

GENERAL SCHOOLS RISK ASSESSMENT

PART A. ASSESSMENT DETAILS:

Area/task/activity: Lifting and Carrying

Location of activity: Whole school site

School name: Address & Contact details:	St Peter's C of E Primary School Fabians Way Henfield BN5 9PU	Name of Person(s) undertaking Assessment:	Cheryl Marrs
Head Teacher (Name):	Laura Roberts	Signature(s):	
Signature:		Date of Assessment:	6 May 2016
		Planned Review Date: (Minimum 12 months)	5 May 2017
How communicated to staff:	Email Distribution: All staff	Date communicated to staff:	18 August 2016

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how	Step 3 Identify precautionary measures already in place
List of significant hazards (something with the potential to cause harm) (1)	Who might be harmed? (2)	Existing controls (4) (Actions already taken to control the risk)
1.General Lifting and Carrying	Staff, pupils, visitors, contractors	◆ Inset day training, staff handbook, email reminders ◆ Staff aware of correct lifting technique ◆ Manual handling minimised to smallest quantity/assistance via ◆ Not to move items at key times:- lunch, break, start and end of school, when children on playground/field if working in that area ◆ Floor surfaces unobstructed and slip free (all non slip /carpet) apart from hall ◆ Avoid using hall as passage way where possible due to flooring, use shortest route across hall

Risk Rating Lifting and Carrying

Please mark appropriate number (1 = very low, 5 = high) and Risk Priority Rating		
Likelihood	1 2 3 4 5	Severity 1 2 3 4 5
Risk (Likelihood x Severity)		
Risk Rating	High (16-25)	Medium (9 – 15)
		Low (1 – 8)

I have read and understood the Risk Assessment and agree to adhere to the measures as detailed in this assessment.

Signed: Name:

PART C: ACTION PLAN (Priority 1 highest, 5 lowest)

[illegible]