

RISK ASSESSMENT

Risk Assessment for:	USE OF XY CEILING HOIST WITH SLINGS		Prepared by		H&S Co Ordinator– 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
Hoist not charged.	Employee, M&H trained third party	Hoist being out of action increasing time, space and pressure on the use of the other hoist or the need for use of Mobile hoist leading to increased workload and stress for staff plus possible musculoskeletal injuries if mobile hoist required.	Med - 9	<p>All hoists are to be placed on charge after each use.</p> <p>All hoists are regularly serviced and maintained.</p> <p>All staff are trained on use of the hoist during Moving and Handling induction and yearly refresher training.</p> <p>H&S Co-ordinators on site to assist with safety of staff and Learner should issues arise during hoisting.</p> <p>Staff will never use a Hoist which appears to be faulty or has signs of damage/ loss of charge/failed battery.</p> <p>Each class has two hoists so second hoist should be used if 1 fails to avoid use of mobile hoist. If mobile hoist required liaise with M&H prior to use.</p> <p>Class plinth or chair available emergency lowering system can be used – staff trained.</p> <p>All staff to follow school Moving and handling policy, to be read and signed as part of induction process. School policy compliant with Manual Handling operations regulations 1992</p>	<p>Report faults to H&S Co-ordinators who will contact service provider where appropriate.</p> <p>Staff to have read all supporting documents and learner handling plans. Refer to emergency situation protocol.</p>	Low-3

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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
Learner falling mid hoist	Learner, Employee, M&H trained third party	Learner is active in sling, poor staff observation or knowledge of Learner may lead to a learner falling out of the sling causing impact injury, cuts, bruises, head injury. Staff or third party – may attempt to catch learner therefore injuring themselves causing musculoskeletal injury	Med-10	As above page 1 All Learners have own sling assessed for them for comfort and safety. Any temporary sling sourced from the spares box should match their personal sling – H&S Co-ordinators available for support. No personal slings should be used for other learners. Staff to follow Learners Moving and Handling plan at all times. Rosewood operates on a lead hoister (a “first”) and a “second” so no new staff will hoist together.	As above page 1 Competency undertaken from 6 weeks	Low-5
Hoisting Manoeuvre	Employee M&H trained third party	Musculoskeletal injury whilst supporting Learners through hoisting manoeuvre due to bad posture, inadequate training or information	Med-10	Staff receive Moving and Handling induction training prior to undertaking hoisting with our Learners, plus a yearly refresher. All staff to read and follow each Learners Individual Moving and Handling Risk assessment. Staff have individual risk assessments to match their current physical needs. Classrooms to be free of clutter and obstacles to minimise risk of slips/trips during Hoisting. All current slings are compatible with school overhead hoist systems. No Learner in school exceeds the safe working load. All equipment should be ready to receive the learner – plan and prepare.		Low-5

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				Rosewood operates on a lead hoister (a “first”) and a “second” to ensure less experienced staff member is well supported and instructed.		
Hoisting Manoeuvre	Learner	Discomfort from poorly fitted sling or injury from falling out of sling due to wrong loops attached, sling fitted incorrectly, wrong sling used, sling is in poor condition, hoist used incorrectly	Med-15	<p>Staff receive Moving and Handling induction training prior to undertaking hoisting with our learners, plus a yearly refresher.</p> <p>All staff to read and follow each learners Individual Moving and Handling Risk assessment. Each learner has their own personal sling with designated loops. Learners risk assessments / handling plan, A5 cards and sling charts are designed to support this.</p> <p>Learners only to use their personal sling.</p> <p>All Learners have own sling assessed for them for comfort and safety by school OT</p> <p>All Handling plans carefully specify how many trained people are required for each hoist to keep the learner safe.</p> <p>Rosewood operates on a lead hoister, a “1st” and a “2nd” to ensure each learner has at least one competent and known staff member with them for hoisting.</p> <p>Learners should not have access to or use the hoist handset.</p> <p>Slings are checked visually for condition before use each time. Slings are checked monthly by named class member, Slings are checked at inhouse LOLER clinic by OT and H&S Co Ordinator’s. Records kept.</p>	Quick reference A5 guide to be stored on the learner’s class chair. Sling chart in each class and bathroom.	Low-5
Attaching sling to hoist	Employees, Learners,	The learners sling loops may slip off the	Med -10	Staff receive Moving and Handling induction training prior to undertaking hoisting with our	Team to communicate if	Low-5

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	M&H trained third parties	spreader bar and Learner may strain or bump limbs or head or fall from sling causing varying impact injuries and/or broken bones Staff or third party – may attempt to catch learner therefore injuring themselves causing musculoskeletal injury		Learners, plus a yearly refresher. At least 2 adults present for manoeuvre. Use safety clips if provided on the hoists. Adults trained to build in visual checks and the point of every lift and should be visually attentive throughout manoeuvre.	clips get. Damaged. Service of hoists in line with school and LOLER regulation time frames.	
Spreader bar on hoist during and after hoisting	Employees, Learners, M&H 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. Spreader bar left low and staff member may walk in to it causing impact injury to head/face, cuts or bruises.	Med-9	All hoisting in school is to be completed with a minimum of 2 trained adults. Staff to follow the Learners Risk Assessment at all times. Staff receive Moving and Handling induction training and yearly refresher and practical training on the use of the hoist including the spreader bar. At least one staff member is responsible for the spreader bar at all times as per induction training. All overhead hoists are stored to above head height immediately after each hoist is complete or short term over a suitable table so as to prevent staff from hitting themselves on a low hoist. Then placed on charge when all manoeuvres are completed.	Accident/ incident book monitored.	Low-3
Misuse of hoisting systems	Employees, Learners, M&H trained third parties	Unnecessary physical stress would be put on the hoist mechanisms, damage them and in turn cost the school additional money. Hoisting systems are not designed to be under a load for periods of time. Learners are not supported in a sling in the same way they are in their personal equipment for learning activities.	Low - 2	Learners are <u>not</u> to be left hanging in hoists to access learning for periods of time i.e. foot art/play, information included in induction training Hoisting systems are designed to be used to transfer learners from A to B and must be used accordingly, information included in induction training		Low - 1

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		School insurance would not cover the school if there was an incident/accident whilst mis using a hoist.				
Fitting sling in to chair for Learner prior to hoist use	Employees, Learners, M&H trained third parties	Learner may fall out of sling or equipment causing varying injuries. Learner may experience shear or other skin issues during fitting Staff or third party – may attempt to catch learner thereby causing musculoskeletal injury to themselves Staff or trained third party fitting sling adopts poor posture or twisting resulting in musculoskeletal injury to themselves	Med - 10	Staff receive Moving and Handling induction training prior to undertaking hoisting with our Learners, plus a yearly refresher. Induction training details safest and most comfortable way to fit sling for Learner At least 2 adults present for manoeuvre. Almost every Learner arrives in school sitting on their sling removing the risk of having to fit it. Staff trained to inform H&S or OTs if fitting sling is causing an increased risk or becoming more challenging – contact from OT to home will be made and steps taken for Learner to arrive in school sitting on their sling	Learners referred to OT sling clinics when required. Class to inform OT's if a sling is becoming too small or a change in the Learners movements. All slings purchased are in situ slings, reducing risk of skin injury or discomfort to Learner. "KITTENS" poster displayed for reference in Learners bathroom or classroom	Low - 5
<p>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</p>						

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Date Reviewed	Comments
April 2017	Initial assessment
April 2018	Annual update
April 2019	Annual update
April 2020	Annual update
May 2022	Two yearly update
March 2024	Added control measures about misuse of hoisting system.
May 2024	Two yearly update
May 2026	Two yearly update. Name changed to reflect no single track hoists in school