


RISK ASSESSEMENT

Risk Assessment:	Individual fulfilling the Job role - Administration Team	Prepare by:	H&S Co-ordinators – S.L & V.D
		Assessed by SLT:	
Location:	ROSEWOOD FREE SCHOOL, SO16 5NA	Date of Assessment	April 2026
		Review Date:	April 2028

**IT IS AN EMPLOYEES PERSONAL RESPONSIBILITY TO READ THIS RISK ASSESSMENT & FOLLOW IT.
IF THIS DOCUMENT EXPIRES PAST THE REVIEW DATE THE PERSONALISED
CONTROL MEASURES ARE VOID.**

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 and handling load, equipment and/or objects	Employee	Untrained staff, misguided enthusiasm, poor posture, repeated heavy workload, static positions, too heavy load, unbalanced stance, unsafe working environment, twisting, not using moving aids all causing back, musculoskeletal or skeletal Injury, discomfort or repetitive strain.	High - 24	Moving and handling training compulsory part of the induction process. Plus, annual moving and handling refresher training. Additional training/support on demand where needed. Refer to manual handling policy	Moving and handling leads available for advice	Med - 8
Task and physical aspects requiring repetitive, regular moving of equipment & load, stooping, twisting, bending, working at a distance from the body	Employee	Staff not planning and preparing causing back, muscle or skeletal Injury, discomfort or repetitive strain when moving objects or load.	High - 24	All tasks limited to avoid if requiring unsafe handling. Staff to agree best procedure for moving and seek assistance if required. Use moving aids, available around school. Refer to manual handling policy	Multiply moving aids available around school	Med - 8

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Lifting & carrying loads	Employees, third parties	Back, muscle or skeletal Injury, discomfort or repetitive strain when moving objects or load.	High - 24	Carrying or moving of medium and heavy loads are to be avoided. Make use of moving aid for these loads. Use multiply adults as required. Plan and prepare and transport at safest point of the day.	Multiply moving aids available around school	Med - 8
Sitting long periods	Employee	Back, muscle or skeletal Injury, discomfort	Med - 15	Moving and handling induction training discusses static postures. Staff have personal responsibility to moving position through their working day.		Low - 5
Position of screens, keyboards, mouse, associated furniture and work environment.	Employee	Back, muscle or skeletal Injury, discomfort	Med - 15	A Display Screen Equipment Assessment is completed at the start of employment and sent out and any actions completed by H&S Co-ordinates.	Refer to environment risk assessment.	Low - 5
Occupation over use syndrome / repetitive strain injury	Employee	Chronic pain and discomfort in the body's soft tissues including muscles, tendons and nerves.	Med - 10	A DSE assessment is completed annually. Employees encouraged to vary activities to have a break from the repetitive action.		Low - 5
Work related stress	Employee	Excess workload, work home life unbalanced, predisposed, not communicating worries, a trauma causing stress and well-being concerns.	Med - 16	Refer to stress risk assessment. Mental health first aiders onsite.		Med - 8
Pregnancy or associated health problems	Employees	Pregnant workers susceptible to muscle, skeletal and ligament injury and back strains. Dehydration, heat exhaustion or fainting during hydro. Fatigue.	High -20	Refer to pregnancy risk assessment. Individual risk assessments considered – staff to abide by it. Drinking facilities available in school.		Low - 5

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Energy drinks i.e. Red Bull, Monster	Employee	Increased heart rate, high blood pressure, anxiety, and potential for serious adverse reactions. Causing highs and lows during working day.	Med - 9	Along with the government healthy eating guidance Rosewood apply a no energy drinks to be consumed onsite during the working day.		0
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 2024	Initial assessment – changed process to ensure updates for document is annually completed.
April 2026	Annual update