

RISK ASSESSMENT

Risk Assessment for:	Use of Personal Protective Equipment (PPE)	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
Insufficient PPE available	Employees, trained volunteer, third party	Supplies of required PPE run out resulting in task being completed without PPE and is therefore not safe, causing varying injures/illness or cross contamination.	Med - 15	Stock control sheets in place for staff to fill out on use. PPE supplies are regularly monitored by H&S Co-ordinators. Orders are placed regularly and in sufficient amounts to cover working periods. H&S Co-ordinators are responsible on ensuring stock is available in supply cupboards.		Low - 5
PPE provided does not fit and is therefore ineffective	Employees, trained volunteer, third party	Varying injures/illness linked to the task requiring PPE occur due to poorly fitted or inadequately fitting PPE Adapted equipment for those who may suffer a skin reaction or sensitive to.	Med - 15	PPE gloves are ordered in sizes S, M, L & XL. Nitrile gloves are provided if needed. PPE provided for maintenance / kitchen work is ordered on an individual basis and correct size ordered in consultation with user.		Low - 5
PPE provided and not worn / used	Employees, trained volunteer, third party	Varying injures/illness linked to the task requiring PPE occur due to PPE not be worn.	Med - 15	Staff are trained and expected to follow all risk assessments, policies and procedures. Clear consequences for failure to do so. Spot checks may be undertaken by health and safety co-ordinators.		Low - 5
Lack of training in use of PPE	Employees, trained volunteer, third party	PPE is used incorrectly and therefore the individual may face a risk to their health and safety resulting in varying injuries/illness.	Med - 15	All employees complete a health and safety induction which discusses PPE in their induction week and a refresher annually.		Low - 5

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PPE use causes additional hazards	Employees, trained volunteer, third party	PPE causes skin reaction, skin damage, trip hazard, heat stress or fatigue or other injury during use. Learners gain access to PPE which may result in cross contamination or cause a choking hazard.		Individual staff risk assessments are in use and PPE adapted if necessary. Individual learners risk assessment are in use and PPE adapted if necessary ie mouthing, grasping. PPE stored in classrooms are stored out of reach of learners and staff are trained to store appropriately depending on the cohort of their class. Child lock cupboard can be installed on request.	PPE is only used for short periods only then removed	
PPE is incorrectly stored reducing effectiveness	Employees, trained volunteer, third party	PPE perishes, breaks, becomes ineffective due to damp, wet, too cold, hot or other poor conditions and becomes ineffective resulting in varying injures/illness	Med - 15	PPE stored inside school premises which will be correct temperature and free from other factors which may otherwise damage it. Sufficient allocated space prevents crushing, ripping etc of PPE. Additional stock, which is stored outside, is in fit for purpose sheds/stores which are weatherproof and sound and replaced by maintenance lead if required.		Low - 5
PPE is not maintained reducing its effectiveness	Employees, trained volunteer, third party	Varying injures/illness occurs from poorly maintained, unhygienic PPE	Med - 15	PPE stock is stored appropriately and naturally rotated due to high demand. Single use PPE won't need maintaining. Sluice, high visibility and maintenance team PPE is checked during the monthly audit and replaced if needed. If PPE is damaged or mislaid employees have personal responsibility to inform H&S Co-ordinator or line manager that it needs replacing. PPE should be kept cleaned and stored on site and maintained by the user.		Low - 5

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PPE given to staff is unsuitable or not provided when needed.	Employees, trained volunteer, third party	PPE provides inadequate protection or is in some other way inefficient and unsuitable resulting in varying illness/injury. Need for PPE has not been correctly identified and therefore not provided.	Med - 15	Each task within school is risk assessed by competent trained employees and have control measures in place including the necessary use of PPE. Risk assessments are reviewed on a schedule to ensure PPE requirements do not need to change. PPE is sourced by a competent person in collaboration with user or other professionals where necessary. Where multiple PPE is required to make a task safe all items are provided eg gloves and aprons for personal care and are compatible.		Low - 5
Incorrect disposal of PPE	Employees, trained volunteer, third party	Cross contamination on a wider scale than just school based.	Med – 9	Single use PPE is disposed of using hazard bags. Staff are trained in use of single use PPE. Hazard bin bags tied up and disposed into outside bins daily by cleaning team.		Low - 3
Footwear worn by staff or provided by school is not suitable or safe for task undertaken	Employees, Learner, trained volunteer, third party	Person undertaking task wears Incorrect footwear for task is worn resulting in various foot injuries including crush injury, impact related, broken bones in foot or toes, bruises, cuts, scratches. Learner or colleague may also be injured by use of incorrect footwear such as staff member slipping due an level transfer task resulting in a fall and impact injury, MSD injury to one or more individual	Med - 15	Staff informed at induction the footwear requirements and expectations for M&H tasks. SLT and H&S monitor and action noncompliance. Task requiring specialist footwear eg steel toe capped boots for maintenance task are provided to employee whenever they have been assessed as necessary for that task.	Refer to dress code and appearance policy	Low - 5

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High vis vests are required to safely complete task	Employees, Learner, trained volunteer, third party	High vis vest not worn or is unavailable when needed resulting in varying injuries from the surrounding hazard eg traffic	Med - 15	Selection of sizes of high vis vests are made available for staff, stored centrally in school office. Those requiring a high vis vest on a regular or daily basis have their own vest provided and are responsible for its storage and reporting any loss or damage.	High vis vest requirements covered in Midas training Refer to safe System of Work "car park pick up and drop off"	Low - 5
Face mask is required to safely complete task	Employees, trained volunteer, third party	Face mask not worn or is unavailable when needed resulting in injury from inhalation of hazardous materials	High - 24	Face mask assessed as not required for class based and learner involved tasks. Routine maintenance tasks within school do not require masks but are assessed on a task by task basis and sourced and supplied before task commences.		Med - 8
Hearing protection		Ear defenders not worn or is unavailable when needed resulting in injury from noise pollution.	High - 24	Ear defenders assessed as not required for class based and learner involved tasks. Routine maintenance tasks within school do not require ear defenders but are assessed on a task by task basis and sourced and supplied before task commences.		Med - 8
Head protection		Head protection not worn or is unavailable when needed resulting in head impact injury.	High - 24	Head protection assessed as not required for class based and learner involved tasks. Routine maintenance tasks within school do not require head protection but are assessed on a task by task basis and sourced and supplied before task commences.		Med - 8
Eye protection		Eye protection not worn or is unavailable when needed resulting in eye injury.	High - 24	Eye protection assessed as not required for and learner involved tasks. Eye protection provided for use of sluice class		Med - 8

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				and laundry based. Routine maintenance tasks within school do not require masks but are assessed on a task by task basis and sourced and supplied before task commences.	
Arm guards /protective sleeves		Arm guards / protective sleeves not worn or is unavailable when needed resulting in arm injuries, scratches or bites.	High - 20	All staff to refer to learner's communication and regulation passport and handling plan as to whether protection is needed. Arm guards/protective sleeves available on demand – staff to contact H&S team.	Low - 5
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
May 2026	Initial assessment
	Annual update