

Health and Safety

3.3 Health and safety risk assessment template

Risk area: Manual Handling

Carried out by:

Date

Risk identified:	Who is at risk:	Level of risk:	Control measure and person(s) responsible:	Review:
Setting out equipment for Out of School Club sessions	Staff	Medium	Two people to carry out setting up procedure. Marie Knight, Natalie Powers, Mary Elmer and Elise Knight are the staff responsible for setting up the session. All staff to complete a “lifting and handling” course, ensuring that all staff are familiar with correct procedure for manual handling.	
Storing away of equipment	Staff	Medium	All staff responsible. All staff to complete a “lifting and handling” course.	
Lifting children	Staff	Medium	All staff responsible.	

			All staff to complete a “lifting and handling” course.	
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Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023