

RISK ASSESSMENT

Risk Assessment for:	Work Experience Student – Class/office based - Under 18 years old over 18yrs old with no manual handling training. - NAME	Prepared by:	H&S Co-ordinators – S.L & V.D
		Assessed by SLT:	
Location:	ROSEWOOD FREE SCHOOL & AVENUES SITE	Date of Assessment	May 2025
		Review Date:	May 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
Prior to placement	Employees, Learners, third parties, student	Is the work experience student suitable for our setting? Additional needs to account for? What are physical and psychological capacity of the student? Health conditions or learning difficulties. If not recognised possible causing poor physical or mental conditions.	Med - 15	Pre-placement visit, interview, and a school tour in place with deputy head with the opportunity for elements to be discussed. Rosewood free school is covered by the DfE RPA which covers public liability, specific to work experience. Reasonable adjustment can be put in place if suitable to support placement & school.	Clothing policy in appendix.	Low - 5
Hours and length of work experience placement	Student	Excessive working hours, length of placement and poor break allocation causing poor physical or mental conditions.	Med - 15	Hours explained at pre-placement visit expectation is usually 08:45 – 15:30. Breaks are in line with age working allowance. Length of placement in line with age working allowance and study needs.	Student advised of hours by work placement officer or tutor prior to attending setting.	Low - 5
Age and inexperience of student	Employees, Learners, third parties, student	Day to day issues arising causing internal safeguarding concerns.	Med - 16	If student is under 16 – no DBS possible, therefore accompanied in school at all times. If student 16-18 or older and on long term placement – DBS would be required either by school/college or Rosewood Free School Under 18 are not eligible to complete Moving and handling training. Student will not operate mechanical machinery.		Med - 8

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Training	Employees, Learners, third parties, student	Inadequate information sharing, lack of appropriate training or guidance causing misguided enthusiasm, unnecessary stress or the feeling of being unsettled in placement.	Med - 15	Pre-placement visit and interview will direct students not to take part in any activity that requires specific training. Students on longer term placements can join induction training if appropriate (eg feeding) in order to be able to take part in additional classroom responsibilities. Expectations stated at pre-placement visit re clothing/appearance. Students directed to liaise with class team who will give them all the class-specific information that they need. Class teacher/HLTA understands expectations of work experience student in class and around school and will relay as necessary i.e. fire drill procedures.		Low - 5
Class duties	Employees, Learners, third parties, student	Inadequate information sharing of expectations or guidance causing misguided enthusiasm, unnecessary stress or the feeling of being unsettled in placement.	Med - 15	Due to no formal training: No level/descending/ascending transfers, No hoisting, No supported sitting, No completing physio program, No medical intervention, No use of essential oils, No red, yellow or blue mat feeding - green mat feeding only. Teachers' discretion: Other classroom duties or interventions eg play, use of resources etc. No expectation of supporting or supervising of learners including walkers.	Wheelchair information sheet in appendix. Refer to risk assessments for additional information gathering.	Low - 5

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				Fully supervised by class team during school day including interaction with familiar or unfamiliar learners.		
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Outside class duties	Employees, Learners, third parties, student	Inadequate information sharing of expectations or guidance causing misguided enthusiasm, unnecessary stress or the feeling of being unsettled in placement.	Med - 15	No laundry duties No bathroom visits or involved in personal care in the bathroom. No supporting rebound or hydrotherapy session (can be additional to observe).	Student to refer to risk assessments for additional information gathering.	Low - 5
Misguided enthusiasm	Employees, Learners, third parties, student	Student causing incidents and accidents.	Med - 16	Pre-placement visit and interview in place with deputy head - expectations are clearly stated at their interview. Ongoing clear and sufficient instructions from supervisor – class teacher / HLTA.		Med - 8
Safeguarding	Employees, Learners, third parties, student	Day to day issues arising causing internal safeguarding concerns.	Med - 16	Not to be left unattended with a learner including in the lift. Not to be left unattended in unfamiliar setting. Not to have knowledge of door keypad codes. Not to be accounted for in the class ratio. Placement co-ordinators contact detail. Safeguarding posters/information available in all classrooms and shared areas. Under 16 yrs old student - ID taken and Over 16 yrs old student - DBS and ID taken and both recorded on single central record for the time that they are on work experience. No use of personal mobile phones in school other than the staffroom.	Roles and responsibilities at rosewood form in appendix	Med - 8

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Non-attendance of student	Student	Student effectively ‘under the radar’ if own setting thinks they are with Rosewood, but they are actually absent causing safeguarding concerns.	Med - 16	Liaison by Rosewood team if student hasn’t attended class with deputy head, deputy head to then liaise with students themselves and if no reason given, then with the students’ setting supervisors.		Med - 8

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
May 2024	Initial assessment
January 2025	Edited to account for a sports student attending.
February 2025	Updated with over 18’s without M&H training.
May 2025	Annual update

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Date for Review	Comments & information only	Signature of M&H Lead	Current date

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Any point as discussed			