



## **Manual Handling**

We recognise that team need to carry out manual handling especially in relation to lifting children and equipment. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the nursery's manual handling policy. We instruct all staff in correct handling techniques and expect them to follow these to minimise the risks of injury.

### **Handling and carrying children.**

Team must be vigilant when handling children. Where possible children need to be encouraged to independently move around the room and team must only physically intervene if a child is at risk of hurting themselves or others in the room.

Team must be aware that children's bones are easily dislocated or damaged. Team must be mindful at all times of their actions and if children are needing to be handled, they must follow our manual handling guidance as below.

Team must never hold a child by their wrist, lower or upper arm. Children must be lifted under the arms at chest level.

Children's bodyweight can be a factor in being harmed. When children pull away or drop while being held this can cause bones to pull and dislocate due to force being pulled in opposite directions.





We know that lifting and carrying children is different to carrying static loads and therefore our manual handling training reflects this. All staff will receive training in manual handling within their first year of employment and will receive ongoing training as appropriate.

### **Preventing injuries**

As with other health and safety issues, we recognise that the most effective method of prevention is to remove or reduce the need to carry out hazardous manual handling. Wherever possible, we review the circumstances in which staff must carry out manual handling and re-design the workplace so that items do not need to be moved from one area to another.

Where manual handling tasks cannot be avoided, we carry out a risk assessment by examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

Our manual handling assessment considers the following:


-  The tasks to be carried out.
-  The load to be moved (including moving children)
-  The environment in which handling takes place.
-  The capability of the individual involved in the manual handling.

A child with a physical disability may require a personalised plan to support the safe movement and lifting of the child. This plan will be created by the SENCO in partnership with the child's family.

We expect staff to use the following guidance when carrying out manual handling to reduce the risk of injury:


# LIFTING A TODDLER SAFELY

Stand in front of the child and squat down  
Position yourself so that your legs are about shoulder width apart and you are eye level with the child. Keep your back straight and relaxed.  
If you feel unstable place one knee on the floor.  
Never bend at the waist to pick up the child as it can cause strain on your back.




Place one arm around their back and the other just below their backside. Keep your head facing forward as you bring them to your chest, secure their back and legs, positioning them on your body.


**Avoid lifting up by the forearms or hands as it can cause a pulled/dislocated elbow**







Use the muscles in your legs to stand and lift the child off the ground, engage your core and slowly return to a standing position, keeping your back straight and the child close to your body.  
If you can, ask the child to hold on to you.  
Avoid twisting your back and torso whilst standing, steady yourself on a piece of furniture or wall if needed



Hold the child close to the front of your body, keeping your arms around their back and under their backside. Having the child facing you is a great way to talk to and soothe the child.



-  If the child is old enough, ask them to move to a position that is easy to pick up, and ask them to hold onto you as this will support you and the child when lifting.
-  Wherever possible, avoid carrying the child a long distance.
-  Where a child is young and is unable to hold onto you, ensure you support them fully within your arms.
-  Avoid carrying anything else when carrying a child. Make two journeys or ask a colleague to assist you.



- ✿ If a child is struggling or fidgeting whilst you are carrying them, stop, place them back down and use reassuring words to calm the child before continuing

### **Lifting Heavy Objects**

- ✿ Think about the task to be performed and plan the lift.
- ✿ Consider what you will be lifting, where you will put it, how far you are going to move it and how you are going to get there.
- ✿ Never attempt manual handling unless you have considered the correct techniques and understood how to use them.
- ✿ Ensure that you can undertake the task – people with health problems and pregnant women may be particularly at risk of injury.
- ✿ Assess the size, weight, and centre of gravity of the load to make sure that you can maintain a firm grip and see where you are going.
- ✿ Assess whether you can lift the load safely without help. If not, get help or use specialist moving equipment e.g. a trolley. Bear in mind that it may be too dangerous to attempt to lift some loads.
- ✿ If more than one person is involved, plan the lift first and agree who will lead and give instructions.
- ✿ Plan your route and remove any obstructions. Check for any hazards such as uneven/slippery flooring.
- ✿ Lighting should be adequate.
- ✿ Control harmful loads – for instance, by covering sharp edges or by insulating hot containers.
- ✿ Check whether you need any Personal Protective Equipment (PPE) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
- ✿ Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
- ✿ Consider a resting point before moving a heavy load or carrying something any distance.

### **Position**

Stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet. Position yourself (or turn the load around) so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up.



## Lifting

Always lift using 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.
- ✿ Try to grip with the hands around the base of the load.
- ✿ Bring the load to waist height, keeping the lift as smooth as possible.

## Moving the child or load

- ✿ Keep the child or load close to the body.
- ✿ Proceed carefully, making sure that you can see where you are going.
- ✿ Lower the child or load, reversing the procedure for lifting.
- ✿ Avoid crushing fingers or toes as you put the child or load down.
- ✿ If you are carrying a load, position and secure it after putting it down.
- ✿ Make sure that the child or load is rested on a stable base and in the case of the child ensure their safety in this new position.
- ✿ Report any problems immediately, for example, strains and sprains. Where there are changes, for example to the activity or the load, the task must be reassessed.

## The task

- ✿ Carry children or loads close to the body, lifting and carrying the load at arm's length increases the risk of injury.
- ✿ Avoid awkward movements such as stooping, reaching, or twisting.
- ✿ Ensure that the task is well designed and that procedures are followed.
- ✿ Try never to lift loads from the floor or to above shoulder height. Limit the distances for carrying.
- ✿ Minimise repetitive actions by re-designing and rotating tasks.
- ✿ Ensure that there are adequate rest periods and breaks between tasks.
- ✿ Plan ahead – use teamwork where the load is too heavy for one person.

## The environment

- ✿ Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable.
- ✿ Remove obstructions and ensure that the correct equipment is available.

## The individual

- ✿ Ensure that you can undertake the task – people with health problems, back injuries and pregnant women may be particularly at risk of injury.
- ✿ Where applicable and age/stage appropriate encourage children to use steps up to the changing table for nappy changes rather than lifting. Where this is not appropriate always follow the lifting process
- ✿ Children who are unable to use the stairs and lifting to the nappy unit can pose a risk to team, children can be changed on a mat on the floor.
- ✿ Use cots with a drop downside and avoid bending to lift babies from their cot.

This policy was updated:	Signed on behalf of the nursery:	Date for Review:
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Aug 2024	Julie Coackley Childcare Director	2025
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