



Manual Handling Policy

Manual handling is one of the major causes of absence through injury in the workplace. At Mighty Oaks Before and After School Club we work with our staff and undertake risk assessments in order to eliminate hazardous manual handling activities as far as possible.

Procedure

In order to limit the risk of injury from manual handling operations the Club will:

- Eliminate hazardous manual handling activities, as far as is reasonably practicable.
- Assess the risks associated with any manual handling activities that cannot be avoided.

The purpose of the risk assessment is to reduce the risk of injury and should consider:

- The task.
- The load.
- The individual undertaking the task.
- The working environment.

The main manual handling hazard at the Club is likely to be the setting-up and clearing-away of equipment. It may be necessary to seek the assistance of an additional member of staff in order to minimise the risk of injury when carrying tables and other heavy or bulky items.

Employee's duties

It is the responsibility of all staff to:

- Not put their own health and safety or that of others at risk by carrying out unsafe manual handling activities.
- Report to the manager any physical or medical conditions which may affect their ability to undertake manual handling activities (e.g. pregnancy, back problems).

In summary

Avoid Whenever possible, avoid manual handling situations.

Assess If avoidance is not possible, make a proper assessment of the hazard and risks.

Reduce Reduce the risk of injury by defining and implementing a safe system of work.

Review Review your systems regularly, to monitor the overall effectiveness of the policy

<p><u>This policy was adopted by:</u> Mighty Oaks Before and After School Club</p>	<p><u>Date agreed:</u> 1st August 2020</p>
<p><u>To be reviewed:</u> August 2022</p>	<p><u>Signatures:</u> Club Manager:</p>

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