

Manual Handling Policy

Stramash as an organisation recognises that, owing to the nature of the work undertaken some employees may, at times, be exposed to the risk of injury due to moving and handling of young children, equipment and resources.

This policy relates specifically to the Health and Safety at Work etc Act 1974 and the Manual Handling Operations Regulations 1992. *For more information, please see the Manual Handling Policy from Citation.*

In order to minimise the risk of injury, Stramash will ensure:

- All staff/volunteers/students receive mandatory manual handling training as part of their induction process, and yearly thereafter;
- Potential risks are identified, managed and rectified, where possible, through the Risk Benefit Assessment process;
- Measures are put in place to reduce the need for manual handling where possible;
- Vulnerable staff members are not permitted to engage in manual handling;
- Suitable equipment and PPE will be made available to prevent risk of injury or harm through manual handling;
- Any incidents of harm or injury from manual handling tasks will be fully investigated and the potential of further or repeated risk minimised.

Staff (including volunteers and students) must be alert and use a common sense approach to manual handling during their shift. Staff must:

- Study and understand the manual handling training provided to the best of their ability;
- Follow protocol and training provided by Stramash in instances of manual handling, storing of goods and setting up of equipment;
- Not undertake any manual handling operation that is beyond their current capability;
- Not undertake any manual handling operation when there is a reasonably practical alternative;
- Participate and cooperate with the Risk Benefit Assessment process and all subsequent protocols and conditions;
- Report all accidents, injuries and near misses;
- Report any unsafe practises or possibilities of harm.