

RISK ASSESSMENT

Risk Assessment:	Individual fulfilling the Job role – Maintenance	Prepare by:	H&S Co-coordinators – 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
Inexperienced staff	Employees, Learners, third parties	Lack of training, competence and experience causing accident / incidents	Med - 16	Rosewood School to ensure that all employees are trained and competent in accordance with the duties expected of them. Follow school regulations, guidelines, policies and school risk assessments in reference to job role.		Med - 8
Lone working	Employee	Isolation during emergency situations causing a delay to first aid/support given for incident/accident	High - 20	Minimal lone working on site. Signing in & out of work. Access to phones around the building. Refrain from high-risk tasks when lone working. Refer to lone working policy		Med - 10
Noise	Employee	Hearing damage or loss, miscommunication, stress.	Med - 16	PPE used any tasks involving uncomfortable noise levels or noise above 80dB.		Med - 8

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Task requiring repetitive, regular moving of equipment & load, lifting and carrying, stooping, twisting, bending, working at a distance from the body	Employee	Causing back, muscle or skeletal Injury, discomfort or repetitive strain when moving objects or load. 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	All tasks limited to avoid if requiring unsafe handling. Staff to agree best procedure for moving and seek assistance if required. Do not continue with action/tasks if causing discomfort. Moving and handling training compulsory part of the induction process. Plus, annual moving and handling refresher training. Supported by H&S Co-ordinators. Manual handling aids available – lift truck, trolley, wheelbarrow etc. For jobs involving difficult manual handling, e.g. some machinery repairs, fitter, contractor and relevant others discuss beforehand and agree a safe system of work. Carrying or moving of medium and heavy loads are to be avoided. Use multiply adults as required. Plan and prepare and transport at safest point of the day. Refer to manual handling policy and risk assessment	Multiply moving aids available around school. 24-hour postural care approach.	Med - 8
Travelling around the school and grounds	Employee	Cluttered corridors, poor lighting, poor storage, busy corridors causing trip, fall or impact injury.	Med - 9	Good housekeeping by <u>all</u> & observations when travelling.		Low - 5
Working in confined space	Employees	Reduced oxygen levels, asphyxiation from dust/contaminant.	Med - 16	Job role <u>will not</u> include working in confined spaces.	Reviewed and reflected on if job role changes.	0

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Working at height	Employees, learners & third party	A fall causing head, neck, back & limb injury, broken bones, impact related injuries. Ladder falling causing impact injury.	High - 24	Maintenance operative to be officially trained to use ladders. All maintenance jobs involving work at height should follow a safe system of work before the job begins. This may involve 2 people to complete the task. Access equipment e.g. ladders to be stored appropriately, inspected before use, stored safely after use and away from unauthorised use. Ladder checked during building audit.		Med - 8
Electrical work	Employees	Death, shock and burns injuries from faulty electrical equipment or installation process.	High - 20	Maintenance operative <u>not</u> to start or complete any electrical jobs that they are not fully trained or competent to do. Maintenance operative <u>not</u> to use equipment they are not fully trained and competent to use. Maintenance operative to inspect all electrical appliances pre-use. Maintenance operative to refer to user manual. Contractors called in for work/jobs out of Maintenance operative remit.		Med - 10
Industrial machinery	Employees	Death, trapped limbs/extremities, penetrating trauma, crush injury, clothing entanglement by mechanism	High - 20	Maintenance operative is <u>not</u> expected to use industrial machinery whilst working on site.	Reviewed and reflected on if job role changes.	0

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Use of non-electrical tools / garden tools and equipment	Employees	Serious injury from impact, cuts, bruises, trips, falls, penetrating trauma	High - 20	Maintenance operative to only use this equipment if they are trained and competent in use. Refer to equipment user manual. Contractors called in for work/jobs out of Maintenance operative remit. Visual inspection of maintenance tools and equipment before use to ensure safe and in good condition before use and suitable for the task. Appropriate PPE used for given situation.	Five rules for safe maintenance: Planning, make the work area safe, use appropriate equipment, work as planned & make final checks. First aider on site.	Med - 10
Corded electric power tools	Employees	Death, shock and burns injuries from faulty electrical equipment or installation process. Cords creating trip hazards. Inhalation of possible dust or fume causing irritation to eyes, nose and upper respiratory. Cuts or abrasions.	High - 40	Preferably to use battery powered tools. Minimal use of power tools generally but particularly during school hours. Maintenance operative to only use this equipment if they are trained and competent in use. Contractors called in for work/jobs out of Maintenance operative remit. Equipment inventory of power tools in place. Maintenance operative to refer to manufactures manual. Appropriate PPE used for given situation.	Reviewed and reflected on if job role changes. Service for tool if needed in place, check prior to use. Additional specific risk assessment may be needed for hazardous task.	Med - 10

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Exposure to gas	Employees	Inhalation and exposure to gas causing mild irritation to life-threatening poisoning, depending on the type and concentration of the gas.	High - 40	Maintenance operative is <u>not</u> expected to manage and be exposed to gas whilst working on site. Maintenance operative to locate the shut off gas valves and make use of them if necessary.	Reviewed and reflected on if job role changes.	0
Hot works	Employees	Burns, smoke inhalation.	High - 40	Maintenance operative is <u>not</u> expected to use hot works whilst working on site.	Reviewed and reflected on if job role changes.	0
Fire	Employees	Fire causing death, burns, smoke inhalation.	High - 40	Maintenance operative to complete fire walk and onsite fire training. Activate alarm if necessary. Refer to fire risk assessment		Med - 10
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. Damage to limbs & extremities, slips, trips or falls, eye damage, inhalation of substances/particles causing internal health concerns, impact injury with not being visible, cuts & scratches Lack of/ not appropriate personal protective clothing.	High - 40	Refer to Use of PPE risk assessment. Maintenance operative to wear safety shoes with a good grip. Safety gloves, safety glasses, industrial facemask, high visible clothing made available. Long trousers are advisable to be worn on site. All necessary PPE to be worn to ensure full safety for particular job in hand.		Med - 10

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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, entanglement	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
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
COSHH - Substances	Employees	Death, poisoning, sickness, skin damage, eye damage, chemical burns, fume/gas inhalation	High – 30	Maintenance operative to adhere to COSHH regulations. Maintenance operative to become familiar to COSHH data sheets, location, and how to read them. Maintenance operative to follow school guidelines & protocols. Also to follow product instruction for use. Appropriate PPE used for given situation. H&S training on induction.	Communication with H&S Co-ordinates if new COSHH products are needed or ordered for use on site. Minimal products on site.	Med - 10
Working outside	Employees	Exposure to various environments weather, sunlight, heat, cold causing exhaustion, sunburn,	Med - 15	Supporting PPE provided for various weather conditions. Employees responsibility to refer to school dress code and personal appearance policy and dress appropriately for role. The expectations are that employees aren't expected to work in unsafe / poor weather condition for sustained periods.		Low - 5

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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.