

## Risk Assessment Form – Managing Health and Safety

Ref. No:
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<b>Bentilee Nursery school</b>	Completed by: Juliet Levingstone	
<b>Activity and workplace:</b> changing children		Date: updated Nov 20

What are the hazards? (i.e. what might cause harm)	Who is affected and how?	What are you already doing to control the hazards?	Risk		Further action required?	By whom	By when	Done
			No.	L/M/H				
lifting children onto changing cupboard- may hurt back/neck/shoulders	Staff  Staff	children supported to use steps on cupboard  staff to use floor mat to change some children if easier. Children asked to be as independent as possible to help	2	3	<ul style="list-style-type: none"> <li>staff to read manual handling policies</li> <li>staff to attend manual handling training every 2 years</li> <li>Ask students for support- remembering students cannot have anything to do with intimate care of changing and must be supervised at all times to help with the manual handling only</li> </ul>	On line training through on line training	Annually	

**Injury Severity**

- |  |
|--|
| 1. Minor injury (first aid only)                     |
| 2. Serious injury (medical attention, time off work) |
| 3. Major injury (broken bones etc)                   |
| 4. Death   |

**X Likelihood**

- |                |
|----------------|
| 1. Rare        |
| 2. Unlikely    |
| 3. Likely      |
| 4. Very likely |

**=**

**Risk rating**

- |   |
|---|
| 1-3. Low : no further action needed – keep under review       |
| 4-8. Medium: implement reasonable measures as per action plan |
| 9-16. High: work cannot start until risk has been reduced     |

**Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.**

Review 1	Review 2	Review 3	Review 4	Review 5
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial