

RISK ASSESSMENT

Risk Assessment for:	Manual Handling of people and objects - load	Prepared by:	H&S Co-ordinator– S.L & V.D
		Assessed by SLT:	
Location:	ROSEWOOD FREE SCHOOL	Date of Assessment	Dec 2025
		Review Date:	Dec 2027

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
Any Manual Handling task undertaken with Rosewood Learners	Staff, Learners, M&H trained Third party	<p>Staff – incorrect/poor manual handling of Learners leading to varying musculoskeletal disorders including but not limited to muscle strains/sprains, lower back injuries, upper body injuries.</p> <p>Learners experiencing discomfort, pain or injury from poor/incorrect Handling including various impact injuries, cuts, bruises, damage to bone or joints, head injury.</p>	Med - 15	<p>Staff receive Manual Handling induction training prior to undertaking any manual handling task with our Learners, plus a yearly refresher.</p> <p>Rosewood operates on a lead handler (a “1st”) and a “2nd” to ensure each learner has one competent and known staff member with them for all tasks/positioning.</p> <p>All staff complete a competency before they are permitted to take the lead.</p> <p>Each Learner has an individualised Manual Handling risk assessment including a handling plan which staff must follow at all times. This is written by Manual Handling trainers with input from school physio and OT where appropriate. Each manual handling manoeuvre that is required for each individual Learner is assessed. Covers all elements of the recommended LITEE</p>	<p>All paperwork is written to ensure full compliance with the Manual Handling operations regulations 1992.</p> <p>Rosewood School has a Manual Handling policy to be followed at all times by all staff.</p> <p>Rosewood school adheres to current relevant</p>	Low - 5

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				<p>assessment tool used when risk assessing any Manual Handling task.</p> <p>Additional M&H tasks/equipment have a Risk Assessment written for them.</p> <p>2 external 1-1's together are not to take part in hoisting in Rosewood. 1 trained staff member and 1 1-1 are needed.</p>	<p>legalisation for all Manual Handling tasks – HSWA, Management of health and safety at work regs, PUWER and LOLER.</p>	
Differing abilities of individuals involved in Manual Handling task	Staff, Learners, M&H trained Third party	<p>Staff – incorrect/poor manual handling of Learners leading to varying musculoskeletal disorders including but not limited to muscle strains/sprains, lower back injuries, upper body injuries.</p> <p>Learners experiencing discomfort, pain or injury from poor/incorrect Handling including various impact injuries, cuts, bruises, damage to bone or joints, head injury.</p>	Med - 15	<p>Staff and volunteers have individual risk assessments when required to reflect physical health or injury at the time. M and H trainers in consultation with SLT make the necessary amendments to the manual handling tasks they carry out with Learners.</p> <p>Staff receive manual handling induction training prior to undertaking any manual handling task with our Learners, plus a yearly refresher. Staff also receive training from M&H trainers on additional tasks requiring Manual Handling over and above the content in induction training eg Level transfers, hydrotherapy etc</p>	Manual handling trainers are available for consultation in school.	Low - 5
Manual Handling of Loads (objects/ equipment)	Staff, M&H trained third party	Staff – incorrect/poor manual handling of a load/s leading to varying musculoskeletal disorders including but not limited to muscle strains/sprains, lower back injuries, upper body injuries.	Med - 15	<p>Where necessary and specific 2 adults to manoeuvre load/s.</p> <p>Trucks and trolleys available for use at all times.</p> <p>Training includes safe manual handling of a load.</p> <p>Rosewood adopts a culture of using</p>		Low - 5

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				teamwork or equipment for transferring a load.		
The environment in which manual handling is taking place	Staff, Learners, M&H trained Third party	The environment causing slips, trips, or falls or impact injuries.	Med - 15	Good housekeeping is essential at all times in all areas of the school. Rosewood adopts a culture of good housekeeping and understands the importance to it – mentioned in manual handling training. Big pieces of equipment stored in the same place for continuity.		Low - 5
Use of equipment for manual handling of Learners	Staff, Learners, M&H trained Third party	Malfunction of equipment causing impact injury, fall or compromising situation.	Med - 15	Hoists are serviced annually. Hoists LOLER tested 6 monthly. Hoists and slings are checked for compatibility. Physio equipment is checked annually by the physio team. Staff are trained to give a visual check of equipment before using it. If damage is noticed then equipment is not used, put out of action and reported to either Manual handling team, maintenance or IT manager.	Records kept for services and LOLER.	Low - 5
Use of equipment for the manual handling of load/s	Staff, M&H trained third party	Failure of equipment causing incorrect/poor manual handling of a load/s leading to varying musculoskeletal disorders including but not limited to muscle strains/sprains, lower back injuries, upper body injuries.	Med - 15	Staff are trained to give a visual check of equipment before using it. If damage is noticed then equipment is not used, put out of action and reported to either Manual handling team or maintenance. Trucks and trolleys are inspected monthly on the building and equipment audit.		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						

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Date Reviewed	Comments
Dec 2023	Initial assessment
Dec 2024	Annual update
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