

Manual Handling and lifting policy

All Staff are trained during induction on showing staff how to lift correctly

Strains and sprains caused by manual handling, they are easily incurred and extremely painful they often result in long periods of disablement. In many cases the injury can be permanent

Postural Awareness

Good posture is vital when carrying out manual tasks.

You need

A firm base of support. To keep your spine in its natural shape

The planning stage

Avoid manual lifting where possible

Assess what needs to be done, the situation and the load to be moved

Dress appropriately i.e. use non slip shoes

Use equipment wherever possible

Know your limitations

Prepare the area

Communicate

Preventing measures

Assess whether you need to move the load

Split heavy loads

Maintain good posture

Avoid hunching shoulders

Ensure natural curves are present when moving loads

Use thigh and buttocks muscles

Weight – controlling weight to a safe level will prevent constant forward pull on the lower back, and wear and tear on the joints

Avoid stooping bending over, over stretching and twisting

Ensure seating is firm and supports natural curves

The main principle of correct lifting are:-

Feet set apart for a wide stable base

Maintain natural curves of spine – s shape

Have your knees and hips slightly bent

Bottom out, chest and head up

Keep close to the load

During the task

Non slip shoes

Avoid twisting

Keep close to the load

Elbows tucked in

Keep abdominal muscles tight

Perform the move

Raise your head as you move

Keep shoulders relaxed

Use smooth movements

After the task

Evaluate the move

Did it go well? Could it have been done better?

Dated: 29/10/2009

Review Date: 01/11/2010