

RISK ASSESSMENT

Activity:	ENVIRONMENT - ROSEWOOD FREE SCHOOL	Prepared by:	H&S Co-coordinators SL & VD
		Assessed by SLT	
Location:	ROSEWOOD FREE SCHOOL SITE	Date of Assessment:	November 2025
		Review Date:	November 2027

Environment - 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
Classroom	Staff, Learners, third parties	Space, furniture, obstacles causing impact injuries or slips, trips or falls.	Med – 15	Keep room clean & tidy free of clutter. Plan route if using mobile hoist. Work surfaces/station or chair height suitable for efficient working posture.		Low - 5
Use of Sycamore classroom ramp	Staff, Learners, third parties	Use of wheelchair ramp over external doors threshold causing musculoskeletal injuries, slips, trips or falls or impact injuries.	Med – 15	Follow learners handling plan for individual use. Staff trained and up to date in Manual Handling. No use of motorised wheelchairs on ramp.		Low - 5
Class kitchen areas	Staff, Learners, third parties	Space, working temperature causing impact injuries or slips, trips or falls and burns.	Med – 15	Caution with learners in the kitchen area, 1-1 ratio when using the cooker. Staff confident in using the area, equipment & fire & emergency situation.	Good housekeeping	Low - 5
Corridors	Staff, Learners, third parties	Space, furniture, obstacles causing impact injuries or slips, trips or falls.	Med – 15	Standers, wheelchairs, walkers stowed away efficiently to prevent trip hazard. Chairs preferably not left in tilted position when stowed. Corridors kept clear of obstacles. Plan route. Learners not to use the maintenance corridor.	Staff spatial awareness of storage	Low - 5
Toilet / Bathroom/ changing areas	Staff, Learners, third parties	Space, Furniture, obstacles causing impact injuries or slips, trips or falls. Biohazard transmission.	Med – 15	Adequate storage of personal equipment. Bathroom equipment/furniture positioned for efficient working space. Minimal storage of non-bathroom equipment. Wipe down good only stored in bathroom. Biohazard bins and yellow bin sacks provided in each class bathroom.		Low - 5

RISK ASSESSMENT

Environment - Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Existing Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
School Hall	Staff, Learners, third parties	Space, obstacles – sunken trampoline causing impact injuries or slips, trips or falls and burns.	Med – 15	Hall tidy, clean & dry. Hall checked for safe use. Doorways not obstructed, use doorstops. External door never left unattended, must be locked after use. Caution with kitchen area, door locked when unattended. Caution when sunken trampoline is unattended or in use.		Low - 5
Hydrotherapy	Staff, Learners, third parties	Space, Furniture, obstacles, temperature, lighting, flooring causing impact injuries or slips, trips or falls, drowning or death.	High - 30	Refer to Hydro risk assessment for in-depth precautions – Rose Road. Staff must be trained in hydrotherapy use before supporting area. Area checked before manoeuvre. Water & air temperature monitored & kept stable. Flooring monitored throughout the day for safe working area – use signs if necessary. Biohazard bins and yellow bin sacks provided in hydrotherapy changing areas.	Good housekeeping & constant monitoring	Med - 10
Car park area and paths	Staff, Learners, escorts, third parties, members of public	Access, Egress, weather causing impact injuries or slips, trips or falls.	High - 24	Always plan route. When walking and pushing learners stick to paths. Area maintained and monitored with monthly audit. Sound judgment used for safe use of paths underfoot or wheelchairs. Cars parked in designated bays. Minibuses park in designated area and traffic marshals in use at start and home times.	Sensory attention used when in the car park	Med - 8
School gardens	Staff, Learners, third parties	Access, flooring, temperature, uneven surfaces, weather causing impact injuries or slips, trips or falls.	High - 24	Visual inspection of the gardens prior to usage Staff aware of uneven surfaces. Ensuring learner chair/equipment suitable for outside use. No slopes within garden. Floor across thresholds are flat or have a small lip only. Sound judgment used for safe use of garden & court underfoot or wheelchairs. Area maintained and monitored with monthly audit. Refer to Garden Play Equipment risk assessment for in-depth precautions.		Med - 8

RISK ASSESSMENT

Environment - Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Existing Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Multi-sensory Room & Sensory room	Staff, Learners, third parties	Space, Furniture, Obstacles, lighting causing impact injuries or slips, trips or falls.	Med - 15	Staff trained in Sensory suite procedures. Sufficient lighting for manoeuvres. Floor to be kept clear and tidy. Caution on waterbed & height. Clean down when finished with the room.		Low - 5
Family room	Staff, Learners, third parties	Space, furniture, oxygen storage causing impact injuries or slips, trips or falls.	Med - 15	Equipment & musical instruments stowed away sufficiently. Floor to be kept clear and tidy. Refer to Oxygen storage risk assessment – door access kept clear.		Low - 5
All school areas	Staff, Learners, third parties	Drawing pins causing penetrating injury.	Low - 4	No use of drawing pins across the school classrooms or hallways. Offices and areas learner don't access is ok to use drawing pins.		Low - 2
All school areas	Staff, Learners, third parties	Broken glass causing cuts and open wounds.	Low - 3	Minimise glass used within school particularly in classes or carpeted area. Broken glass to be tidied with dustpan and brush into paper. An additional Hoover of carpeted areas to ensure area is clear of glass remnants.	After clean up ensure dustpan and brush are then clean and clear of any leftover glass.	Low - 1
Professional workspace	Staff, Learners, third parties	Poor access to the professional workspace. Slips, trips and falls.	Med – 15	Learners not to access the professional workspace. Yellow highlight paint on edge of step & slop and non-slip strips on step and slop into the workspace. Visual and physical attention to step or slop under foot during various weather conditions.		Low - 5
Wires and cables	Staff, Learners, third parties	Dangling wires or cables causing slip, trip or fall.	Med - 15	Staff training about good housekeeping and cable management. Monthly building and equipment to monitor use of wires and cables – actions taken if necessary.		Low - 5
Glare	Staff, Learners, third parties	Lack of blind or shading on windows or screens causing headaches, poor work management.	Med - 9	Blinds or anti-glare window film used when necessary. DSE assessments in place annually.	Communication of need necessary	Low - 3
School office	Staff, Learners, third parties	General poor working environment causing musculoskeletal injuries, slips, trips or falls or impact injuries	Med - 15	Reference to above relevant hazards and control measures. Storage of office files to be stored safely. Display Screen Equipment Questionnaire to be completed by office staff to ensure safe, comfortable workspace. Preferable for learners not to access the school office. Learners to preferably use the reception window in the foyer to access their need. Office staff trained and up to date in Manual Handling.	Good housekeeping & constant monitoring	Low - 5

RISK ASSESSMENT

Environment - Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Existing Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Sliding/folding partition wall in the hall	Staff, Learners, third parties	Trapped fingers or feet causing open wound or pinch. Musculoskeletal injuries from the physical motion of putting out or away.	Med - 10	If learners are in the hall position the learners in a safe spot in the room during sliding door putting out or putting away. Visual check inspection on use. Refer to SSoW/Operation Manual on sliding door use. Vacuum floor track weekly by H&S Co-ordinator.	Serviced annually. Use damp cloth rinsed with warm, soapy water to clean doors.	Low - 5
Electric heater being used in classroom	Staff, Learners, third parties	Mobile learner come in to contact with heater causing various burn injuries or impact injury.	Low - 4	Only use of electrical heaters as a last resort. Only use electrical heaters in a suitable position in class away from any learners.		Low - 2
No fire extinguisher installed	Staff, Learners, third parties	No fire extinguisher installed in professional workspace area. The use of the fire extinguisher may prevent the fire from spreading.	Low - 4	Use fire blanket if appropriate. Evacuate the building, closing doors and windows if possible and activate the closest fire alarm.		Low - 2

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
Nov 2018	Initial assessment
15.07.2019	Accident update
November 2021	Annual update
November 2023	Annual update
Feb 2024	Added nurses' office space as a hazard
April 2024	Added school office space as a hazard.
May 2024	Adjustment to nurses' office space hazard
Sept 2024	Incident broken glass in class - adjustment needed
October 2024	Removal of nurse's office space hazard. After many tests and interventions NHS H&S Management deemed the nurses office to be safe for normal room use. No control measures needed.
October 2024	Added sliding/folding partition wall in the hall
January 2025	Added use of electric heaters in classrooms

RISK ASSESSMENT

Date Reviewed	Comments
May 2025	Added use of Sycamore ramp
October 2025	Added temporary professional workspace in reference to no fire extinguisher.
November 2025	Annual update