

Twilight Hours After School Club

Manual Handling Guidelines

Guidelines to follow when Manual Handling is unavoidable.

- Bend knees when lifting whenever possible, do not lift with a bent back.
- Follow recommended procedures for lifting from the floor, placing right foot at the side of child/object, bending left leg and kneeling, bring child/object onto left knee and move close to body, then straighten up slowly.
- If it is necessary to lift a child in the case of injury or emergency encourage them, if possible, to climb onto your knee rather than lifting.
- When moving heavy objects e.g. the tables, try to work in pairs, keep back straight, follow instructions for raising and lowering legs.
- When putting out and clearing chairs, always use a chair trolley if available, stacking no more than 8 chairs at a time, lifting 1 chair on at a time.

During a Pandemic Flu outbreak, this policy will be overruled by specific procedures in line with Government Guidelines and the needs of the schools. This will be communicated to parents/carers by individual site.