

RISK ASSESSMENT

Risk Assessment for:	Use of School Laundry Room and Related Equipment	Prepared by:	H&S Co-ordinators – S.L & V.D
		Assessed by SLT:	
Location:	ROSEWOOD FREE SCHOOL	Date of Assessment	February 2025
		Review Date:	February 2026

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
Use of tumble driers	Employees, Learners, third parties	Tumble driers are incorrectly used or maintained leading to a fire which may cause burns or smoke inhalation -injuries or fatalities.	High -30	Staff member on laundry duty to clean lint from lint drawers each day - prompt on machines. No machine is left running overnight- staff member on laundry duty completes all drying and ensures nothing is left running unattended. Staff follow SSoW for use of machine including temperature and cooling settings. Items will not be removed from tumble drier until cooling cycle is complete (single machine) or until laundry has cooled (double machine) In event of a fire -Staff complete a fire walk and fire induction and take part in regular drills, thereby are trained on the correct action to take in event of a fire.	Tumble driers addressed on externally commissioned fire risk assessment. Smoke detector present and maintained/ serviced in room. Fire alarm audible in room.	Med-10

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				<p>Tumble driers are not to be overloaded- One full basket maximum for any one tumble drier. Tumble driers are maintained and serviced regularly in line with school service schedule by an external company and faults are to be reported in the first instance to school site supervisor.</p> <p>A list with photographs of items which must not be tumble dried is attached to the drier and referenced in the SSoW</p> <p>Tumble driers are placed in position by school site supervisor with sufficient ventilation 360 degrees around them.</p> <p>Emergency stop for use on single tumble drier.</p> <p>Laundry room door to be kept closed at all time as this is a fire door.</p>		
Storage of items after washing and drying	Employees, Learners, third parties	Items soiled with cooking oil, massage oil or any other oils are not fully cleaned and are stored hot and poorly ventilated - leading to "spontaneous combustion" which in turn may lead to a fire which may cause burns or smoke inhalation injuries or fatalities.	High-20	<p>Check for remaining soil or smells on washed items, and return to wash again if soil/smells detected- All staff each time.</p> <p>Commercial detergent is ordered by school site supervisor and school laundry is washed at 90degrees as per</p>	Staff to follow SSoW detailing correct procedure	Low-3

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				<p>NHS guidance to ensure all heavy soiling/oils are removed.</p> <p>Items will not be removed from tumble drier until cooling cycle is complete or items feel cool.</p> <p>Dried and cooled washing is removed and placed in laundry baskets ready for folding. Stacked and folded laundry is placed on a open shelving unit not in cupboards or polythene bags and is well ventilated.</p> <p>A list with photographs of items which must not be tumble dried is attached to the drier and referenced in the SSoW.</p>		
Use of Washing machines – large industrial and small commercial	Employees, Learners, third parties	Washing machine is used incorrectly causing load to be washed incorrectly, at too low a temperature for medical soiling or too high a temperature for the item in question. Machine and/or tubing or pipework are damaged and do not operate as they should leading to leaks which may cause slips and falls, flooding which may lead to water damage including ceilings and damage to floors below, and loss of property.	Med-10	<p>Washing machines serviced externally in line with service schedule held by school site manager.</p> <p>Visible faults or damage to any parts of machines are reported to maintenance. Staff are aware only maintenance are to undertake any repair work or make a call out to our service provider - detailed in SSoW and verbally before initial laundry room use.</p> <p>Correct operation of machines to</p>	Staff to follow S.S.O.W detailing correct procedures	Low-5

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				<p>minimise chances of damage/faults is provided in the SSoW for all staff to follow.</p> <p>Machines are situated on ground floor level in maintenance corridor. When a leak is detected, staff to minimise flooding and damage by immediately informing school site supervisor who will assess and prevent further issue by turning off the water supply.</p> <p>Staff working evening laundry duty with minimal staff in building are to follow SSoW to shut off water source and turn off machines, then call school site supervisor on out of hours number.</p> <p>Drain is installed in middle of room to allow for swift flow away of water.</p> <p>Emergency stop button on machine to use if needed.</p> <p>Industrial machine is labelled with instructions detailing correct programme to ensure washing is sanitised to 90 degrees as per NHS guidance. Commercial machine is used for slings/arm guards/straps and other items as specified which must</p>		
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				not be washed at 90 degrees and are detailed in the SSoW and photos displayed on the machine.		
Sluice area	Employees	Multiple hazards associated with sluice use, as identified in the Sluice – classroom and Laundry risk assessment, Index 24, including but not limited too eye damage or infection, slips from wet floor, and exposure to bacteria.	Med-9	No Learners access the Laundry room at any point – staff aware verbally communicated at initial laundry room use. Staff read and follow Sluice – classroom & Laundry risk assessment. Index 24 (available paper copy in school staff room and also electronically) As stated per risk assessment PPE is provided – apron, gloves, goggles, wipeable foot wear (if needed)	Eyes wash in all first aid kits and first aiders available for if needed Wet floor signs available to use	Low-3
Manual Handling in Laundry room	Employees	Poor working practices or room set up causing staff to adopt awkward postures when handling laundry, loading or unloading machines or lifting and carrying heavy loads, leading to MSD's including but not limited to pulled muscles, sprained joints, back pain/issues.	Med-15	Double basket trolley provided for collecting soiled laundry to be used each time by all staff. Multiple laundry baskets provided for all clean laundry enabling clean laundry to be separated in to lighter loads. Machines mainly at waist height for staff to adopt correct posture throughout. The low washing machine is for very light slings/arm guards/straps only. The low tumble drier should preferably be used for	All staff attend Manual Handling induction and yearly refreshers and must always follow training. Staff to follow SSoW detailing correct procedure	Low-5

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				<p>sheets/pillow cases and lighter items only.</p> <p>Shelves/main side are waist height or slightly above. Top shelf should be rarely used – may have spare blankets or material occasionally. No heavy laundry or boxes.</p> <p>If delivering clean laundry back to classes trolleys are available and should be used.</p> <p>A static chair is provided so as basket is raised to prevent bending or stooping when folding.</p> <p>No repetitive tasks on job list eg ironing or the need for prolonged grasping, squeezing or twisting.</p>	Incident /accident records monitored and actioned, patterns identified	
Poor House keeping and cluttered environment	Employees	Uncleaned spills, larger items such as baskets/cleaning trolleys and other clutter cause slips trips or falls leading to impact injuries, head injuries, broken bones, bruising or other MSK injuries or strains sprains.	Med-15	<p>Wet floor signs in room to be used. Staff member causing or seeing spill to clean up immediately.</p> <p>Hydro washing trolleys are not to be stored in laundry room as space is limited.</p> <p>Cleaners have 3 trolleys which they store safely in the same position each shift and are personally responsible for.</p>	<p>Staff to follow S.S.O.W detailing correct procedure</p> <p>Incident /accident records monitored and</p>	Low-5

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				<p>Baskets not to be left around room, especially at floor level. They stack when empty and fit on the static chair or sides.</p> <p>Red trucks are stored next to sluice tucked away. Bins are against a wall or under a shelf.</p>	<p>actioned, patterns identified</p>	
COSHH items in laundry room	Employees	COSHH substances come in to contact with eyes mouth or skin, or are ingested, causing the reaction associated with that substance, which may lead to poisoning, skin conditions/damage or eye irritation/damage.	Med-10	<p>No Learner is ever to be in the laundry room – all staff aware.</p> <p>Cleaners COSHH items are NOT stored within the laundry room area</p> <p>COSHH shelf for school staff use is clearly labelled with a photograph provided by H&S co Ordinator's for safe storage. Essential oils are stored on top in locked safe.</p> <p>All COSHH items used in laundry room are on a register with accompanying manufacturers data sheets and Risk Assessments.</p>	<p>First aiders available on site</p> <p>No learners ever access the Laundry room</p>	Low-5
Faulty electrical items within laundry room	Employees	Risk of electric shock leading to burns and possibly fatal electric shock	High -20	<p>All staff read and follow Electrical equipment Risk Assessment (index number 46) which is reviewed yearly. Assessment details the need to spot and report any defective plugs, discoloured sockets, damaged cable and on/off switches and to take</p>	<p>Staff are trained to visually check plugs and cords and cables prior to use.</p>	Low-5

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				<p>defective equipment out of use. Also Residual current devices in place school wide.</p> <p>Portable appliance testing (PAT Testing) undertaken inhouse by trained staff member, carried out at predetermined intervals, normally at least annually by the trained competent person.</p> <p>No portable electrical items(beyond the washing machines and tumble driers) are used or needed in laundry room eg irons, presses etc</p>	<p>5 year electrical checks undertaken in line with school schedule by competent external company</p>	
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Hot water used for container filling or hand washing from sink	Employees	Scalds or burns from very hot water splashing on to skin/face.	Med-10	“Caution-hot water” sign displayed on wall next to sink Design allows for containers to be placed under taps and left on the metal grill to fill without staff member needing to hold them.	Burn soothe patch in all first aid kits and first aiders available if needed.	Low-5
Contact with bodily fluids present on soiled laundry	Employees	Exposure to urine, faeces and other bodily fluids leading to staff illness including but not limited to hepatitis B or C or gastric symptoms/illness	Med-10	PPE used throughout when dealing with any body fluid – refer to hygiene policy. Staff must wash hands thoroughly when finished task. Soiled laundry items are placed in to red disposable and washable laundry bag, sealed and then placed directly in to washing machine preventing further contamination or the need for further handling. Yellow body fluids bag and bin in situ in Laundry room for PPE/Bag disposal. Additional protection from aprons gloves and goggles available in sluice area Laundry room if needed. Learners soiled clothing is sluiced if needed but not washed – send home securely in red bag Needles are not routinely used within	First aider and first aid kits available if exposure occurs. Staff follow SSoW for timed collections to avoid siled laundry building up around school or in laundry room	Low-5

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				<p>school – no risk of exposure via laundry process.</p> <p>Red cloth baskets on trolley used to collect soiled washing are to be washed regularly – Fridays or when visibly soiled.</p> <p>Aprons and flannels which are visibly soiled with larger pieces of food should have this removed by the staff member when they remove it from the learner.</p>		
Use of retractable washing line	Employees	MSD issues such as muscles, Ligaments, soft tissue injury from stretching to reach line/hang clothes, fall from standing on furniture to put line up and put away, or injury from becoming caught in /walking in to line the line including strangulation/choking.	High -20	<p>Line is situated at a height at which all staff can reach without needing to stretch or stand on anything at any point.</p> <p>Line used sporadically when larger items need to dry, usually during evening shift with minimal footfall in/out of room.</p> <p>Line hangs across and slightly in front of shelving and sides, in fixed position – it can not be placed across the room or walkways.</p>		Low-5
Laundry room door opens inwards	Employees	Staff member standing behind door or crouching low to access cupboards situated behind door are hit by the door causing impact to head or body resulting in pain, bruising, head injury	Med-15	<p>Large sign on door stating to open slowly as someone may be behind it.</p> <p>Avoid standing/working behind door where possible or for any length of time.</p>		Low-5

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		or causing them to fall.				
Gas pipework to tumble drier	Employees, Learners, third parties	Pipes degrade causing a gas leak which could lead to fire or explosion causing burns, impact or smoke injuries or potential fatality.	High-20	Annual gas safety check completed by external competent company and records kept. Gas pipes labelled and identified with closed support brackets. Emergency isolation vales identified and accessible. Cables are fitted to prevent movement and pipework rupturing. All over seen by Maintenance.	Rosewood has a no smoking policy throughout building ad site, and no naked flames eg candles	Med-10
Water contamination	Employees, Learners, third parties	Water being used in the washing machines and therefore contaminated with whichever substances were on washing items, back washes in to school drinking water supply leading to ill health including but not limited to gastric bugs, vomiting, diarrhoea	High -20	Valves have been fitted to machines to prevent any back wash from occurring. Maintained by school site manager and detailed in external southern water report		Low-1
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						

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Date Reviewed	Comments
	Initial assessment – February 2025
February 2026	