



Manual Handling: Risk Assessment

Lapstone Activity Centres

Identified Hazard –

- Lifting objects incorrectly – folding tables
- Carrying heavy/awkward objects – bags of soil/sand, equipment
- Lifting/taking down heavy/awkward objects from shelving
- Vacuuming
- Carrying injured child/staff member
- Moving Emergency Bag
- Cleaning fans/fixtures
- Moving of large bulky furniture
- School Recycling Bins & Skip Bins

Risk Rating Key

- !!** Very High
- !** High Risk
- #** Medium Risk
- *** Low Risk

Risk

!! Musculoskeletal Disorder (MSD) may include the following;

- Sprains and Strains
- Back injuries
- Joint and bone injuries
- Nerve injuries
- Soft tissue hernias
- Chronic pain
- Fractures and Breaks
- #** Bumps bruises, concussions
- #** Cuts

Control Measures

- As per our Policies and Procedures, Education and Care Services National Regulations and Law and WHS Regulations and Law –
 - Safety Checklist to be completed for each Session to ensure that there are no hazards present. If the hazard is present then it needs to be removed or isolated at the time.
 - If the hazard cannot be removed, isolated or fixed at the time then the Educator must report it to the Responsible Person.
 - Hazards – Eliminated, sectioned off or totally avoided. Maintenance Log in (SIM) and ACI Hazard Report to be completed and forwarded to School Principal or Head Office to be actioned.
 - Where possible staff are to set up areas that require lifting of heavy objects prior to children arriving to avoid moving objects around children.
 - If an Educator does not feel comfortable lifting/carrying an object on their own, they must inform the Responsible Person and inform them that they require the assistance of another Educator.
 - For particularly heavy or awkward objects multiple staff may be required to lift and move the object.
 - Educators are to ensure that the space around them is clear and free of obstructions before moving and lifting anything. If the space cannot be cleared than it is deemed unsafe, and the Educator is not to lift or move anything.
 - Foldable tables are to be folded in half and locked, making them shorter and less awkward to carry.
 - Educators need to ensure that all heavy objects are placed on the lower shelves, so they are not having to stand on ladders or reach above their heads to take them down.
 - If a ladder is required -
 - it should be used when no children are in the area.

- another Educator is to ‘spot’ the Educator on the ladder. This includes holding it stable, watching them to make sure no children go near it and prevent falling.
- Containers used for storage of equipment –
 - Educators need to assess if they are able to lift on their own, or it requires a 2 person lift.
 - need to be in good condition – replace if damaged/broken.
- Unless deemed as absolutely necessary to move an injured child/adult, do not move from their position.
- If a person needs to be moved Educators are to remember their First Aid Training on stabilising a person to prevent further injury, before moving them.
- Fan or any high fixtures are to be cleaned when no children are in the Service.
- Educator to notify other Educators not to turn fans on.
- Vacuuming –
 - the length of the handle is to be adjusted to suit that Educator's height.
 - Suction/head is set correctly accordingly to type of floor being vacuumed, so Educator is not forced to use undue strain pushing/pulling vacuum.
 - Under furnishings, either move furniture or bend down onto the floor to get under them.
- Emergency Evacuation Bag – if Educator is unable to do this by themselves, ask for another Educator/child to assist.
- School Recycling Bins & Skip Bins –
 - Recycling Bins refer to separate Risk Assessment.
 - When opening the Skip Bin the Educator must be tall enough to lift lid so it clicks into the safety latch to hold lid open.
 - Educator is to ensure rubbish being lifted into the Skip Bin is not too heavy for them to lift, if so they will need to put into several bags.
 - Heavy pieces of equipment will need to be lifted by 2 or more Educators.
- All Educators are to refer to the ‘Lifting Do’s and Don’t’ and ‘Ladder Safety’ documents attached, outlining the correct technique.
- Educators to be on site are First Aid trained and First Aid Kits are fully stocked.
- First Aid Kit Checklist to be completed every Term and documented in SIM.

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Approved By:

Signature:

Date: 27/07/23

Signature:

Date: