while they are at work, in relation to manual handling activities. We will put in place measures to protect employees from the risks of Manual Handling these measures will include:

* Avoiding the need for hazardous manual handling operations.
* Assessing the risk of injury from manual handling.
* Reducing the risk from manual handling as far as is reasonably practicable.

***Procedures:***

* All staff comply with risk assessment and have a personal responsibility to ensure they do not lift objects likely to cause injury. Failure to do so may invalidate an insurance claim.
* Members of staff bring the 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 a pregnant woman, or staff with an existing or previous injury or impairment that may affect their capacity to lift.
* 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 manager ensures that they and their staff are trained to lift and move heavy objects and unstable loads correctly. Young children are also heavy and need to be lifted and carried carefully and correctly.

**Guidelines:**

* 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 young children by standing and resting them on your hips.

Please note this is not an exhaustive list.

* Manager/Designated Health and Safety Officer are responsible for carrying out risk assessment for manual handling operations, which includes lifting/carrying children and lifting/carrying furniture or equipment.

**Legal framework**

The Manual Handling Operations Regulations 1992