Health and safety procedures

**Manual handling**

* All staff comply with risk assessment and have a personal responsibility to ensure they do not lift objects likely to cause injury.
* Members of staff bring the setting manager’s attention to any new risk, or situations where the control measures are not working.
* Risk assessments may need to be changed for some individuals, such as a pregnant woman, or staff with an existing or previous injury or impairment that may affect their capacity to lift.
* Risk assessment is carried out of the environment in which the lifting is done. Features such as uneven floor surfaces, stairs, etc. add to the general risk and need to be taken into consideration.
* The setting manager ensures that they and their staff are trained to lift and move heavy objects and unstable loads correctly. Young children must not be carried unless in a safe manner and in an emergency.

**Guidelines:**

* Do not lift heavy objects alone. Seek help from a colleague.
* Bend from the knees rather than the back.
* Use trolleys for heavy items that must be carried or moved on a regular basis.
* Do not stand on objects, other than proper height steps, to reach high objects and never try to over-reach.
* Push rather than pull heavy objects.
* Do not carry heavy objects up or down stairs; or carry large objects that may block your view of the stairs.