



## **Future Leaders Club**

### **Manual Handling Policy**

Manual handling is a significant contributor to workplace injuries leading to employee absences. At Future Leaders Club, we collaborate with our personnel, offer training, and conduct risk assessments to mitigate hazardous manual handling tasks to the greatest extent feasible. This policy is formulated in accordance with the Health and Safety at Work Act 1974, which mandates that employers must "ensure so far as is reasonably practicable, the health, safety and welfare of its employees," as well as the Manual Handling Operations Regulations 1992 (as amended).

Procedure To minimize the risk of injury from manual handling operations, Future Leaders Club will:

- Eliminate hazardous manual handling tasks, as far as is reasonably practicable
- Evaluate the risks linked to any unavoidable manual handling activities.

The objective of the risk assessment is to lower the risk of injury to the minimum possible level, taking into account:

- The task
- The load
- The individual performing the task
- The working environment.

The primary manual handling risk at Future Leaders Club is likely associated with the setup and dismantling of equipment. While this is unavoidable, staff should execute these operations in accordance with the guidance provided in the manual handling training we offer. It may be necessary to enlist the help of an additional staff member to reduce the risk of injury, particularly when moving tables and other heavy or cumbersome items.

#### **Employees' duties:**

All staff at Future Leaders Club are responsible for:

- Adhering to any instructions and training provided regarding safe manual handling practices
- Not jeopardizing their own health and safety or that of others by engaging in unsafe manual handling activities
- Informing the Manager of any issues that may hinder their ability to perform manual handling tasks, including physical and medical conditions (e.g., pregnancy, back issues).

#### **In summary**

<b>Avoid</b>	Whenever possible, avoid manual handling situations.
<b>Assess</b>	If avoidance is not possible, make a proper assessment of the hazard and risks.
<b>Reduce</b>	Reduce the risk of injury by defining and implementing a safe system of work.
<b>Review</b>	Review your systems regularly, to monitor the overall effectiveness of the policy



This policy was adopted by: Future Leaders Club	Date: May 2025
To be reviewed: May 2026	Signed: Dr Edwin T Mutambaengwe, Club Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Staff Qualifications, training, support and skills [3.18]*