

RISK ASSESSMENT

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| 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 2026 |
| | | Review Date: | February 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 |
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| Use of Washing machines – large industrial and small commercial | Employees, Learners, third parties | Machine and/or fixtures 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. Correct operation of machines to minimise chances of damage/faults is provided in the SSoW for all staff to follow.</p> <p>Machines are situated on ground floor level of the maintenance corridor.</p> <p>If a leak is detected, staff to minimise flooding and damage by immediately informing school site manager who will assess and prevent further issue by turning off the water supply. 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 manager on</p> | Staff to follow SSoW detailing correct procedures | Low - 5 |

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| | | | | <p>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> | | |
| 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. | Med - 10 | 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 not be washed at 90 degrees and are detailed in the SSoW and photos displayed on the machine. | | Low - 5 |
| 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 into 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 |
| 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 | <p>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>Staff member on evening laundry duty to clean lint from lint drawers each day – written prompt on machines.</p> <p>No machine is left running overnight. Staff member on laundry duty completes all drying and ensures nothing is left running unattended at end of shift.</p> <p>Staff follow SSoW for use of machine including temperature and cooling settings.</p> | <p>Tumble driers addressed on externally commissioned fire risk assessment.</p> <p>Smoke detector present and maintained / serviced in room.</p> <p>Fire alarm audible in room. Fire drill</p> | Med - 10 |

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| | | | | <p>Items will not be removed from tumble drier until cooling cycle is complete (single machine) or until laundry has cooled (double machine).</p> <p>In event of a fire - staff have completed a fire walk, fire induction and take part in regular drills, therefor are trained on the correct action to take in event of a fire.</p> <p>Tumble driers are not to be overloaded - 1 full basket maximum for any one tumble drier.</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 manager 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 times as this is a fire door.</p> | will cut the gas supply to the tumble dryer and will need resetting before using again. | |
| Drying items | Employees, Learners, third parties | Drying unsuitable items in the tumble dryer which may in turn lead to a fire and may cause burns, smoke inhalation, injuries or fatalities. | High - 20 | Staff using the tumble dryer to read the items drying instructions. Refer to list of items attached to the tumble dryer of what not to be used in the dryers ie pillow, therapy items. | Air dry particular items. | Low - 3 |
| 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 may in turn lead to a fire and may cause burns, smoke inhalation, injuries or fatalities. | High - 20 | <p>All staff check for remaining soil or smells on washed items and return to wash again.</p> <p>Commercial detergent is ordered by school site manager and school laundry is washed at 90degrees as per 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. Items are then folded, stacked and</p> | Staff to follow SSoW detailing correct procedure | Low - 3 |

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| | | | | placed on an open shelving unit not in cupboards or polythene bags and is well ventilated. | | |
| 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 valves identified and accessible. Cables are fitted to prevent movement and pipework rupturing. All over seen by site maintenance manager. | Rosewood has a no smoking policy throughout building and site, and no naked flames e.g. candles | Med - 10 |
| 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 to eye damage or infection, slips from wet floor, and exposure to bacteria. | Med - 9 | No Learners access the laundry room at any point. Staff read and follow Sluice – classroom & Laundry risk assessment. Index 24. As stated per risk assessment PPE is provided – apron, gloves, goggles, wipeable footwear, if needed. | Eyes wash in all first aid kits and first aiders on site. 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 into 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 sheets/pillowcases and lighter items only. Shelves/ work top is waist height or slightly above. Top shelf should be rarely used – may | All staff attend Manual Handling induction and yearly refreshers and must always follow training. Staff to follow SSoW detailing correct procedure Incident / accident records monitored and | Low -5 |

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| | | | | <p>have spare blankets or material occasionally. No heavy laundry or boxes. If delivering clean laundry back to classes trollies are available and should be used. A static chair is provided so as basket is raised to prevent bending or stooping when folding. No repetitive tasks on job list eg ironing or the need for prolonged grasping, squeezing or twisting.</p> | <p>actioned, patterns identified</p> | |
| Poor housekeeping and cluttered environment | Employees | Uncleaned spills, larger items such as baskets/cleaning trollies 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. Hydro washing trolleys are not to be stored in laundry room as space is limited. Cleaners have 3 trollies which they store safely in the same position each shift and are personally responsible for. Baskets not to be left around room, especially at floor level. They stack when empty and fit on the static chair or sides. Red trucks are suitably stored and tucked away. Bins are against a wall or under a shelf.</p> | <p>Staff to follow S.S.O.W detailing correct procedure</p> <p>Incident/accident records monitored and actioned, patterns identified</p> | Low -5 |
| 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 Learners access the laundry room at any point. External cleaners COSHH items are NOT stored within the laundry room area. COSHH shelf for school staff use, is clearly labelled with a photograph for safe storage. Essential oils are stored on top in locked safe. All COSHH items used in laundry room are on a register stored in reception with accompanying manufacturers data sheets and Risk Assessments.</p> | <p>First aiders available on site</p> <p>H&S co Ordinator's to refer to COSHH area during monthly audit.</p> | Low - 5 |

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| Faulty electrical items within laundry room | Employees | Risk of electric shock leading to burns and possibly fatal electric shock. | High - 20 | 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 defective equipment out of use. Also, residual current devices in place school wide. Portable appliance testing (PA Testing) is undertaken in-house by a trained competent staff member, carried out at predetermined intervals, normally at least annually. No portable electrical items (beyond the washing machines and tumble driers) are used or needed in laundry room e.g. irons, presses etc. | Staff are trained to visually check plugs and cords and cables prior to use. 5-year electrical checks undertaken in line with school schedule by competent external company | Low - 5 |
| Hot water | Employees | Filling of containers or hand washing from sink causing 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 sooth patches in all first aid kits and first aiders on site. | 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 anybody fluid – refer to hygiene policy. Staff must wash hands thoroughly when finished task. Soiled laundry items are placed into red disposable and washable laundry bag, sealed and then placed directly in to washing machine preventing further contamination or the need for further handling. | First aider and first aid kits available if exposure occurs. Staff follow SSoW for timed collections to avoid soiled | Low - 5 |

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| | | | | <p>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.</p> <p>Learners soiled clothing is sluiced if needed but not washed – send home securely in disposal red bag.</p> <p>Needles are not routinely used within 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 class staff member before placing in the laundry basket.</p> | laundry building up around school or in laundry room | |
| 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. The washing line cannot 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 or causing them to fall. | Med - 15 | <p>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> <p>Door to be close at all times.</p> | | Low - 5 |

RISK ASSESSMENT

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 |
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| | Initial assessment – February 2025 |
| February 2026 | Annual update |
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