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| **Department:** | **Service:** | **Reference:** |
| **Activity:*****Moving equipment and furniture around school*** | **Site:** |
| **People at Risk:*****Teaching staff, non-teaching staff, children in vicinity*** | **Additional Information:*****Good Back Care & The Moving and Handling of Loads Guidelines for Northumberland County Council employees issued to all*** ***staff.*** |
| **Name of Person Completing Form: Job Title: Date:** | **Review Date:** |

| **Hazard**  | **Risk** | **Initial Rating****L, M, H** | **Existing Control Measures** | **Final Rating****L, M, H** | **Additional Action Required** **(action by whom and completion date – use separate Action Plan if necessary)** |
| --- | --- | --- | --- | --- | --- |
| ***Moving equipment and furniture around school*** | ***Muscle injury******Back strain*** | *H* | ***Where possible, the movement of any furniture or equipment will be carried out by the caretaker who has received moving and handling training.******Staff should keep themselves familiar with the information in their own Good Back Care guide.******Assistance is sought if there is any doubt about moving the equipment.******Where possible, the equipment is kept on a trolley so that it can be wheeled and not lifted. This would apply to a Baby Belling cooker, for example.******Any lifting aids available (sack barrows and trolleys) are used.******The movement of equipment and furniture will be planned so that break times can be avoided when corridors and staircases are busy.******A route which is free from slipping and tripping hazards will be planned. Any obstacles will be removed, as necessary.******The best way to hold the object should be determined in advance and if gloves are required to improve grip, staff should make sure they fit properly.******An extra person will be available to hold open doors where this is necessary. Fire doors must not be left propped open.******Cabinets will always be emptied before lifting and furniture dismantled.******Where lifting is necessary, the correct lifting techniques as set out in the Good Back Care Booklet are used.*** | *M* |  |
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