

MANUAL HANDLING

During the week there are certain periods when staff is required to handle large toys, cupboards, trolleys, tables and chairs.

Staff must assess each operation taking into account the task, the load, and the working environment and judge these factors against their individual capability.

Points for staff to consider:

- Plan the lift; ask for help if you need help.
- Position the feet, keeping the feet apart.
- When lifting from a low level, bend the knees keeping the back straight.
- Lean forward a little over the load if necessary to make sure that you have a good grip.
- When you are ready to place the load, put it down first, then slide it into the desired position.

Signed on behalf WKN Nursery _____proprietor/manager

December 2008
Next review date: January 2010

