

# Risk Assessment



Date: April 2022	Location: <b>SANDFIELD PARK SCHOOL</b>		
Review Date: April 2023	Reference : 02	Assessor: Mark Hilton & Tracy Shipley (ASBC Ltd)	Manager: Mark Hilton (Headteacher)

## Assessment of Risk For: **MANUAL HANDLING OF LOADS & CLEANING MATERIALS**

*Refer also to LCC Guidance Note 15 and HSE M.A.C. Tool (Health and Safety Executive Manual Handling Assessment Charts Tool).*

### 1. Good handling method

- No load that is too heavy (maximum 25kg held close to the body for a fit male)
- Awkward loads – get assistance
- Bend the knee & keep a straight back when lifting
- Suitable footwear to be used (i.e. not high heels for Female Staff)
- No hazardous environment (clear routes, etc).
- Mechanical aid used when required – porter's trolley

### Assessment of risk – give brief step-by-step description of activity (consider load weight, frequency of task and distance moved):

1. Deliveries of Cleaning Material – **loads delivered by supplier into main reception using trolley – Site Manager or office staff (all trained in manual handling) transport goods to areas using appropriate equipment (trolley).**
2. Cleaning materials & equipment during cleaning work – **Cleaning chemicals taken by supplier to store cupboard which is then locked by Site Manager,** experienced cleaning staff with access to LCC's Cleaning Manual.
3. Deliveries of Stationary, etc. – Loads delivered to the main entrance 3 or 4 times per year, broken down into manageable loads (<10kg) and taken to the stationary store (if necessary with the use of the porters trolley)
4. Tables, chairs, **kitchen staff – all tables are on wheels, chairs are moved on a trolley.** (Note; LCC controlled Dining Room)
5. One off / adhoc lifts i.e. a timber cupboard. Headteacher to assess the load, if necessary get assistance from other 'capable' members of staff and if assessed as a hazard (too difficult) procure assistance from an external source.

**Groups of People at Risk:** **All staff (Site Manager, teachers, cleaners TAs' & SAs'etc.)**

**Can manual handling be avoided?(could the task be carried out a different way) ~~YES~~/ NO** If 'YES' how could the task be carried out to avoid

manual handling?				
Activity Factors T.I.L.E: Manual Handling of Loads (tables, chairs, cleaning equipment, gym / sports equipment etc)		Tick if Yes	List Existing Controls & Any Problems Occurring From The Activity:	Priority
	<u>The Task</u>		<p>Assessment of the manual handling task undertaken before being started.</p> <p>All new staff are to be trained in manual handling, erection, dismantling &amp; setting out of tables and chairs by a competent person. They are to be supervised until their manager agrees their competence.</p> <p>Safe handling and lifting techniques are to be followed at all times when moving, erecting and dismantling tables and chairs. Suitable footwear is to be worn by those moving tables and chairs.</p> <p>Chairs, tables and trolleys should be inspected before use; those that are damaged, worn, unsound or dangerous in any way are not to be used</p>	LOW
	Holding loads away from the body?	✓		
	Twisting?			
	Stooping?			
	Reaching upwards?			
	Large vertical movements?			
	Long carrying or pushing distances?			
	Strenuous pushing or pulling?			
	Unpredictable movement of loads?			
	Repetitive handling?			
	Insufficient rest or recovery?			
	<u>The Individual</u>		<p>Administration &amp; Curriculum items – not presenting significant hazards</p> <p>Pregnant workers and staff with a known physical disability would be instructed not to undertake any manual handling</p>	LOW
	Require unusual or additional capability?			
	Risk to those with a health problem?	✓		
	Risk to those with physical disability?	✓		
	Risk to pregnant workers?	✓		
	Require special information or training?			
	<u>The Load</u>		<p>All large loads would be broken down into manageable sizes</p> <p>Heavy items should be carried by two or more persons</p> <p>The trolley is not to be overloaded so as to avoid difficulty in pushing and controlling it, and to avoid the possibility of equipment falling off it.</p>	LOW
	Heavy?	✓		
	Bulky/unwieldy?			
	Difficult to grasp?			
	Unstable/unpredictable?			
	Harmful (e.g. sharp or hot)?			
	Restrict vision?			
	<u>The Environment</u>		<p>Route should be planned before task is carried out, preferably during off peak periods, ensuring obstructions are removed, doors are opened, taking into account changes in floor surface.</p>	LOW
	Constraints on posture?			
	Poor floors (e.g. uneven or slippery)?			
	Variations in floor levels or tripping hazards?	✓		
	Obstructions or obstacles?			
	Poor lighting?			

	External weather conditions?		
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Activity Factors T.I.L.E: Manual Handling of Cleaning Products & Equipment		Tick if Yes	List Existing Controls & Any Problems Occurring From The Activity:	Priority
	<u>The Task</u>		<p>In all cases staff are given written information &amp; practical training, records are kept by manager or supervisor.</p> <p>All new staff will be trained in manual handling, cleaning materials and equipment by a competent person. They will be supervised until their manager agrees their competence.</p> <p>Equipment &amp; containers will be inspected before use/moving.</p> <p>A Control of Substances Hazardous to Health documented assessment will be undertaken where required on the cleaning substances</p> <p>All cleaning substances should be clearly labelled.</p>	LOW
	The moving of cleaning materials & equipment.	✓		
	Long carrying or pushing distances?	✓		
	Strenuous pushing or pulling?	✓		
	Unpredictable movement of loads?	✓		
	Repetitive handling?	✓		
	Insufficient rest or recovery?			
	<u>The Individual</u>		Suitable footwear is to be worn by those moving cleaning materials and equipment.	LOW
	Require unusual or additional capability?			
	Risk to those with a health problem?	✓		
	Risk to those with physical disability?	✓		
	Risk to pregnant workers?	✓		
	<u>The Load</u>		All large loads would be broken down into manageable sizes	LOW
	Heavy?			
	Bulky/unwieldy?	✓		
	Difficult to grasp?			
	Unstable/unpredictable?			
	Harmful (e.g. sharp or hot)?			
	Restrict vision?			
	<u>The Environment</u>		Cleaning related tasks should be planned before they are carried out, preferably during off peak periods, ensuring obstructions are removed (if possible), especially from staircases, also take into account changes in floor surface.	LOW
	Constraints on posture?			
	Poor floors (e.g. uneven or slippery)?			
	Variations in floor levels or tripping hazards?			
	Obstructions or obstacles?			
	Poor lighting?			
	External weather conditions?			

Risk Priority: **High:** Accident likely with possibility of serious injury or loss  
**Medium:** Possibility of accident occurring causing minor injury or loss  
**Low:** Accident unlikely with control measures in place

Controls (Ser N°. to correspond with hazard Ser N°.)		To be completed by manager.			
Ser N°	Additional controls required	Action to be taken	By whom	Completion Date	Task Completed (Signed & Dated)

<b>F</b>	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p><b>High</b> <del>————</del> <b>Medium</b> <b>Low</b></p>	<p>Risk assessment signed off by: Mark Hilton - Headteacher</p> <p>Signature:</p> <p>Date: April 2022</p> <p><i>Please note an electronic signature will suffice.</i></p>
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