

BLACKSHAW NURSERY

Manual Handling

Assessments

All Rooms, Kitchen, External Areas & Office

These assessments will be reviewed on a regular basis, when there any changes in the activities, legislation or after any accidents/incidents and if they are suspected to be inadequate.

The only significant risk is lifting of children/babies all other tasks can be completed by either using a mechanical aid or by 2 or more persons.

Monitoring is to randomly be completed of staff completing all tasks and documented.

Training is to be followed by all personnel and revision completed annually.

*Manual Handling Assessment Form
All Rooms*

DATE:

24th October 2016

FORM COMPLETED BY:

Paul Danks CMIOSH

No.	Task Description	Load Kg	Posture	Frequency:	Mechanical Aids	Work-ing height	Controls	Action
01	Lifting babies onto changing mat and in/out of cots	5-13kg	Bending over cot or floor	As required	None	Floor Waist	- Bottoms of cots can be raised/lowered - change on floor - Man/hand training - Use steps on changing tables - Monitoring	
02	Lifting toys in/out of top of cupboards	5-10kg	Reaching from top shelf	As required	None	Maximum 7ft	- 2 people to carry out task (one pass to the other) - Kick Stools - Manual Handling Training - Monitoring	
03	High chairs from wall brackets	5-7kg	Reaching	As required	None	Maximum 7ft	- Manual Handling Training - Monitoring	
04	Moving screens	5-10kg	Upright screens slide across floor	As required	None	Waist	- 2 people to carry out task - Manual Handling Training - Monitoring	
05	Little Tykes Climbing Frame	20kg +	Upright	As required	None	Waist	- 2 people carry out task - Manual Handling Training - Monitoring	

DATE:

24th October 2016

FORM COMPLETED BY:

Paul Danks CMIOSH

No.	Task Description	Load Kg	Posture	Frequency:	Mechanical Aids	Working height	Controls	Action
06	Bouncy mats	5-10kg	Upright	As required	None	Floor to waist	- 2 people carry out task - Manual Handling Training - Monitoring	
07	Stacking tables & chairs	5 kg	Bending	As required	None	2-4ft	- 2 people carry out task - Manual Handling Training - Monitoring	
08	Lifting children onto toilet	Varies: up to 4 stone	Bending	As required	None	Floor: waist	- Manual Handling Training - Monitoring	
09	Moving 'hidey holes' from Tweenie quiet room to play	5-10kg	Reaching	As required	None	Floor: Waist	- 2 people carry out task - Manual Handling Training - Monitoring	
10	Home corner	Varies	Bending,	As required	None	3-4ft	- 2 people carry out task - Manual Handling Training - Monitoring	

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FORM COMPLETED BY:

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No.	Task Description	Load Kg	Posture	Frequency:	Mechanical Aids	Working height	Controls	Action
11	Buggies from top shelf/cupboard	5-10kg	Reaching	As required	None	7ft	- 2 people carry out task - Manual Handling Training - Monitoring	
12	Painting dry rack	5-10kg	Upright	As required	None	4ft	- 2 people carry out task - Manual Handling Training - Monitoring	
13	Bins of dressing up, bags of balls	5-10kg	Upright	As required	None	7ft	- 2 people carry out task - Manual Handling Training - Monitoring	
14	Carrying urn	15g if full	Upright	As required	None	Waist	- 2 people carry out task - Manual Handling Training - Monitoring - Trolley	
15	Washing	5-10kg	Upright	As required	Basket	Waist	- Baskets not over loaded - Manual Handling Training - Monitoring	

*Manual Handling Assessment Form
Kitchen*

DATE: 24th October 2016

FORM COMPLETED BY:

Paul Danks CMIOSH

No.	Task Description	Load Kg	Posture	Frequency:	Mechanical Aids	Working height	Controls	Action
01	Serving dishes from kitchen. Returning plates	5 - 10kg	Upright	Mealtimes	None	Waist	- Several staff complete this task - Manual Handling Training - Monitoring - Trolley	
02	Saucepans & baking trays	5- 15kg	Bending to upright	As required	Trolley	3ft to waist	- Protective Gloves - Manual Handling Training - Monitoring - Trolley	- Minimize content of saucepan to reduce weight
03	Removing/ stacking items in cupboards/ shelves	2-5kg	Bending to upright	As required	Footstool	Floor to 7ft	- Manual Handling Training - Monitoring - Footstool - 2 people to carry out task	
04	Emptying dishwasher	5kg	Bending	As required	None	3ft	- Manual Handling Training - Monitoring	
05	Moving equipment to clean	5- 10kg	Upright	As required	None	4-5ft	- Slide into sink - Manual Handling Training - Monitoring	

DATE:24th October 2016**FORM COMPLETED BY:**

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No.	Task Description	Load Kg	Posture	Frequency:	Mechanical Aids	Working height	Controls	Action
06	Milk crates & vegetables	10-15kg	Bending	As required	Trolley	Floor to waist	- 2 people to carry out task - Manual Handling Training - Monitoring - Trolley - Split delivery	
07	Large supplies, e.g. oil, potatoes	5-25kg	Bending	As required	None	4ft to floor	- 2 people to carry out task - Manual Handling Training - Monitoring - Oil dragged & scooped out. - Potatoes dragged & emptied as singles	
08	Delivery of supplies in/out of van & storing	5-25kg	Bending, Twisting & reaching	As required	Sack barrow	4ft to floor	- Manual Handling Training - Monitoring - Sack barrow	
09	Sainsbury Supplies	25-35kg X 2-4 bags	Bending Twisting	As required	Sack barrow	4ft to floor	- Manual Handling Training - Monitoring - Sack barrow	
10	Rubbish bags	Up to 10kg	Upright	As required	None	Waist	- Manual Handling Training - Monitoring	

*Manual Handling Assessment Form
Outdoor Areas*

DATE: 24th October 2016

FORM COMPLETED BY:

Paul Danks CMIOSH

No.	Task Description	Load Kg	Posture	Frequency:	Mechanical Aids	Working height	Controls	Action
01	Removing bicycles from shed & other equipment	5-10kg	Reaching, twisting	As required	None	5ft to ground	- 2 people to carry out task - Manual Handling Training - Monitoring	- Provide an additional storage area for bicycles etc.
02	Moving water tray	25kg when full	Bending	As required	Wheels at one end	4ft	- 2 people to carry out task - Manual Handling Training - Monitoring - Empty before moving	
03	Moving sand tray & filling	25kg when full	Bending	As required	Wheels at one end	3-4ft	- 2 people to carry out task - Manual Handling Training - Monitoring	
04	Moving play house	20kg	Upright	As required	None	Waist	- 2 people to carry out task - Manual Handling Training - Monitoring	
05	Rubbish bags	Up to 10kg	Upright	As required	None	Waist	- Manual Handling Training - Monitoring	

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No.	Task Description	Load Kg	Posture	Frequency:	Mechanical Aids	Working height	Controls	Action
06	Slide etc.	5-10kg	Reaching	As required	None	Waist to ground	- 2 people to carry out task - Manual Handling Training - Monitoring	
07	Filling pool with buckets of water	5-10kg	Upright	As required	None	Waist to floor	- Filling pool with buckets of water	

*Manual Handling Assessment Form
Office*

DATE:

24th October 2016

**FORM COMPLETED
BY:**

Paul Danks CMIOSH

No.	Task Description	Load Kg	Posture	Frequency:	Mechanical Aids	Working height	Controls	Action
01	Moving guillotine	5kg	Bending	As required	None	Floor to waist	- Manual Handling Training - Monitoring	
02	Moving fan	5kg	Reaching	As required	None	Waist	- Manual Handling Training - Monitoring	
03	Display Screen User	N/A	Repetitive Injurie Back Injury	Daily	N/A		- DSE Self-Assessment - Training - Monitoring	