

General Welfare Requirement: Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

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 pre-school sessions	Staff	Medium	Two people to carry out setting up procedure. Natalie Finn-Powers and Kayleigh Niven 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.	

Associated Policies and Procedures

- 3.2 Health and Safety General Standards

General Welfare Requirement: Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

Version Number	Author	Purpose of change	Date
1.0	K Coupe	Comprehensive review, page numbered & referenced	Sept 2014
2.0	Committee member	Reviewed and updated as necessary	Oct 2016
3.0	K Coupe	Reviewed, updated, version controlled	23 Jan 2019
4.0	T Clapp	Reviewed, no changes	29/04/2021 Cttee via email (quorate)
5.0	K Coupe	Reviewed and Lead Practitioner's surname updated due to marriage	5 Dec 2023 Committee Member (S Webb)
6.0	K Coupe	Removal of Claire Ajayi's name	16 May 2024 Committee Member (G Ind)