

Manual Handling Policy



Manual handling is one of the major causes of absence through injury in the workplace. At HOPS we meet our Employer's obligations by working with our staff, providing training, and undertaking risk assessments in order to eliminate hazardous manual handling activities as far as possible.

This policy is written with reference to the *Health and Safety at Work Act 1974*, which places a duty on employers "to ensure so far as is reasonably practicable, the health, safety and welfare of its employees", and to the *Manual Handling Operations Regulations 1992 (as amended)*.

How we manage manual handling risks at HOPS

In order to limit the risk of injury from manual handling operations, HOPS will:

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

The purpose of the risk assessment is to reduce the risk of injury to the lowest possible levels, and should consider:

- The task
- The load
- The individual undertaking the task
- The working environment.

The main manual handling hazards at HOPS are the setting-up and clearing-away of equipment, moving and handling of children for personal care, and supporting behaviour management. This is unavoidable, but staff must carry out the operation with reference to guidance given in the manual handling training we provide. It may be necessary to seek the assistance of an additional member of staff in order to minimise the risk of injury, for example when moving for personal care, behaviour management or carrying tables and other heavy or bulky items.

Employee's duties

It is the responsibility of all staff at HOPS to:

- Comply with any instructions and training provided in safe manual handling techniques
- Not put their own health and safety or that of others at risk by carrying out unsafe manual handling activities
- Report to the Team Leader any problems which may affect their ability to undertake manual handling activities, including physical and medical conditions (eg pregnancy, back problems).

In summary

- Avoid** Whenever possible, avoid manual handling situations.
- Assess** If avoidance is not possible, make a proper assessment of the hazard and risks.
- Reduce** Reduce the risk of injury by defining and implementing a safe system of work.
- Review** Review your systems regularly, to monitor the overall effectiveness of the policy

This policy was adopted by: HOPS	Date: March 2018
To be reviewed: Annually	Signed: 