

Manual Handling (Health and Safety)

Denmead Day Care knows that staff health is paramount for the setting to function. The Staff are advised not to over exceed their physical limits within the setting. They need to ensure that they pick up objects and children in the best way that is not damaging to their physical being.

Procedure

Staff are reminded that they should be careful in the way they lift a child/ boxes/equipment or bending down to pick things up. If staff are pregnant or have a pre-existing condition that prevents them from lifting heavy objects or older children, then a risk assessment must be in place and alternative options available.

Children and Babies

- 1) If staff can avoid picking up babies/children, then please do so. Children and babies should only be picked up if there is a need to do so. If the child weighs more than you are physically able to carry, then please ask another member of staff for assistance.
- 2) If you feel a child is not capable of walking a great distance and they want to walk, then take a buggy or double buggy with you just in case the child gets tired.
- 3) Children can climb in and out of a buggy so encourage a child to do so. If a child must climb into a car and the car is higher than normal, then encourage the child to climb in or provide a foot stool so the child can step up into the car. Most children can climb into a car seat with little problems but make sure if a child cannot get into a car seat that you physically get into the car and in front of the seat and lift the child without twisting your back to place them into the car seat.
- 4) Heavy buggies should be lifted by two people and not one.
- 5) Never overload a bag or pram if you are going on an outing. By doing this means that you are adding extra weight to your physical well-being and increases risk of the pushchair tipping.

Babies

- 1) When using a travel cot, you must bend into the cot please ensure you are not twisting your back or that the baby is struggling. The travel cot is lower than a normal cot, so you must bend down lower. Ensure that the baby is close to you whilst you are lowering them down and that you are standing close to the travel cot whilst doing so. If you overreach into the travel cot you end up losing your balance or dropping the baby into the cot.
- 2) If a baby is heavy avoid lifting them as much as you can. To sleep a heavy baby and using a travel cot then avoid bending because it will put a lot of pressure on your back. Please use a buggy or place child in a secure area of the room on the floor with cushions surrounding them and check every 10 minutes to make sure they are ok.

REMEMBER IF CHILDREN ARE HEAVY ASK FOR ASSISTANCE OR USE NEXT ALTERNATIVE OPTION

Heavy Items

- 1) If there is a trolley to use for heavy items, then please use it.
- 2) If you are moving a table, please ask another member of staff to help you.
- 3) When picking heavy items up bend knees, straight back and lift. Do not have straight legs and bend over to pick up any item.
- 4) Same process applies to picking up children.

- 5) Heavier items (not too heavy) should be placed on a shelf where you can easily pick them up without unnecessary bending.
- 6) Do not lift heavy items above your head. If the items can be spread out into another container, then please do so. If it can't then please get another member of staff to help you.
- 7) When using a step ladder one person should be always at the top of the ladder. Staff should not be seen to be overreaching, over carrying on a step ladder. If possible, have another member of staff hold the base of the ladder securely.

This policy will be reviewed 5 September 2012 or if something significant happens

Policy dated 5 September 2011

Reviewed 14 September 2012

Reviewed 25 September 2013

Reviewed 29 September 2014

Reviewed 13 July 2015

Reviewed 2 March 2016

Reviewed 26 October 2017

Reviewed 20 October 2018

Reviewed 2 September 2019

Reviewed April 1st, 2020

Reviewed 23rd August 2021

Reviewed 3rd February 2022

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Reviewed 2nd January 2024

Reviewed 13th January 2025

Reviewed 8th January 2026