

RISK ASSESSMENT

Risk Assessment for:	GATED CEILING HOIST SYSTEMS- Spectra	Prepared by:	H&S Co-Ordinators – 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 being charged or failing mid hoist	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 gated hoists serviced in line with LOLER regulations 1998 and school schedule. All staff are trained on use of the hoist during Moving and Handling induction and have yearly refresher training.</p> <p>Moving and Handling Trainers 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/low 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 H&S prior to use.</p> <p>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</p>	<p>Report faults to H&S Co-ordinators who can provide support on alternative ways to manoeuvre.</p> <p>H&S Co-ordinators will contact service provider where appropriate.</p> <p>Staff to have read all supporting documents and</p>	Low-3

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				with Manual Handling operations regulations 1992	learner handling plans.	
Hoist not being charged or failing mid hoist	Learner	Discomfort/injury due to faulty hoist e.g. stops working midway through manoeuvre, or hoist is used incorrectly System failure or not locked in position. Learner is active in sling and may fall out causing impact injury, cuts, bruise, head injury	Med-10	As page 1's control measures plus: All Learners have own sling assessed for them for comfort and safety eg use of waist band which ensures comfort and safety regardless of time required to complete hoist. Staff to follow Learners Moving and Handling plan at all times.	As page 1's control measures	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 gated overhead hoist systems. No Learner in school exceeds the safe working load. All equipment should be ready to receive the Learner. Rosewood operates on a lead hoister (a "first") and a "second" to ensure less experienced staff member is well supported and instructed and until an initial competency is passed.		Low-5

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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, 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 and/or A5 card</p> <p>All Learners have own sling assessed for them for comfort and safety eg use of waist band should the hoisting take longer than expected</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 “first”) and a “second” to ensure each learner has one competent and known staff member with them for hoisting</p> <p>Learners should not use the hoist handset.</p>		Low-5

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Spreader bar during & after hoisting	Employees, Learners, 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.	Med-9	<p>All hoisting in school is to be completed with a minimum of 2 people or with the number the risk assessment states.</p> <p>Staff follow the Learners Risk Assessment at all times.</p> <p>We work with a clear 'leader' and 'second' during hoisting to ensure that one staff member is always responsible for the spreader bar.</p> <p>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.</p>	<p>All staff read and follow Learner Risk assessments</p> <p>Incidents/ Accidents recorded and monitored</p>	Low-3
Attaching sling to hoist	Employees, Learners, third parties	<p>The learners sling loops may slip off the spreader bar and pupil may strain or bump limbs or head or fall from sling.</p> <p>Staff or M&H trained third party – may catch learner therefore injuring themselves - musculoskeletal injury</p>	Med -10	Staff receive Moving and Handling induction training prior to undertaking hoisting with our Learners, plus a yearly refresher. At least 2 adults present for manoeuvre. Use safety clips provided on the hoists.	<p>Service of hoists in line with LOLER regulations 1998 and school schedule.</p> <p>Team to communicate if clips are damaged</p>	Low-5

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Fitting sling to to Learner	As above	Learner may fall out of sling causing varying injuries. Adult – may catch learner therefore injuring themselves - musculoskeletal injury	Med-10	Each Learner has their own personal sling with designated loops. Learners Risk Assessments and A5 cards to be followed. Learners only to use their own sling other than in an emergency when the H&S team will support manoeuvre. Slings are checked visually for condition before use each time. Travelling with pupils keep to a minimum. Staff receive Moving and Handling induction training prior to undertaking hoisting with our Learners, plus a yearly refresher. At least 2 adults present for manoeuvre. Almost every Learner arrives in school sitting on their sling	Slings checked and recorded monthly by class staff and 6 monthly at a whole school clinic in line with LOLER regulations 1998 and school schedule. 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.	Low-5
Hoisting manoeuvre – travelling	Learners	Learner bumping into the doorway/door as it's an enclosed space causing limb or head injury to learner from impact or bruising or cuts.	Med-9	Staff receive Moving and Handling induction training including on the use of the gated system prior to undertaking hoisting with our Learners, plus a yearly refresher. Any sessions		Low-3

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through doorway				<p>of training where gated system unavailable, or those individuals whose initial training predated installation of gated system will complete additional training before use of gated hoists, and a written record of training retained.</p> <p>Ensure doorways are open as far as possible – door to be hooked or held back. Staff mindful of Learners limbs and individual movements. Learners’ arms will be inside slings at all times as per training.</p> <p>Suitability of Learner to use gated hoist system is written in individual Learner handling plan/RA. Learner will not use if stated unsafe/unsuitable.</p>		
Aligning the gated ceiling system	Employees or M&H trained third parties	Staff - may suffer musculoskeletal Injury particularly to neck whilst looking up repeatedly to align the gate/read lighting system correctly	Low -6	<p>Staff receive Moving and Handling induction training including on the use of the gated system prior to undertaking hoisting with our Learners, plus a yearly refresher. Any sessions of training where gated system unavailable, or those individuals whose initial training predated installation of gated system will complete additional training before use of gated hoists, and a written record of training retained.</p> <p>1 staff member should take the lead on aligning the system each manoeuvre. Swap within the team to ensure no one member is over straining their neck. Staff have individual Risk assessments to match their current physical needs.</p> <p>Protocol for use of gated system in place, staff and trained third parties to refer to this.</p>		Low-3

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Hoisting manoeuvre – using the gate	Employees or M&H trained third parties	Staff –musculoskeletal injury by taking the weight of Learner whilst lining and using the ceiling system	Med-9	<p>Staff receive Moving and Handling induction training including on the use of the gated system prior to undertaking hoisting with our Learners, plus a yearly refresher. Any sessions of training where gated system unavailable, or those individuals whose initial training predated installation of gated system will complete additional training before use of gated hoists, and a written record of training retained.</p> <p>All staff to read and follow each Learners Individual Moving and Handling Risk assessment. All individually assessed slings ensure that no learner need have their weight supported or held other than by the sling itself.</p> <p>Staff have individual Risk assessments to match their current physical needs.</p> <p>Travelling with Learners kept to a minimum through pre planning manoeuvres as per induction training.</p>	Monitor manoeuvre through the accident/ incident recording	Low-6
<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
May 2024	Two yearly update
May 2026	Two yearly update