



Registered Charity No. 1022409

3 Health and safety policy and procedures

Designated Health and Safety Officer is: Flora Lau

3.13 Manual handling

- 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 preschool 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 preschool manager ensures that all staff are trained to lift and move heavy objects and unstable loads correctly, and are provided with guidance about the safe storage, and erection of large pieces of equipment. 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.
- When adults need to reach up to store equipment, they are provided with safe equipment to do so. When an adult uses a ladder another member of staff is always present.
- All warning signs are clear and in appropriate languages.

- 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 children by standing and resting them on your hips.

Please note this is not an exhaustive list.

- Managers are responsible for carrying out risk assessment for manual handling operations, which includes lifting/carrying children and lifting/carrying furniture or equipment.

Storage

- All resources and materials from which children select are stored safely.
- Every effort is made to ensure that all equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

This policy was adopted on

6th September 2025

Date to be reviewed

6th September 2026

Signed by committee chairperson

Signed by preschool manager
