



Manual Handling Policy

Responsible Person	Directors
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1. Policy Statement

CM Sports is committed to providing a safe and healthy environment for staff, volunteers, children and other attendees.

We recognise that manual handling, including lifting, carrying, pushing, pulling, moving sports equipment and assisting individuals, can create a risk of injury if not properly managed.

CM Sports will take reasonably practicable steps to **avoid hazardous manual handling where possible**, assess unavoidable risks and implement appropriate control measures.

2. Aim

This policy aims to:

- Reduce the risk of injury associated with manual handling.
- Identify and assess hazardous manual handling activities.
- Eliminate manual handling where reasonably practicable.
- Provide suitable equipment and safe systems of work.
- Ensure staff receive appropriate information, instruction and training.
- Encourage prompt reporting of hazards, injuries and near misses.
- Ensure the safety and dignity of children and other participants where physical assistance is required.

3. Manual Handling Risk Assessment

CM Sports will assess manual handling activities where there is a foreseeable risk of injury.

Risk assessments will consider factors including:

- The weight, size and shape of the load.
- How the load is lifted, carried, pushed or pulled.
- The frequency and duration of the task.
- The environment, including space, flooring and access.
- The need for twisting, reaching or lifting above shoulder height.
- Individual capabilities, including any relevant restrictions or health considerations.
- Whether the task involves team lifting or assisting a child or other individual.
- Whether suitable mechanical or other assistance is available.

Risk assessments will be reviewed when circumstances change, following an incident or where controls may no longer be effective. HSE guidance confirms that manual handling risk assessments should be treated as working documents and updated when circumstances change.

4. Safe Working Procedures

Staff must:

- Avoid manual handling where reasonably practicable.
- Use suitable equipment, such as trolleys, where available and appropriate.

- Follow agreed safe systems of work.
- Obtain assistance for heavy, awkward or difficult loads.
- Use team lifting where a risk assessment identifies this as appropriate.
- Ensure the route is clear before moving equipment.
- Never attempt a lift they believe is unsafe.
- Never exceed their own capabilities.
- Report damaged equipment or unsafe conditions immediately.

There is **no universal legal maximum weight** that makes a manual handling task automatically safe. The circumstances of each task must be considered through risk assessment.

If in doubt – DO NOT lift. Stop and seek assistance or consider a safer alternative.

5. Sports Equipment and Session Delivery

When preparing or clearing sports sessions, staff should consider manual handling risks associated with items such as:

- Goals and sports frames.
- Mats and benches.
- Balls and equipment bags.
- Tables and chairs.
- Storage equipment.
- Portable sports equipment.

Where equipment is heavy, large, awkward or difficult to move, staff must use appropriate assistance or alternative arrangements.

Equipment must be stored safely so that staff and children are not exposed to unnecessary lifting, falling-object or access risks.

6. Assisting Children

Where a child requires physical assistance, staff must consider both **safety and safeguarding**.

Staff should use the least physical intervention necessary and follow the child's individual needs, agreed risk assessments and relevant care arrangements.

Staff must not attempt to lift or physically move a child unless this is necessary, authorised and within their training and capabilities, except where immediate action is required to prevent serious harm.

Any incident involving injury, unsafe physical intervention or a safeguarding concern must be reported without delay in accordance with CM Sports safeguarding and incident procedures.

7. Responsibilities

Directors / Managers / Lead Staff

Are responsible for:

- Identifying hazardous manual handling activities.
- Ensuring appropriate risk assessments are completed.
- Implementing suitable control measures.
- Providing suitable equipment where required.
- Ensuring equipment is maintained and used safely.
- Providing appropriate information, instruction, training and supervision.
- Investigating significant incidents and reviewing controls.

Staff and Volunteers

Are responsible for:

- Following risk assessments and safe working procedures.
- Using equipment provided appropriately.
- Attending required training.
- Taking reasonable care of themselves and others.
- Reporting hazards, injuries and near misses promptly.
- Asking for assistance when a task cannot be completed safely.

8. Training

CM Sports will provide appropriate manual handling information, instruction and/or training where staff duties require it.

Training will be proportionate to the risks associated with the individual's role and will include practical guidance where appropriate.

9. Reporting and Incidents

All manual handling injuries, hazards and relevant near misses must be reported to the appropriate manager or lead staff member.

Where an incident involves a child, safeguarding concern or significant injury, the appropriate CM Sports safeguarding and incident reporting procedures must also be followed.

Records will be maintained where required and risk assessments reviewed following significant incidents.