

## RISK ASSESSMENT

Risk Assessment for:	OXFORD MANUAL MOBILE HOIST			Prepared by:	H&S Co-ordinators – S.L & V.D	
				Assessed by SLT:		
Location:	ROSEWOOD FREE SCHOOL, SO16 5NA			Date of Assessment	May 2026	
				Review Date:	May 2028	
Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Moving the hoist & learner	Employees, Learners, trained third parties	<p>Damage to backs, necks, shoulders and hips or feet whilst using/moving hoist</p> <p>Learners could fall/tip out of sling due to movement of the mobile hoist or mobile hoist tipping</p> <p>Accident caused by obstacles -including hoist legs</p>	Med-15	<p>All staff to follow school <b>Moving and handling policy</b>, to be read and signed as part of induction process. School policy compliant with <b>Manual Handling operations regulations 1992</b></p> <p>An overhead or gated system will always be used by preference. Mobile Hoist used only if overhead hoist is out of action/in an emergency</p> <p>All staff to receive Moving and Handling induction training before they first use the hoist, and annual refresher training.</p> <p>Staff have Individual risk assessments.</p> <p>Learners have individual sling assessments and individual Risk assessments including suitability to use Manual mobile hoist.</p> <p>Staff always wear suitable footwear offering foot protection and stability. <b>Clothing and personal appearance policy.</b></p> <p>Staff to ensure that there are no obstructions in the path of the Learner.</p>	<p>Incidents/ Accidents recorded and monitored</p> <p>Staff individual risk assessments written when needed and reviewed</p> <p>Learner Risk Assessments updated 3 monthly</p> <p>Sling clinics run regularly in school with OT</p>	Low-5

## RISK ASSESSMENT

Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
				Plan route before moving. Classrooms to be kept free of clutter and trip hazards. Hoist should be used only as per training. Hoist should be stored with the legs closed.	Oxford Manual used on flat surfaces never a hill or incline	
Hoisting a small learner where the hoist does not reach the ground	Employees or trained third parties	Damage to backs, necks, shoulders and hips or other MSD injury	Med-10	All staff to receive Moving and Handling induction training before they first use the hoist, and annual refresher training. Staff to sit behind Learner, transfer up onto lap to hook or unhook onto bar where hoist does not go to floor. Staff have individual Risk Assessments to ensure they can complete this manoeuvre.	Incidents/ Accidents recorded and monitored  Staff individual risk assessments written when needed and reviewed	Low-5
Hoist failure or failing mid hoist	Learner	Discomfort/injury from hoist not working correctly Learner is active in sling and may fall out causing impact injury, cuts, bruise, head injury from the manual hoist frame/other parts	Med-9	No electric components on hoist to fail. Visual check before each use- do not use if hydraulics appear faulty report or if any visible oil on hoist. Report immediately to H&S team. Moving and Handling advisors on site to assist should issues arise All Learners have own sling assessed for them for comfort and safety should the hoisting take longer than expected Maximum safe working load of 200kg adhered to.	All staff to report issues immediately and never use a hoist which appears faulty  Hoist is serviced in line with <b>LOLER regulations 1998</b> and school schedule.	Low -3

## RISK ASSESSMENT

Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Spreader bar during and after hoisting	Employees, Learners, trained third parties	The spreader bar on the hoist could move and hit employees learners or third parties and could cause varying injuries including impact injuries to head or face, bruising and cuts.	Med-9	All Hoisting in school is completed with a minimum of two people or with the number the Learners Risk Assessment states. Staff must always follow the Learners Risk Assessment. We work with a clear leader and “second” during hoisting to ensure that one staff member is always responsible for the spreader bar as per induction training. Mobile hoist to be moved/stored safely after completing manoeuvres.	Incidents/ Accidents recorded and monitored	Low-3
Classroom to bathroom /crossing threshold	Employees Learners, trained third parties	Staff or trained third party Damage to backs, neck, shoulders feet and hips whilst moving/using the hoist. Hoist tipping and cause Learners to fall out of sling causing varying musculoskeletal injuries	Med-15	Use of gated system or overhead hoist to equipment to enter/exit bathroom. Oxford Mobile hoist is not used to cross thresholds eg in to the garden or corridors but used in situ only. Moving of Learner in/out of bathroom of plinth when gated/overhead hoist out of action. Where moving plinth is written on Learner risk assessment as not suitable, class staff to call M&H to assess best way to enter/exit. All staff to receive Moving and Handling induction training before they first use the hoist, and annual refresher training. Learners have individual sling assessments	Push the Mobile hoist in a straight line only- wherever possible and minimal distance  Staff individual risk assessments written when needed and reviewed	Low-5

## RISK ASSESSMENT

				and individual Risk assessments. Staff always wear suitable footwear offering foot protection and stability <b>Clothing and personal appearance policy.</b>		
Attaching sling to hoist	Employees, Learners, third parties	The learners sling loops may slip off the spreader bar and Learner may strain or bump limbs or head or fall from sling. Staff or M&H trained third party – may catch learner therefore injuring themselves - musculoskeletal injury	Med -10	Staff receive Moving and Handling induction training prior to undertaking hoisting with our Learners, plus a yearly refresher. At least 2 adults present for manoeuvre. Use safety clips provided on the hoists.	in line with <b>LOLER regulations 1998</b> and school schedule. Team to communicate if clips are damaged	Low-5
Lowering the hoist and Learner to the ground or equipment	Learner	Staff member or M&H trained third party may turn and loosen the hoist lowering mechanism too quickly, causing the learner to come down very quickly to the floor or in to their equipment causing varying impact injuries and bruises.	Med-9	All staff are trained to use this equipment before using it. Staff never hoist on their own always with a minimum of two adults. Staff to ensure good communication and prompts throughout manoeuvre.	Yearly refresher training or on request to H&S team due to the infrequency with which this hoist is used.	Low-3
Raising the hoist with the manual pump	Employees or third parties	Staff member or M&H trained third party may injure their shoulder, back or have other musculoskeletal injuries from having to manually pump the hoist hydraulics to raise the Learner up.	Med-10	All staff are trained to use this equipment before using it  As staff never hoist on their own, it is advised when manually raising older/bigger Learners, staff share the task so as to ease the strain on their bodies  Maximum safe working load of hoist followed	Yearly refresher training or on request to H&S team due to the infrequency with which this hoist is used.	Low-5

## RISK ASSESSMENT

**High** likelihood of risk – Likely to occur immediately or in the near future  
**Medium** likelihood of risk – will occur in time if no preventative action is taken  
**Low** likelihood of risk – Remote or unlikely to occur

Date Reviewed	Comments
April 2017	Initial assessment
April 2018	Annual update
April 2019	Annual update
April 2020	Annual update
May 2022	Two yearly update
May 2024	Two yearly update
May 2026	Two yearly update