

At **Tenby Setia Eco Park** we recognise that there may be times when staff need to carry out manual handling in relation to caring for younger children. Staff must all be aware and adhere to this Manual handling policy to safeguard both themselves and the children under their care. We instruct all staff in correct handling techniques and expect them to follow these to minimise the risks.

PREVENTING INJURIES The most effective method of prevention is to eliminate the hazard – in this case to remove the need to carry out manual handling or physical maneuvering. Where manual-handling tasks cannot be avoided, they must be assessed as part of a risk assessment. This involves examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

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

ASSISTING A CHILD WALKING (MANOEUVRING) IF NEEDED

- There should be more than one adult present
- Hold a child's hand with your hand.
- Walk slowly, guiding by the hand only and verbalize and/or showing the direction.
- Never pull a child or continue to guide a child if they are resisting.
- If using a hand on a child's body, this should only be a shoulder, with a light pressure to indicate direction

CARRYING CHILDREN

This is very rarely necessary and should only be done when there is no alternative and the child is not resisting

- Children in our setting should always be asked them to move independently first.
- If they cannot, they should be asked 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.
- Another adult should always be present.
- Do not place the child on your hip. Carry them directly in front of you in order to balance their weight equally.
- A child should only be carried over a short distance.
- Do not carry anything else when carrying a child - make two journeys or ask a colleague to assist you and only carry one child at a time.
- If a child is struggling or fidgeting whilst you are carrying them, stop, place them back down and use reassuring words to calm them before continuing.
- A child should never be carried if they are not fully compliant.
- Pregnant staff members will not carry children.

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 with a child

- Keep the child 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
- Make sure that the child rested on a stable base and in the case of the child ensure their safety in this new position
- Report any problems immediately.

THE ENVIRONMENT

- Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and route should be clutter free
- Remove obstructions and ensure that the correct equipment is available.

THE INDIVIDUAL

- Never attempt manual handling unless you have been trained and given permission to do so
- Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.

| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|-----------------------------------|--|------------------------|
| <i>[Insert date]</i> | | <i>[Insert date]</i> |