



Manual Handling Policy

Policy Statement

Manual Handling Operations refers 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 at 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 legal requirements stated in:

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

Employees have a legal duty to:

- ☐ Avoid hazardous manual handling operations so far as is 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 and handling a child or young person with physical needs the health, safety and dignity of all those concerned is paramount.
- When carrying out manual handling there must be a minimum of two members of staff involved in the process.
- All manual handling that can be avoided should be avoided regardless of time or resource implications in accordance with a minimum lifting policy.
- All manual handling that presents a risk to staff must be identified and a risk assessment carried out. The risk assessment will identify how the handling task should be correctly carried out.
- Manual handling will only be carried out by qualified staff who have received the appropriate training.
- Any manual handling accident or injury that occurs must be recorded and repeated as soon as possible using the accident procedures and forms.

- Alternative methods of movement will be necessary for children and young people who cannot weight bear or assist with the handling process. This will include mobile or overhead hoists.

Hoisting Procedure

- The use of hoists can reduce the risk of musculoskeletal risks however there can be a risk to service users who are being hoisted.
- When hoisting children and young people staff must use the child's/young person's individual sling.
- Prior to hoisting the Activity Coordinator should check that the slings the children and young people use are compatible with the hoist.
- A minimum of two people must be involved in the hoisting of children and young people.
- Ensure the environment is free from obstacles and the floor is free from hazards that could cause slips or trips.
- Ensure the changing bed is clean and ready to safely receive the child/young person.
- Children and young people should never be left unattended in a hoist or in a position where they may be at risk of falling from a changing bed, sling or wheelchair.
- Reassure the child/young person during the hoisting process and involve them as much as possible.
- Prior to raising a child/young person the Activity Coordinator must check the sling is positioned correctly and double check the sling attachments.
- Hoist the child/young person just above the surface from which they are being lifted to obtain sufficient clearance.
- Check the sling is clearly attached to the hoist and the person is comfortable then lower the child/young person down into a safe position.

Additional Guidelines for Overhead Hoisting Systems

- The motor should be directly overhead and the lifting tape is vertical to the lift to avoid wear and tear and/or malfunction
- Elevate the spreader bar to its highest possible position when not in use
- Return the hoist to its docking station when not in use for charging
- Ensure the tracking and pathway is clear of obstructions
- Do not use the lifting tape to pull or drag the spreader bar as it may cause damage to the hoist.