


RISK ASSESSMENT

Risk Assessment:	Individual fulfilling the Job role - Kitchen 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	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. Monitoring in class by H&S Co-ordinators. Additional training/support on demand where needed. Refer to manual handling policy	Communicate with colleagues.	Med - 8
Lifting & carrying loads	Employees	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 requiring repetitive, regular moving of equipment & load, stooping, twisting, bending, working at a distance from the body	Employees	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 Refer to suitable cleaning schedule checklist.	Multiply moving aids available around school	Med - 8
Individual capability	Employees	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. 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
Inappropriate appearance, clothing, or footwear	Employees	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. Also, all staff verbally advised on school jewellery, clothing and footwear policy on induction. Hair tied back.		Low - 5
Work related stress	Employees	Excess workload, work home life unbalanced, predisposed, not communicating worries, a trauma causing stress and well-being	Med - 16	Refer to stress risk assessment. Mental health first aiders onsite.		Med - 8

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Pregnancy or associated health problems	Employees	concerns. 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	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. Kitchen aprons and oven gloves available.	Additional or new PPE requested by kitchen staff to H&S Co-ordinators.	Med - 10
Energy drinks i.e. Red Bull, Monster	Employees	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
Staff levels	Employees	Daily plan not being followed, staff shortage, new kitchen staff, routine jobs not completed, lunch menus not available all causing complications for learners meals.	Med - 9	All kitchen information including menus stored centrally for all to access. Learner information can be accessed through Arbor. Daily kitchen review report completed by kitchen lead or delegated as necessary and H&S Co-ordinators review this monthly. Refer to School Kitchen – Use of Food Preparation, Cooking and Service risk assessment. Refer to Safe Systems of Work for kitchen equipment.	External food standards agency spot checks will occur.	Low - 6

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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 2026	Initial assessment – changed process to ensure job role specific.