St Charles Catholic Primary School



Health and Safety Policy

Date policy adopted by the Governing Body: Spring 2026
Date policy to be reviewed: Spring 2027

St Charles Catholic Primary School
Health and Safety Policy

See also

Managing Medicines in Schools and Early Years Settings / St Charles Fire Risk Assessment.

Safeguarding and Child Protection Policy / ICT and E-Safety Policy / Emergency Evacuation and Lockdown Policy

CONTENTS

THE SCHOOL MISSION STATEMENT	4
STATEMENT OF INTENT	5
THE ORGANISATION OF HEALTH AND SAFETY	5
PREMISES AND HEALTH AND SAFEY COMMITTEE	5
RESPONSIBILITIES	6
ROLE OF THE PREMISES AND HEALTH AND SAFETY COMMITTEE	7
ACCIDENT AND INCIDENT RECORDING AND REPORTING.	8
FIRST AID	8
MEDICINES	9
FIRE – EVACUATIONS AND DRILLS	10
CATERING	10
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH	10
ELECTRICAL SAFETY	11
RISK ASSESSMENTS ON SITE	11
LUNCH/BREAK SUPERVISION	12
SECURITY	12
INTRUDERS	12
SMOKING	12
LIGHTING	12
CLEANING	13

TOILETS 13

FLOORS 13

PLAYGROUND 13

GLASS 13

STORAGE 14

CLASSROOM/SCHOOL DISPLAYS 14

ACCESS/EGRESS ON ROUTES 14

VEHICLES ON SITE 14

ORGANISED SHOOL TRIPS AND JOURNEYS 14

HOME VISITS 15

CONTRACTORS ON SITE 15

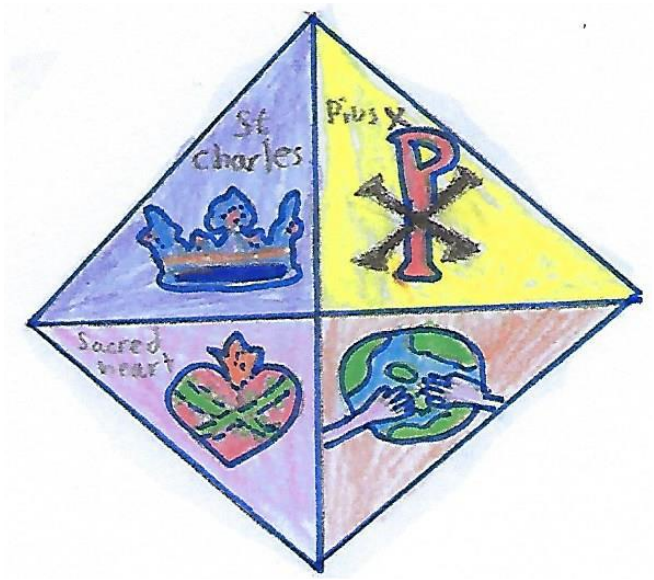
ASBESTOS 15

Lifting and carrying Children 16

St Charles Catholic Primary school

Our Mission Statement

Love God, Love your Neighbour



(Design by Claudia 5A - 2020)

Through God's love, and with guidance from the Holy Spirit, we, the Community of St Charles, share our Catholic faith together. We seek to nurture in our children an understanding of the importance of Christian values and a deep love and lifelong commitment to God.

We value the unique strengths and gifts of the children entrusted to us and strive to provide an excellent education, so that through our teaching the children may realise their full potential.

In partnership with our families, Governors and Parish, and inspired by our faith, we support the children of St Charles. We encourage them to shine, to have pride in their achievements, to show concern for others and contribute to society as responsible citizens.

Our Aims

- *To appreciate that we are all uniquely created and loved by God.*
- *To deepen each child's understanding of the Catholic faith.*
- *To nurture in the children an understanding of Christian values and how these help shape our lives and the lives of others.*
- *To understand the importance of forgiveness and reconciliation.*
- *To work in partnership with parents and Parish to create a Christian atmosphere enriched through prayer.*
- *To provide an excellent education so children learn and achieve their potential.*
- *To respect and care for one another in a happy, welcoming and nurturing community.*

- *To ensure children care and respect others, develop an understanding of the world and contribute to society as responsible citizen*

STATEMENT OF INTENT

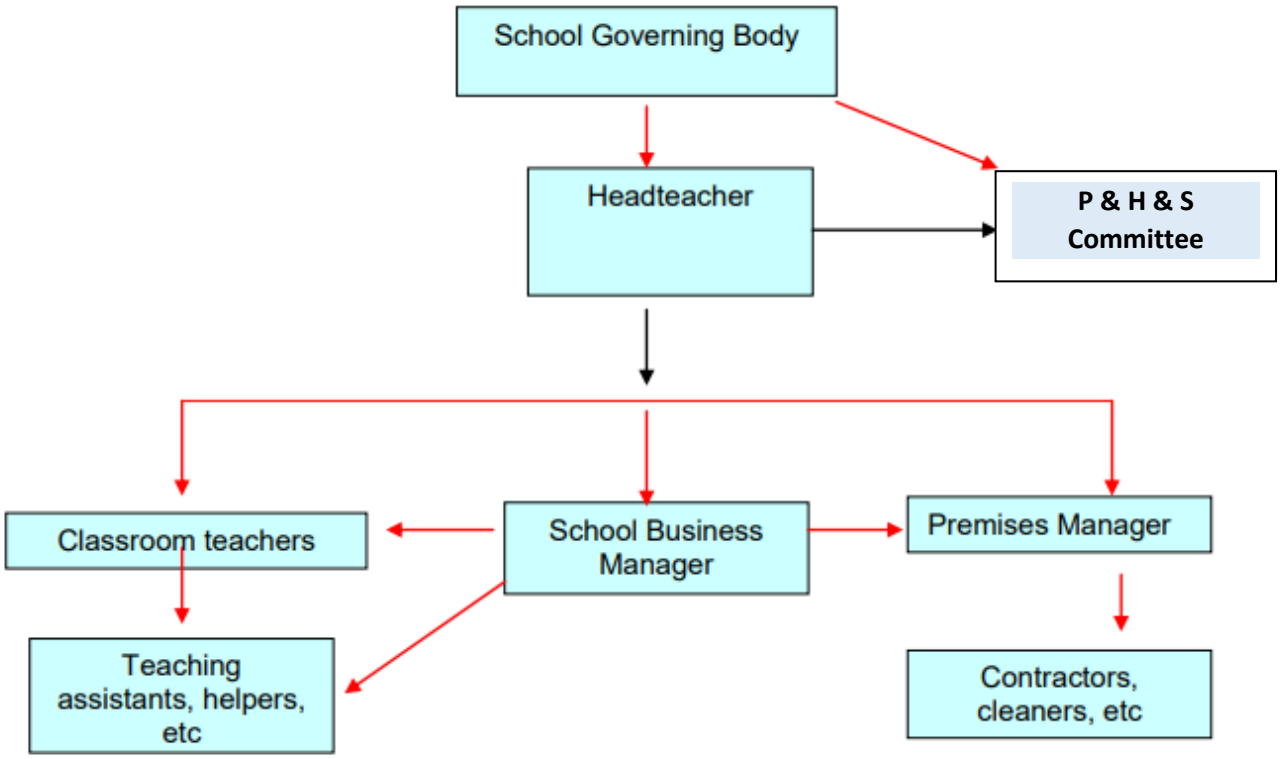
The Governors of St Charles Catholic Primary School recognize and accept their responsibilities in providing a safe and healthy working environment for the staff employed in the school, for the children attending the school and for others who use the school.

All reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work Act 1974, Regulations made under that Act and European Community Legislation.

All staff must recognize that there is a personal and collective responsibility under the Act to co-operate with the Management of the school in fulfilling its requirements.

This policy document sets out the organization and arrangements by which the school intends to meet the various requirements of Health and Safety legislation, so far as is "reasonably practical".

THE ORGANISATION OF HEALTH AND SAFETY



PREMISES AND HEALTH AND SAFEY COMMITTEE

Consists of the following members: Executive Head teacher
Head of School
Site Manager
H&S Governor

RESPONSIBILITIES

Governing Body

The Governing Body has corporate responsibility as an employer for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school.

We will take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk; imparting information and advice conducive to safety and for the provision of a healthy working environment and adequate welfare facilities.

The Executive Head(EH)/Head of School(HOS)

The EH/HOS have primary responsibility for Health and Safety matters within the School. In the EH/HOS's absence the Assistant Head or whoever is nominated, will assume this responsibility.

The Premises Manager has delegated responsibility for managing the arrangements for health and safety in the school and for liaising with the Health and Safety Manager coordinator from RBKC.

The Premises Manager has responsibility for implementing instruction and carrying out procedures as prescribed by the EH/HOS.

Responsibilities:

- Setting up arrangements to cover all health and safety legal requirements;
- Monitoring the effectiveness of the arrangements
- Producing a written Health and Safety policy to be approved by the Governing Body and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time
- Resolving health and safety problems
- Noting all the guidance produced by the Local Authority, in line with legislation, and bringing any issues to the attention of relevant staff
- Keeping a file or record of such guidance, including that issued by other competent authorities, to which all staff can have access
- Being readily available to Safety Representatives and co-operating with them as far as is reasonable in their efforts to carry out their duties
- Receiving written reports from Safety Representatives and responding to them within a reasonable time
- Establishing a school Health and Safety Committee in accordance with Council policies
- Ensuring that all areas of the site are inspected termly by the Safety Representatives with the Senior Leaders on sit
- Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences
- Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware
- Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary
- Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005.

- Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly and that firefighting equipment is available and maintained;
- Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of school hours. This will include arrangements to deal with the immediate emergency and for contacting the Local Authority, school staff, service providers and parents.
- Ensuring that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner. In particular, to ensure that they are given a copy of this statement of local arrangements, and the opportunity to read it, before starting work.
- Ensuring that arrangements are made for suitable training for all aspects of their work.
- Ensuring that suitable records are kept of:
  Employee health and safety training accidents
  Premises committee meetings
  Premises safety inspections – including by the governing body
  Fire equipment tests
  Machinery and equipment safety tests and inspections
  A full record is kept of statutory testing linked to health and safety requirements.

Staff are responsible for:

- Taking care of the health and safety of themselves and their colleagues and for any child under their charge
- Keeping up to date with current safety procedures
- Attending training as directed
- Reporting any accidents, dangerous occurrences or safety concerns to Senior Management.
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
- Observing all safety procedures and instructions.

The Premises Manager is responsible for:

- The safety and physical condition of all areas of the school including playgrounds and outbuildings
- Arranging for the maintenance and servicing of firefighting equipment and fire alarm systems, premises security systems
- Ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.
- Informing all contractors of any known hazards, which might affect them whilst at work.

PREMISES HEALTH AND SAFETY COMMITTEE

The objective of the Committee is to promote co-operation between leaders and all employees at the school, in achieving and maintaining a safe and healthy workplace for all users of the premises.

The Health and Safety Committee consists of a nominated Governor, the school site manager and the Executive Head/Head of School. Every Senior Leadership meeting has a Health and Safety standing agenda item with minutes taken of any matters arising or further actions documented.

The Committee will consider certain specific matters:

- any accidents which have occurred since the last meeting, and action taken to prevent a recurrence;
- the arrangement of the next termly inspection of the premises, and matters arising from the previous inspection;
- implementation within the school of safety instructions. advice issued by the Health and Safety Advisor;
- progress on remedying any specific hazards which may have been identified;
- at the start of each academic year, to review the content of the school's local health and safety statement and to monitor its implementation;
- develop an action plan to consider and prioritise health and safety issues and to keep under review.

ACCIDENT AND INCIDENT RECORDING AND REPORTING.

All accidents and incidents are to be reported in accordance with *RBKC First Aid Policy and Guidance No: CS/035 Corporate Health and Safety*.

Reportable Accidents

All such incidents are to be notified to the Head of School or the Assistant Head Teacher. Record books are held by the Key Manager.

Non-Reportable Accidents

Injuries that are less serious (e.g. cuts, knocks, grazes or falls) and are treated by a first aider on site should be noted in the accident record book kept in each First Aid Bag.

FIRST AID

First Aid is a statutory welfare provision. Members of staff should apply simple first aid when the need arises. For example, this should consist of cleaning a wound with water and sterile cotton wool, or applying ice to a bump. Members of staff must not deal with situations for which they have not received training as this could in severe circumstances cause greater harm to the injured person. A designated First Aider should take charge of situations causing concern.

First Aid Record Book

First Aid treatments must be recorded in the First Aid Record Book, kept in the First Aid Bag, by the person attending to the injured party.

Location of First Aid Boxes

There are a number of First Aid Boxes, which are sited in various places around the school:

i) The Main School Office (Emergency)
ii) The Nursery
iii) Outside the Staff Room
iv) Between Reception Classrooms
v) On the ground floor of the New Building
vi) Mobile first aid bags are kept by Play Supervisors when on duty during playtime.

Designated First Aiders

The duties of the Designated First Aider are:

- To give First Aid to persons who are injured or become ill;
- To supervise the maintenance of first aid boxes;
- To undertake required training;
- To keep relevant staff informed of updates, etc.

Initial training courses, leading to a First Aid certificate, should last for 4 full days and be with an organization approved by the Health and Safety Executive (such as the Red Cross, St John Ambulance). Refresher courses (of at least 2 days' duration) should be undertaken to renew First Aid Certificates every three years.

The school will undertake to ensure that there is always a trained First Aider among the staff.

There is a list of trained first aiders displayed at every exit door around the school.

First Aid to Cuts

Strict hygiene precautions should always be observed to reduce the risk of infection, including HIV and hepatitis. Persons administering First Aid should wash their hands if possible, or wear gloves both before giving treatment and afterwards.

Cuts should be covered with a waterproof dressing. If giving first aid to a cut it is advisable that disposable gloves are worn especially if the person giving the treatment has a cut or abrasion. Contaminated material should be disposed of in a lined bin.

Spillage of body fluids

Spillages of blood, vomit, etc should be cleaned up as quickly as possible. The Site Manager should be contacted. Other people should be kept away from the area by the use of responsible children, or a chair, until the area has be cleaned and disinfected.

Disposable gloves should be worn while cleaning an area. Sawdust, paper towels, tissues, etc. must be applied first to mop up a spillage. The area should then be disinfected using a bacterial cleaning solution.

Contaminated solution should be flushed away. Contaminated material should be put into a plastic bag and the bag tied and put in a bin.

Illness in School

When a child is considered too ill to remain in school, the Head of School or Assistant Head must be informed, unless urgent treatment is required. A member of the administration team will then telephone parents/guardians or an emergency contact number.

MEDICINES

(See also Managing Medicines in Schools and Early Years Settings).

The best place for a child that is unwell is at home. Sick children are unable to cope with school activities, and in the case of infectious illness the other children and staff are at risk.

Medicines should not be brought into school, although there are certain circumstances where the dispensing of medicines is a straight forward discharge of the "loco parentis" duty of care, as in case of long term illnesses, such as Asthma or Epilepsy. Medication in these cases may need to be given during the school day or be available in an emergency. Parent/Carers must fill in a medical form giving full details prior to the administering of any medication by the School.

When a child is required to take medication within school hours, they should have a letter/certificate from a doctor indicating that they are fit to attend school.

Storage in school

Medicines must be kept in the refrigerator in the Main School Office. Medicines are kept in sealed plastic boxes.

Pupils may be responsible for their own inhalers, although younger pupils may need guidance from a member of staff.

Administration

The administration of medicines is carried out by a First Aider. The label on the medicine container should be checked against the school medicine record. Discrepancies should be queried with the parent before administering a medicine. A record of dosages should be kept on the form.

Disposal

Medicines no longer required should be returned to the parent for disposal. In the last resort unwanted medicines should be disposed of on the school premises by the Health & Safety Coordinator.

FIRE – EVACUATIONS AND DRILLS

(Refer to Emergency Evacuation and Lockdown Policy).

CATERING

(Also refer to the School's Food Policy)

Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control are required to minimise them.

The Catering manager is responsible for:

- the safety of the kitchen areas and of keeping the school informed of any hazards which could affect the safety of people or premises
- ensuring that its employees are competent in working safety in the kitchens with particular regard to the following:

Hygiene. To maintain suitable standards of hygiene in the kitchen areas including storage areas and staff rest areas

Fire. To be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

(COSHH) 1994 SEE RBKC Document No: CS/020

Risk assessment for all areas other than the kitchen is to be carried out in accordance with *RBKC Guidance Note CO/020* by the Site Manager. The Kitchen Supervisor is to undertake the risk assessment for the kitchen areas.

Cleaning Contractor

The Cleaning Contractor is responsible for providing COSHH information to the Site Manager and training for their employees. However, the school must bring it to the contractor's attention if COSHH arrangements are not being adhered to, for example, leaving cupboards containing chemicals unlocked) as others are being put at risk.

Spillages

The Site Manager should initiate action when dealing with any spillage of a hazardous substance used within the school, referring to the COSHH information for methods of cleaning. Cleaning contractors are responsible for the cleaning up of spillages occurring as a result of carrying out their duty.

ELECTRICAL SAFETY

The Electricity at Work Regulations 1989 requires the school to adopt a safe system of work.

The Site Manager is responsible for arranging the required inspections and testing of mains installations and the inspection and testing of all portable appliances, in accordance with the regulations. Records should be kept by the Site Manager relating to inspection and testing.

Equipment must be visually inspected each time it is used to ensure that the flex is not damaged, plugs are secure and coloured wires are not visible. This is the responsibility of the person using the appliance.

A register of all electrical equipment is kept in the School Office. Personal equipment should not be brought into the school as this may not have been inspected and tested.

If the appropriate inspections and tests are not carried out and logged and there is an accident caused by a defective appliance or system, someone - Governors, EHT/HOS teacher or person with a specific responsibility for electrical inspections and testing - may be held liable in law.

The Electrical Intake Areas

The School, Nursery, New Block and Boiler Room electrical intake areas should be kept clear to avoid a fire hazard. Rubber matting in these areas is either already in situ, or must be provided by the Site Manager in order to prevent shock when work is being carried out. The E1A's should have resuscitation notices.

Extension Leads

The use of extension leads should only be used on a very temporary basis and not as a fixture as this constitutes an illegal practice.

Plugs and Sockets

Plugs should be fitted by a Site Manager.

Cables

Damage to the cable sheath must not be taped. Once unplugged, the cable should be cut to eliminate the damage, if this is not possible it must be replaced.

Repairs to Electrical Equipment

Repairs must be carried out by a qualified electrician and should not be attempted by anyone else.

RISK ASSESSMENTS ON SITE

Under the management of Health and Safety Regulations 1999 any activity identified as constituting a significant (medium/high level) risk to the health and safety of employees or other users (students,

contractors, parents, visitors) should be addressed and a safe method of work devised, documented and implemented - if the activity itself cannot be discontinued or substituted by a safer one. It should be monitored and reviewed.

Where risk is only minimal (low level) it should be noted as such, and the activity monitored. No documented system is required unless or until some relevant change occurs and alters the level of risk (to medium or high).

A risk assessment/safe system of work form must be completed for each potentially harmful activity, by all persons who are responsible for areas (teaching and non-teaching) where risks can be identified.

The Key Manager (or Authorised Deputy) is responsible for distributing risk assessment/safe systems of work form to the appropriate members of staff each time an assessment is required. The help of the School's Health and Safety Advisor can be sought in risk identification and assessment.

Guidance on appointing risk assessors and undertaking risk assessment are detailed in. *(See RBKC Risk Assessors Guidance No. CS/068).*

LUNCH/BREAK SUPERVISION

(Refer to the Behaviour and Expectations Policy)

SECURITY

The Site Manager or designated other is responsible for ensuring that the school is securely shut at the end of each day and the burglar alarms set. The Site Manager will also ensure the maintenance and servicing of the alarms.

Electronic doors

All external doors around the School have either an electronic locking system, which can only be opened using a lanyard, or they can be locked/opened from the inside during the day.

Visitors on Site

Visitors to the School are requested to report to the Main School Office on arrival. They should electronically sign in and then out at the end of their visit. Visitors around the school should wear badges, so as not to be mistaken for an intruder.

External Gates

The pedestrian gate is open between 8.50am and 9am. Both are closed during the school day but are fitted with intercom systems if access is needed. The pedestrian gate will then be opened again for parents to pick up their children at 3.10pm.

Security Lighting

The outside of the school buildings are covered by a system of security lights, to ensure the safety of employees and to deter burglars during the hours of darkness. The Site Manager is responsible for the operation of the security lights.

INTRUDERS

(Refer to Emergency Evacuation and Lockdown Policy).

SMOKING

The School has a no smoking policy.

LIGHTING

Lighting makes an important contribution to work efficiency, health and safety and the creation of a satisfactory visual environment.

Lights that do not work should be reported to the Site Manager, who is responsible for the fitting of new fluorescent tubes, the maintenance of light fittings and reporting problems that cannot be remedied.

Stage Lighting

Stage Lighting is sited in the hall. Each light is doubly secured by bolts and chains. The system of stage lights should be inspected annually by a qualified person, or after each time they have been moved.

CLEANING

The cleanliness of the school, including its furnishings and fittings, should always reach an acceptable standard.

High standards are especially sought in areas where young children sit on the floor, in the dining room, in shower and toilet areas, where communal use may increase the risk of infection.

The contractor responsible for cleaning should ensure that the cleaning agents used have been assessed under the 1999 Control of Substances Hazardous to Health Regulations. The school has a copy of the assessment, which is kept in the School Office.

The local manager completes complaint forms and liaises with the cleaning staff and supervisor in order to rectify any problems that arise.

TOILETS

Toilets are checked by the Site Managers after each play, to ensure that hand washing and drying facilities are provided and that they are clean.

FLOORS

Floors should not expose anyone to risk. They must be kept clear of obstructions and from any substance likely to cause a person to slip or trip.

In the dining room spillages should be cleared up by mealtime helpers, straight away using a dry mop, to avoid the risk of slipping. The dining room floor is swept clean after the children have gone out from lunch, by the kitchen staff.

Holes, bumps or uneven areas of floor should be reported to the Site Managers by all staff. The area should be clearly marked or made good, as a precautionary measure against slipping, tripping and falling, prior to repair.

PLAYGROUND

Playground areas are swept and the bins emptied daily by the Site Manager. The wooden areas are checked half termly for splintering (including the benches and apparatus). The safety surface around the apparatus should also be examined for its condition prior to use.

Snow and Ice Clearance

Snow and ice can provide a slipping hazard. To minimise the risk on main routes into and around the school, they are to be cleared or gritted by the Site Manager prior to the beginning of the school day or as soon as possible after a snowfall.

GLASS

A glazing risk assessment has been completed and relevant control measures have been introduced to reduce risk. The assessment is to be reviewed annually.

Broken windows should be reported to the Site Manager so that glass fragments can be cleared and the area of breakage made safe by covering with a suitable material, until a repair can be carried out. Protective gloves should be worn to prevent cuts.

Breakages

Broken glass/china should be securely wrapped in sheets of paper and taped, so that sharp edges are well covered and cannot cause harm. The package should be clearly labelled "Broken Glass" and the Site Manager should be notified for disposal.

STORAGE

All storage, stock cupboards and shelving should be arranged in such a way as to minimise the risk of accident, injury or fire.

- Access to stored items should be easy and safe.
- Heavy items should be placed at a height where lifting up or down can be carried out without risking injury.
- Storage should be planned so that the lightest and smallest equipment is in the more inaccessible places.
- If possible large or heavy items should be split to make carrying easier and safer.
- Items should be secure and not precariously balanced or easily knocked over.
- Hazardous substances, potentially dangerous equipment, and delicate instruments must be kept out of the reach of children when not in use.

There should be appropriate means of assessing any high level of storage i.e. kick stools or stepladders. These items should be inspected regularly by the Site Manager to ensure that they are in good condition.

Care should be taken, when lifting, not to strain and run the risk of injury. Anyone who lifts regularly (e.g. site officers) should have training on correct methods. *(See Manual Handling Policy RBKC Document No.CS/052)*

CLASSROOM/SCHOOL DISPLAYS

Stepladders should be used when high level displays are being put up. Teachers should not stand on desks, tables, cupboards, etc. as accidents may result.

Displays should not be put up near lights or on staircases and a gap should be left between each display to reduce the risk of fire spreading.

ACCESS/EGRESS ON ROUTES

Passageways must be kept clear at all times throughout the school buildings, in order not to impede movement or emergency evacuation.

VEHICLES ON SITE

There are a limited number of parking spaces available for staff and persons on school business. Parking is not allowed in any other part of the school. No access or egress is permitted while the children are using the playground without strict supervision.

ORGANISED SHOOL TRIPS AND JOURNEYS

(Refer to Behaviour and Expectations Policy).

HOME VISITS

On occasions school staff will have the need to visit pupils or parents in their homes. Where it is thought there is a risk of violence, the home should not be visited. In any case, for those who make home visits, there should be:

9.1. an itinerary of the employee's movements left with a responsible person

9.2. periodic reporting to base or to a responsible person

9.3. avoidance of evening visits where possible

9.4. checking records beforehand to see whether the person or someone in the household is known to be potentially violent

9.5. carrying a personal alarm

9.6. visiting in pairs in some situations

CONTRACTORS ON SITE

Contract work, as far as is practical, is carried out during the school holidays. Work must comply with the school's Code of Practice. (RBKC Document Policy No.CS051) A copy of this document should be given to the contractor prior to work being undertaken. This will normally be at a pre-contract meeting.

If contractors are on site during term time the Health and Safety Committee is informed and involved in discussions as what is going to happen and what might be brought onto the premises.

OTHER USERS

Other users of the premises will have a copy of this policy and are required to co-operate with the arrangements contained therein insofar as they affect their health, safety and welfare and that of the occupants of the school. Conversely, other users will provide the school with a copy of their policy so that the school can co-operate with them with regards to health, safety, and welfare.

ASBESTOS

See guidelines on Asbestos at RBKC Guidance Note C S/006

The EH/HOS is responsible for ensuring that arrangements are in place for managing asbestos in accordance with the procedures and guidance, found in the RBKC Control of Asbestos Regulations 2012

Staff should be briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements will be in place to ensure that any asbestos in the premises is not disturbed by the work of contactors.

The premises manager will identify the location of any intended work to ensure that there is no asbestos in the location of the work by examining the asbestos register.

Contractors will be briefed in the action they should take if they discover material which they suspect could be asbestos.

They should immediately stop work, evacuate the area and seek professional advice.

The EH/HOS, School Business Manager and Premises Manager should all receive asbestos training.

Lifting and Handling Children

PREVENTING INJURIES

Together with other health and safety issues the most effective method of prevention is to eliminate the hazard – in this case to remove the need to carry out hazardous manual handling. Where manual-handling tasks cannot be avoided, they must be assessed as part of a risk assessment. This involves examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

Carrying children

While carrying and/ or picking up children practitioners MUST NOT lift them by one arm. This can cause a significant injury to children, such as pulling their arm out of socket. To eliminate significant harm and injury to children practitioners must pick up or hold them in the correct way by cupping children under the arm.

If the child is old enough, ask them to move to a position that is easy to pick up and ask them to hold onto you as this will support you and the child when lifting:

- Do not place the child on your hip; carry them directly in front of you in order to balance their weight equally.
- Wherever possible, avoid carrying the child a long distance.
- Where a child is young and is unable to hold onto you, ensure you support them fully within your arms and/ or close to your body.
- Avoid carrying anything else when carrying a child.
- If a child is struggling or fidgeting whilst you are carrying them, stop, place them back down and use reassuring words to calm the child before continuing.
- Pregnant staff members will be subject to their own risk assessment.
- Students are prohibited from carrying children.

POSITION

Stand in front of the child with your feet apart and your leading leg forward. Your weight should be even over both feet. Do not twist your body prior to lifting the child.

LIFTING

- Always lift using the correct posture.
- Bend your knees slowly, keeping your back straight.
- Position hands one under each of the child's armpit.
- Support the child's head if necessary.
- Lean slightly forward if necessary.
- Keep your shoulders level, without twisting or turning from the hips.
- Support the weight appropriately using both hands.

- Bring the child to waist height, keeping the lift as smooth as possible.
- Move your feet, keeping the child close to your body.
- Proceed carefully, making sure that you can see where you are going.
- Lower the child by reversing the procedure for lifting.
- Avoid crushing fingers or toes as you put the child down.
- Make sure that the child is rested on a stable base and ensure their safety.

ASSISTING A CHILD WALKING (MANOEUVRING) IF NEEDED

Hold a child's hand with your hand. If the child is independent to walk unassisted walk and/ or manoeuvre slowly showing the child, the direction (age/stage appropriate). If a child is learning to walk and can take a few steps and are able to control and balance their own body weight- hold both hands with yours and very slowly lead and support the child.

THE ENVIRONMENT

Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable remove obstructions and ensure that the correct equipment is available.