

Twilight Hours After School Club

Manual Handling Policy

Twilight Hours After School Club recognize that manual handling is one of the most common causes of injury at the workplace.

We aim to eliminate hazardous manual handling activities as far as is reasonably practical.

Manual Handling Procedure

In order to reduce the risk of injury from manual handling operations, Twilight Hours After School Club will ensure they:-

- Eliminate hazardous manual handling activities as far as is reasonably practical.
- Assess the risks associated with those manual handling activities that cannot be avoided, reducing the risk of injury to the lowest level, taking into account:-
 - The task
 - The load
 - The individual
 - The working environment

The main manual handling activity that may be required at Twilight Hours After School Club is the lifting and setting up of tables, this is, due to the nature of the club and the set up of the room, unavoidable, however all staff will be required to take the necessary precautions as set out in the manual handling guidelines to ensure the lowest risk to themselves and others.

Employees Duties

Employees should ensure they:-

- Comply with any instruction and training provided in safe manual handling techniques.
- Do not put themselves or others at risk by carrying out unsafe manual handling techniques
- Report any problems including physical and medical conditions (e.g. pregnancy, back problems) which may affect their ability to undertake manual handling activities to Debbie Steeples or Katherine Shimwell (managers)

Employers Duty

Managers Katherine Shimwell and Debbie Steeples will ensure that all staff work to safe manual handling guidelines, and provide access to training courses when available.

They will also ensure that any staff with problems e.g. back problems have access to assistance when manual handling is necessary.

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 staff by individual site.

This policy was adopted by: Twilight Hours ASC	Date:	Policy No: MHP 001
To be reviewed:	Signed:	
Policy Name: Manual Handling Policy	Signed:	