

RISK ASSESSMENT

Activity:	INDIVIDUAL - 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

Individual - Hazard	Who might be harmed?	Hazards identified which may cause harm – consequences	Existing Level of Risk	Existing Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Task requires unusual strength or working at height	Staff, Learners, third parties	Illness or sickness. Fatigue. Change in lifestyle. Mental health issues. Staff not planning & preparing. Musculoskeletal damage.	High - 24	Staff M&H trained. Always 2 people to hoist or move a Learner unless specified in individual risk assessment. Individual capability accounted for during this individual risk assessment. Handling plans to hand. Moving aids made available. Safe working practice put in place. Staff to work at floor level height unless ladder use trained.	Disciplinary action in place as consequence of not following procedures/risk assessment etc Staff planning and preparing. Fitness levels discussed during M&H induction.	Med - 8
Task requires undue repetition, stooping, twisting, bending, working at a distance from body	Staff, Learners, third parties	Untrained staff injuring self or others. Staff not fully understanding the consequences of their actions. Staff not planning and preparing, causing musculoskeletal damage.	High - 20	All activities limited to avoid undue repetition, stooping, twisting. If activity can be avoided it would be eliminated. Mechanical aid used where possible. Body awareness with M&H training. Refer to M&H training.		Low - 5

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Individual - Hazard	Who might be harmed?	Hazards identified which may cause harm – consequences	Existing Level of Risk	Existing Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Are staff trained to do task?	Staff, Learners, third parties	Untrained staff. Misguided enthusiasm causing increased unnecessary incidents and accidents and injuries.	Med -32	All staff M&H trained and attend refresher yearly. All staff trained before using equipment, moving & handling techniques, and hoist systems. Only competent staff member to complete certain tasks.	Disciplinary action in place as consequence. Extra training when hazards or issues arise. Knowledge of learners and situation will develop in time.	Med - 8
Individual experiencing an injury/physical or mental health issue	Staff, Learner, third party	Staff member is further injured during task. Staff member experiences further issue with low mental health. Staff members physical issue causing issue to Learner during manoeuvres/support		All staff have option to be assessed for individual risk assessment- staff member will be sign posted by SLT to H&S co coordinators after a period of absence if required before they recommence work. Control measures will support both the individual and also keep Learners/colleagues safe. MH first aiders available on site. Support via VIVUP platform available to all staff.	Wellbeing addressed during various induction/ refresher/ inset training. SLT involvement where required.	
Is there a risk to pregnant workers or health problems?	Staff, Learners, third parties	Pregnant workers susceptible to muscle, skeletal and ligament injury and back strains. Dehydration, heat exhaustion or fainting during hydro. Fatigue. Individual health problems being ignored.	High -20	Separate risk assessments for pregnant workers. Individual pregnancy needs taken in to account. Individual risk assessments considered – staff to abide by it. Drinking facilities available in school.	Communication between colleagues if staff member felt they were unable to complete an activity or request.	Low - 5

RISK ASSESSMENT

Inappropriate appearance, clothing, or footwear	Staff, Learners, third parties	Long hair or long nails. Excessive jewellery. Unsuitable clothing – baggy clothing, scarfs etc. Unsuitable foot ware – unstable balance, open toed, backless.	High - 20	Hair tied back. All staff verbally advised on school jewellery, clothing and footwear policy when M&H trained. Clothing and footwear policy to hand in staff room and digitally. No long or artificial nails during school.	Disciplinary action in place as consequence of failure to follow Policy	Low - 5
Task requires use of PPE	Staff, Learners, third parties	PPE is not supplied/unavailable. PPE supplied is used incorrectly. PPE supplied is not fit for purpose. PPE not suitable for individual's requirements	High -20	PPE is supplied by the school where task is assessed as requiring it. PPE requirement of individual taken in to account eg alternative glove type for allergy, range of sizes etc, Individual risk assessment where necessary. Learner Risk assessment where necessary eg use of arm guards etc. Single use/disposable PPE is placed in to yellow bag each time and disposed of by school cleaners. PPE ordered before stock becomes low and is assessed by H&S co coordinators in liaison with SLT where required.	Correct use of PPE demonstrated via on the job training from colleagues and referenced in H&S training.	Low-5

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
Initial assessment	
November 2019	Annual update
November 2021	Annual update

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Date Reviewed	Comments
November 2023	Annual update
November 2025	Two yearly update