



Manual Handling Policy

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Policy Statement

Manual handling operations refer to any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying, or moving thereof by hand or bodily force (Manual Handling Operations Regulations, 1992).

There is a legal requirement for Play Inclusion Project to have a Health and Safety Policy that includes a Manual Handling Statement. This policy reflects the values and ethos of Play Inclusion Project in relation to our responsibilities for ensuring the safe moving and handling of children and young people.

Manual handling is frequently carried out by staff. Play Inclusion Project will comply with the following legal requirements:

- Health and Safety at Work Act 1974
- Manual Handling Operations Regulations 1992
- All other legislation relating to manual handling

Employees have a legal duty to:

- Avoid hazardous manual handling operations where reasonably practicable.
- Assess any hazardous operations that cannot be avoided.
- Remove or reduce the risk of injury, using the assessment as a basis for action.

Manual Handling Guidelines

- When moving or handling a child or young person with physical needs, the health, safety, and dignity of all involved are paramount.
- A minimum of two staff members must be involved in any manual handling procedure.
- All manual handling that can be avoided must be avoided, regardless of time or resource implications, in accordance with a minimum lifting policy.
- Any manual handling task that presents a risk to staff must be identified and risk assessed. The risk assessment will determine how the handling task should be carried out safely.
- Manual handling should only be carried out by qualified staff who have received appropriate and up-to-date training.

- Any manual handling accident or injury must be recorded and reported immediately using the relevant accident forms and procedures.
- Alternative methods of movement must be used for children and young people who cannot weight-bear or assist in the handling process. This may include the use of mobile or overhead hoists.

Hoisting Procedure

The use of hoists can reduce musculoskeletal risks to staff, but there may still be potential risks to the children or young people being hoisted.

- Staff must use each child's or young person's individual sling when hoisting.
- Before hoisting, the Area Manager/Group Supervisor must ensure that the slings being used are compatible with the hoist.
- A minimum of two staff members must be present during all hoisting procedures.
- The environment must be free from obstacles, and the floor must be clear of any hazards that could cause slips or trips.
- Ensure that the changing bed is clean and ready to safely receive the child or young person.
- Children and young people must never be left unattended in a hoist, on a changing bed, in a sling, or in a wheelchair where there is a risk of falling.
- Staff should reassure and involve the child or young person throughout the hoisting process.
- Before lifting, the Area Manager/Group Supervisor must check that the sling is correctly positioned and that all attachments are securely fastened.
- The child or young person should be raised just enough to clear the surface from which they are being lifted or to the height of where they are being lifted to.
- Once secure and comfortable, the child or young person should be lowered gently into a safe position.

Additional Guidelines for Overhead Hoisting Systems

- The motor should be directly overhead, and the lifting tape should hang vertically to prevent wear, tear, or malfunction.
- The spreader bar should be elevated to its highest position when not in use.

- The hoist should be returned to its docking station when not in use for charging.
- Ensure that the tracking and pathways are clear of obstructions.
- Do not use the lifting tape to pull or drag the spreader bar, as this can cause damage to the hoist.