



Safe Hands Afterschool Club

Manual Handling Policy



Approved by: Melanie Lawlee

Date: 24/03/2026

Review Date: 24/03/2027

1. Purpose

Manual handling is one of the major causes of absence through injury in the workplace.

At Safe Hands Afterschool Club we work in partnership with our staff, provide appropriate training, and undertake risk assessments in order to eliminate hazardous manual handling activities as far as reasonably practicable.

2. Scope

This policy applies to:

- All staff members (including temporary and voluntary staff)
 - Students and trainees
 - Any individual undertaking manual handling tasks on behalf of the club
-

3. Legal & Statutory Framework

This policy is informed by:

- Health and Safety at Work etc. Act 1974
 - Manual Handling Operations Regulations 1992 (as amended)
 - Management of Health and Safety at Work Regulations 1999
 - Relevant guidance issued by the Health and Safety Executive (HSE)
-

4. Definitions

Manual Handling: Any transporting or supporting of a load by hand or bodily force. This includes lifting, lowering, pushing, pulling, carrying or moving objects.

Load: Any object, equipment or item that needs to be moved manually.



Safe Hands Afterschool Club

Manual Handling Policy



5. Responsibilities

The **Manager** is responsible for:

- Ensuring manual handling risks are assessed.
- Providing appropriate manual handling training for staff.
- Implementing safe systems of work.
- Reviewing risk assessments regularly or when circumstances change.

All **Staff Members** are responsible for:

- Following safe manual handling procedures and training guidance.
- Taking reasonable care of their own health and safety and that of others.
- Reporting hazards, injuries or concerns to the Manager.
- Informing the Manager of any condition that may affect their ability to carry out manual handling safely (e.g. pregnancy, back problems or other medical conditions).

6. Procedures

In order to limit the risk of injury from manual handling operations, Safe Hands Afterschool Club will:

- **Eliminate** hazardous manual handling activities as far as reasonably practicable.
- **Assess** the risks associated with any manual handling activities that cannot be avoided.
- **Reduce** the risk of injury by implementing safe systems of work.

6.1 Risk Assessment

Where manual handling cannot be avoided, a risk assessment will be carried out. The assessment will consider:

- **The Task** – What activity is being carried out? Is twisting, bending or reaching required?
- **The Load** – Is it heavy, bulky, unstable or difficult to grasp?
- **The Individual** – Does the person have the capability, training and physical ability to carry out the task safely?
- **The Working Environment** – Are there space constraints, uneven flooring, poor lighting or other environmental risks?

The purpose of the assessment is to reduce the risk of injury to the lowest reasonably practicable level.



Safe Hands Afterschool Club



Manual Handling Policy

6.2 Manual Handling at Safe Hands

The main manual handling hazard at Safe Hands Afterschool Club is likely to be the setting up and clearing away of equipment. While this is unavoidable, staff must carry out these tasks in accordance with the guidance provided during manual handling training.

Where necessary, staff must seek the assistance of an additional team member to minimise the risk of injury, particularly when moving:

- Tables
- Chairs
- Storage units
- Large or bulky play equipment

Staff must never attempt to lift or move items beyond their capability.

7. Employee Duties

It is the responsibility of all staff at Safe Hands to:

- Comply with instructions provided in safe manual handling techniques.
- Use equipment provided to reduce risk (e.g. trolleys where available).
- Avoid putting themselves or others at risk by carrying out unsafe manual handling activities.
- Report to the Manager any issues that may affect their ability to undertake manual handling tasks safely.

Failure to follow safe procedures may result in disciplinary action.

8. Training & Awareness

- All relevant staff will receive manual handling training as part of their induction.
 - Refresher training will be provided as required.
 - Risk assessments will be shared with staff and reviewed regularly.
-

9. Monitoring & Review

This policy will be reviewed annually or sooner if:

- There is a change in legislation.
- An injury or near miss indicates a need for review.
- Working practices or equipment change.



Safe Hands Afterschool Club

Manual Handling Policy



10. In Summary

Avoid: Whenever possible, avoid manual handling situations.

Assess: If avoidance is not possible, carry out a suitable and sufficient risk assessment.

Reduce: Reduce the risk of injury by implementing and following a safe system of work.

11. Related Policies

This policy works alongside:

- Health & Safety Policy
- Risk Assessment Policy
- Safeguarding & Child Protection Policy
- Staff Induction and Training