

<b>Name of risk assessment</b>	<b>Manual Handling Risk Assessment</b>	<b>Name of School</b>	<b>Children’s House and Rachel Keeling Nursery Schools</b>				
<b>Date of Assessment</b>	23 September 2024	<b>Review Date</b>	<b>September 2025</b>				
<b>Name of Assessor</b>	Becky Dolamore						
<b>Activity description:</b>	<b>All manual handling activities</b>						
<b>This is a generic manual handling risk assessment, specific risk assessments should be completed for tasks presenting significant risks.</b>							
<b>What are the hazards</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>R i s k</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done?</b>
<b>1. Moving of Furniture, including Tables, Chairs, and High Stools</b>	School employees, Premises Manager  All could suffer musculoskeletal disorders, fractures, contusions, cuts as a result of poor handling techniques.	<ul style="list-style-type: none"> <li>• Employees do not lift, carry or move any object which is beyond their capabilities and asks for assistance from the premises manager and colleagues in these occurrences</li> <li>• Work area is reorganized to ensure materials are stored close to point of use</li> <li>• Tables are not dragged but lifted from one position to another</li> <li>• Users of teaching rooms only re-arrange if and when necessary</li> <li>• Mechanical Handling aids such as trolleys are used</li> <li>• If chairs are stacked, they must be secure and not exceed 6 chairs</li> </ul>		Share risk assessment and remind staff.	BD	End Sept 2024	
<b>2. Transporting heavy loads such as furniture,</b>	School employees, Premises Manager	<ul style="list-style-type: none"> <li>• Where possible deliveries are dropped off at points of use/storage</li> <li>• Break down of loads into smaller sizes</li> </ul>		Share risk assessment and remind staff.	BD	End Sept 2024	

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<b>deliveries, boxes, files, papers to storage or points of use</b>	All could suffer musculoskeletal disorders, fractures, contusions, cuts as a result of poor handling techniques.	<ul style="list-style-type: none"> <li>• Team lifting for heavier items</li> <li>• When purchasing stock, weights are taken into account and smaller weight items purchased where possible</li> <li>• Premises manager is trained in manual handling techniques and use these when lifting boxes or other deliveries. Test the weight of boxes prior to moving them. Reading delivery slip will provide a good indication of what is in the box, weights of the load and its weight distribution.</li> <li>• An appropriate trolley is used to transfer heavy loads</li> <li>• Appropriate instruction is provided to staff on how to lift loads safely onto and off the trolley</li> <li>• Employees inspect cardboard boxes to ensure they are in good condition prior to</li> </ul>					

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		<p>lifting or moving. Where boxes are found to be in poor conditions or defect the employee do not move the box. Employees consider removing the contents and placing them into a suitable alternative.</p> <ul style="list-style-type: none"> <li>• Safest route for moving items is used, particularly where there may be variations in the level of the floor, requiring the load to be manipulated on different levels, e.g. use of ramp</li> <li>• Take short breaks if a significant quantity of materials are to be moved</li> </ul>					
<b>3. Manual Handling by those who are Pregnant, have Health Conditions or disability</b>	<p>School employees, Premises Manager</p> <p>Risk of aggravating a pre-existing health concern / condition</p>	<ul style="list-style-type: none"> <li>• Specific risk assessments are developed for those employees who are pregnant, are new mothers or have health issues which could be affected by carrying out manual handling activities.</li> <li>• Individuals with health problems/disabilities, e.g. back problems</li> </ul>		Share risk assessment and remind staff.	BD	End Sept 2024	

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		or other muscular disorders, are referred to, assessed and monitored by Occupational Health. Referrals are made prior to employees carrying out handling activities					
<b>4. Poor reporting of incidents related to manual handling</b>	School employees, Premises Manager  Lack of data to identify opportunities for improvement e.g. introducing secure low level storage in classrooms	<ul style="list-style-type: none"> <li>As part of the schools policy and reinforced during induction, all incidents and near misses are to be reported via email to Becky.</li> </ul>		Share risk assessment and remind staff.	BD	End Sept 2024	
<b>5. Inadequate Emergency Procedures</b>	School employees, Premises Manager  Inadequate supply of first aiders or first aid supplies	<ul style="list-style-type: none"> <li>First aid cover is available and in place at all times</li> <li>The school is in close proximity to Royal London Hospital</li> </ul>		Share risk assessment and remind staff.	BD	End Sept 2024	

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<b>6. Manual handling of children: changing nappies</b>	School employees	<ul style="list-style-type: none"> <li>● Use of changing table in Rainbow.</li> <li>● Children to use the steps independently.</li> <li>● Staff may change children in positions they feel comfortable with.</li> </ul>		Share risk assessment and remind staff of training we completed..	BD	End Sept 2024	
<b>7. Manual handling of children with limited mobility</b>	School employees	<ul style="list-style-type: none"> <li>● Make sure enough room to lift.</li> <li>● Bend your knees.</li> <li>● Feet in direction of travel.</li> <li>● Bring weight as close to your body as possible.</li> <li>● Brace your back, look up.</li> <li>● Lift by straightening your knees.</li> </ul>		Share risk assessment and remind staff of training we completed..	BD	End Sept 2024	

<b>Overall Residual Risk</b>	<b>LOW</b>
<b>Level of Risk</b>	<b>Suggested Action</b>
<b>LOW</b>	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
<b>MEDIUM</b>	Control measures need to be introduced within a specified time period; continue to monitor and review
<b>HIGH</b>	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended