



Manual Handling Policy

XYZ After School Club recognises that manual handling is one of the most common causes of absence through injury at the workplace. Through training and risk assessment we aim to eliminate hazardous manual handling activities as far as it is reasonably practicable.

Manual Handling Procedure

In order to reduce the risk of injury from manual handling operations, the club will ensure that they:

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

The object of the risk assessment will be to reduce the risk of injury to the lowest level that is reasonably practicable taking into account:-

- the task
- the load
- the individual
- the working environment

The key risks we have identified for staff are:

- Lifting/carrying children
- Moving tables
- Moving chairs
- Moving equipment between locations

Alternative methods to achieve the required outcome should be sought, for example if a child requires assistance to get onto the toilet staff offer a hand and encourage child to use the step provided, this will then reduce the risk of injury.

Employee's Duties

Employees should ensure that they:

- Comply with any instruction and training provided in safe manual handling techniques
- Do not put their own health and safety or that of others at risk by carrying out unsafe manual handling activity
- Report problems including physical and medical conditions (e.g. pregnancy, back problems), which may affect their ability to undertake manual handling activities to their line manager.

This policy and its associated guidance outlines the provisions the club will make to discharge its duties in relation to the following statutory requirements:

The Health and Safety at Work etc Act 1974, section 2 – The duty to ensure so far as is reasonably practicable, the health, safety and welfare of its' employees.

The Manual Handling Operations Regulations 1992 – all requirements.

Signed:

Adopted: Reviewed: