



**Oakbridge Little Learners LTD**  
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## Manual Handling Procedure

### Policy Statement

Oakbridge Little Learners Ltd is committed to reducing the risks associated with manual handling and to protecting the health, safety and wellbeing of staff and children. While it is not always possible to eliminate manual handling tasks, all reasonable steps are taken to minimise risk through safe systems of work, training and risk assessment.

This policy should be read alongside the **Health, Safety & Hygiene Policy, Risk Assessment Procedures**, and the **Staff Handbook**.

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### Legal Framework

This policy is informed by:

- Manual Handling Operations Regulations 1992
  - Health and Safety at Work Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - Early Years Foundation Stage (EYFS) Statutory Framework
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### Responsibilities

- The **Nursery Manager** has overall responsibility for manual handling arrangements
- The **Deputy Manager** assumes responsibility in the absence of the Nursery Manager
- All staff are responsible for:
  - Following safe manual handling procedures
  - Using equipment provided
  - Reporting hazards, injuries or concerns immediately



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Oakbridge Little Learners Ltd works in partnership with **Fletcher Associates**, who provide professional Health & Safety and HR advice in relation to manual handling and staff wellbeing.

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### **Risk Assessment**

- Manual handling tasks are avoided where reasonably practicable
  - Where manual handling cannot be avoided, tasks are risk assessed
  - Risk assessments consider:
    - The task
    - The load
    - The environment
    - The individual
  - Control measures are implemented to reduce risk
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### **Safe Manual Handling Practices**

Staff must:

- Plan the task before lifting
- Assess the size, weight and stability of the load
- Ensure the route is clear and safe
- Use appropriate equipment where available
- Seek assistance where a load is too heavy or awkward
- Never attempt to lift unsafe or damaged items

Manual handling must not be undertaken without appropriate training.

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## Individual Capability

- Staff must assess their own capability before lifting
  - Manual handling should not be undertaken by staff with health conditions, injuries or during pregnancy without appropriate risk assessment
  - Staff are encouraged to report concerns without fear of reprisal
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## Lifting Technique

Where lifting is unavoidable, staff are trained to:

- Adopt a stable stance with feet apart
  - Bend knees, keeping the back straight
  - Keep the load close to the body
  - Avoid twisting or sudden movements
  - Move feet to change direction
  - Lower loads carefully and safely
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## Environment and Equipment

- Floors are kept clear, even and non-slip
  - Lighting is adequate
  - Suitable equipment is provided where required
  - Children are kept at a safe distance during manual handling tasks
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## Training

- Staff receive manual handling guidance as part of induction



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- Refresher training is provided as required
  - Safe practice is reinforced through supervision and monitoring
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### **Monitoring and Review**

- Manual handling arrangements are monitored regularly
  - Incidents or near misses are recorded and reviewed
  - Risk assessments are updated where required
  - This policy is reviewed in line with legislative or operational changes
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### **Policy Review**

**Created:** August 2015

**Reviewed:** January 2026