

# Manual Handling : Risk Assessment



## Assigned to: Howe Park School

Organisation: Howe Park School  
Address: Bowland Drive  
Emerson Valley  
Milton Keynes  
Buckinghamshire  
MK4 2SH  
Status: Incomplete  
Last Reviewed: Never  
Next review: 29/04/2027

## Risk Assessment Description

Manual handling activities in school and nursery include lifting, carrying, pushing equipment and deliveries. These tasks present a risk of musculoskeletal injury if not properly managed.

## Identified hazards

Hazard description	Who might be harmed and how	Control measures	Risk rating	Last amended
<p><b>Moving Furniture and Equipment</b></p> <p><b>Risks:</b></p> <ul style="list-style-type: none"> <li>• Strains from lifting heavy or awkward items</li> <li>• Trips or collisions</li> </ul>	<ul style="list-style-type: none"> <li>• All Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Use trolleys where possible</li> <li>• Avoid lifting heavy items alone</li> <li>• Store frequently used items at waist height</li> <li>• Regular housekeeping to prevent clutter</li> </ul>	<p><b>Low</b></p>	<p>Nicki Cooper on: 29/04/2026</p>
<p><b>Pushing/Pulling Equipment (e.g., buggies, trolleys)</b></p> <p><b>Risks:</b></p> <ul style="list-style-type: none"> <li>• Strain to arms and back</li> <li>• Loss of control on slopes or uneven surfaces</li> </ul>	<p>Staff and Volunteers</p>	<ul style="list-style-type: none"> <li>• Maintain equipment in good condition</li> <li>• Avoid overloading</li> <li>• Use appropriate routes (ramps instead of steps)</li> <li>• Staff awareness of safe pushing techniques</li> <li>• Annual Staff Training</li> </ul>	<p><b>Low</b></p>	<p>Nicki Cooper on: 29/04/2026</p>

Hazard description	Who might be harmed and how	Control measures	Risk rating	Last amended
<b>Moving Boxes and Handling Deliveries</b>	Staff (especially office staff, site staff, and teachers	Deliveries assessed before lifting (check weight/size)	Medium	Nikki Cooper
<b>Risks:</b>	receiving deliveries)	Use trolleys, sack trucks, or wheeled carts where possible		on: 29/04/2026
Lifting heavy or awkward boxes		Break down loads into smaller, manageable items		
Unknown weights or uneven loads		Team lifting for heavy or bulky boxes		
Repetitive carrying from delivery point		Store deliveries close to point of use where practical		
Trips from packaging materials		Keep delivery and storage areas clear of obstruction		
Strains from twisting while carrying		Remove packaging promptly to avoid trip hazards		
		Staff trained in safe lifting techniques (bend knees, keep load close, avoid twisting)		
		Avoid rushing—plan the route before moving items		