

Risk area:

Manual handling

<b>Assessment performed by:</b>	Project Director and/or Co Director preferably both
<b>Workplace:</b>	Harwes Farm CIC
<b>Employer:</b>	

Some Potential Hazards in this Risk Area	Estimated Risk Level			Some Useful Controls in this Risk Area	Action Dated
	High	Med.	Low		
1. Where possible manual handling is carried out by the site supervisor. A risk assessment is carried out before moving anything. 2. Where the object/s to be moved are heavy, appropriate equipment facilitating handling is employed. 3. When the site supervisor is unavailable, the Co Director carries out points 1 and 2 above.			✓  ✓  ✓	1. Health & Safety Policy	Apr 2015

If one of these hazards is identified in your school, please tick (✓) the level of risk, and indicate the date when any consequent controls were put in place. For additional hazards and/or control measures, please use the table below.

Additional Hazards Identified in this School	Estimated Risk Level			Control Measures to be Instituted	Action Dated
	High	Med.	Low		
Out of hours		✓		The Project Director and/or Co Director walk the site before and after each visit.	Sept 14

<b>People at risk (✓):</b>	visitors	✓	Staff	✓	Parents	✓		✓		✓	Contractors	✓
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<b>Employees informed of risk assessment via all of the following means:</b>	1. Announcement in staff meeting 2. Induction for new staff 3. Notice boards and wherever else appropriate
<b>Employees to report newly-identified hazards via:</b>	Notification to HF CIC leaders
<b>Date of next assessment:</b>	Autumn 16
<b>Assessment frequency:</b>	Annually
<b>Date:</b> Sept 14	<b>Signed:</b>