


RISK ASSESSMENT

Risk Assessment:	Individual fulfilling the Job role - Class Based	Prepared 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 learners, objects or equipment	Employees, Learners, third parties	Untrained staff, misguided enthusiasm, poor posture, repeated heavy workload, static positions, too heavy load, unbalanced stance, unsafe working environment, twisting, wrong sling, 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. Monitoring in class by H&S Co-ordinators. Additional training/support on demand where needed. Refer to manual handling policy	Follow all learner handling plans, risk assessments & communication and regulation passports. Communicate with colleagues.	Med - 8
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

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Task and physical aspects requiring repetitive, regular moving of equipment & load, stooping, twisting, bending, working at a distance from the body	Employees, third parties	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
Individual capability	Employees, third parties	Illness, sickness, fatigue, change in lifestyle, poor mental health, level of competence, knowledge or experience, not planning & preparing causing musculoskeletal damage, impact injuries increased incident or accidents.	Med - 10	Staff moving and handling trained on induction. Always 2 people to hoist or move a learner unless specified in learners individual risk assessment. Individual capability accounted for with staff individual risk assessment. Moving aids available around school. Staff to work at floor level height unless ladder use trained.	Fitness levels discussed during moving and handling induction. Support via VIVUP platform available to all staff. Wellbeing addressed during various induction/refresher health and safety inset training.	Low - 5
Supporting learners with eating and drinking	Employees, third parties	Untrained staff, out of date programs or no program to refer to, incorrect equipment, learners aspirating or choking – emergency action required. Incorrect staff chairs or height of chair and poor posture causing musculoskeletal injuries or back pain/discomfort.	Med - 15	Compulsory moving and handling and Feeding training as part of the induction process Suitable height adjustable chairs for all staff. Staff chairs maintained and if damaged reported H&S.		Low - 5

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Inappropriate appearance, clothing, or footwear	Employees, third parties	Long hair, long nails, excessive jewellery, unsuitable clothing (baggy clothing, scarfs etc), unsuitable footwear causing impact injury, slips, trips or falls, scratches and more.	High - 20	Refer to school clothing policy. All staff verbally advised on school jewellery, clothing and footwear policy on induction. Hair tied back.		Low - 5
Massage and Aromatherapy	Employees, learners, third parties	Skin reactions if wrong oil is used, too much oil used, oils in eyes or mouth, oils stored out of a lidded tin, spillage of oils all causing skin/eye irritation.	Med - 9	Aroma therapist to train staff team during basic training prior to using oils for massage. Refer to aromatherapy policy and risk assessment.		Low - 3
Meeting learner's personal care needs	Employees, third parties	Contact with bodily fluids, infection causing sickness or illness. Safeguarding risk for staff and learner.	Low - 6	Hygiene training provided by the nursing team. Safeguarding training is compulsory. Refer to personal care and safeguarding policy and hygiene protocol.		Low - 3
Work related stress	Employees	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
Teaching & supporting learners in the community on day trips etc.	Employees, learners, third parties	General external elements e.g. traffic, weather, members of the public causing possible, slips, trips or falls, impact injuries and varying incidents or accidents. Learners may require medical attention.	High - 20	Risk assessments must be completed for all off-site activities and signed by SLT. All associated staff to read this risk assessment. Staff should carry personal details of the learners on all off-site trips Refer to off- site policy		Med - 10

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Hydrotherapy	Employees, third parties	Higher temperatures and humidity. Flooring. Medical incidents & drowning. Staff fatigue, poor management of session. Consequences possibly being slips, trips or falls, drowning, secondary drowning, fatality.	High - 30	Hydrotherapy training given when suitable for the individual. Competent staff member to ensure safety at all times. Refer to hydrotherapy policy & risk assessments for hydro pool use, Neptune equipment.	Only trained employees to support on poolside. Third parties can attend as super numerary.	Med - 10
Rebound therapy	Employees, third parties	Trampoline – getting it out & during session. Understaffed, wear & tear of equipment & trampoline. Poor management of session and preparation. Consequence being musculoskeletal, joint and back problems.	High - 32	All staff involved in the session to be trained in moving & handling. Only staff who have completed the Rebound therapy course to run the session. Rebound policy & rebound risk assessment	Minimum of 1 spotter for sunken trampoline.	Med - 8
Risk of infection e.g. H.I.V, CMV, Hep B, Rubella etc.	Employees, third parties	Cross contamination and open wounds being exposed. Bites (from Learners). Bodily contact, vomiting, soiling, equipment of materials not being efficiently cleaned or maintained. Causing sickness, illness possible death.	Med - 15	Good personal hygiene precautions at all times. Refer to Learner's risk assessment. Avoid contact. All staff advised to get Hep B vaccination. Spillage kit available in each class	Being alert to up to date learners medical conditions / infections	Low - 5
Pregnancy or associated health problems	Employees, third parties	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
Task requires use of PPE	Employees, third parties	PPE is not supplied/unavailable. PPE supplied is used incorrectly. PPE supplied is not fit for purpose. PPE not suitable for individual's requirements	Med - 15	Refer to Use of PPE risk assessment		Med - 10

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Physio Interventions	Employees, third parties	Not referring to physio program, out of date program, untrained staff, misguided enthusiasm, wrong equipment or orthotics. All causing possible muscle strain and back pain.	High - 20	Compulsory Induction for all class staff on Physical management, only staff shown physio interventions should be involved in these without a physio present. Some learners will have additional higher needs and more generic intervention e.g. AFO's/gaiters etc. should also only be applied after being shown the correct way. Physiotherapists responsible for keeping this list up to date. Chest Physio can only be undertaken by staff trained by a physiotherapist.		Low - 5
Medical interventions	Employees, third parties	Not referring to medical protocols, not being first aid trained or a nurse, misguided enthusiasm, wrong drugs administered, not using MAR chart or be trained in administering drugs causing complications in condition, unnecessary hospitalisation & additional medical intervention.	High - 24	Training is provided for all medical interventions and staff MUST only carry out interventions that they have been trained to undertake. Named and qualified First Aiders displayed. Nursing team always on site.	Call 999	Med - 8
Energy drinks i.e. Red Bull, Monster	Employees, third parties	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

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Leading teaching and learning in a range of activities	Employees, third parties	Poor team management, untidy classroom, lack of planning, no risk assessments available, viewed or followed could lead to varying incidents and accidents.	High - 20	Class teachers lead with delegated responsibilities. H&S Co-ordinates are responsible for completing and sharing with staff and made available to third parties. All staff responsible to communicate to H&S Co-ordinates with concerns or issues that arise. Risk assessments & policies available – shared on Every and hard copy in the staff room.	Teamwork is crucial.	Med - 10

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 plus amalgamated the individual risk assessment to this risk assessment.