

RISK ASSESSMENT

Risk Assessment for:	Volunteers in School	Prepared by:	H&S Co-ordinators – S.L & V.D
		Assessed by SLT:	
Location:	ROSEWOOD FREE SCHOOL & AVENUES SITE	Date of Assessment	December 2024
		Review Date:	December 2025

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 starting in a volunteer role	Employees, Learners, third parties, volunteer	Is Rosewood volunteering a suitable role for the individual? Are there any additional needs to account for- Physical and psychological capacity? Health conditions or Learning difficulties? If these are not accounted for volunteering may cause physical or mental health issues for individual, or accidents/incidents for all in school.	High -20	Pre volunteer placement visit, interview, and a school tour in place with deputy head with the opportunity for elements to be discussed. Reasonable adjustments can be put in place if suitable to support volunteer work in school. Volunteer able to state tasks which they are not willing or not able to complete. Additional personalised Risk Assessment and other associated paperwork eg PEEP would be completed if a need was identified to keep volunteers safe and well in school.	Volunteers fill in a fitness information form at M&H induction (for those who are going to be involved in M&H) to inform suitability for physical tasks and identify any requirement for additional individual Risk assessment	Low-2
Lack of training	Employees, Learners, third parties, volunteer	Inadequate information sharing, lack of appropriate training or guidance causing misguided enthusiasm, undertaking specific tasks in an unsafe way due to lack of training leading to incidents/accidents, unnecessary	High -20	A visit and interview prior to becoming a school volunteer will direct volunteers not to take part in any activity that requires specific training, and also make clear expectations from school and their own wishes as to which	Volunteers undertake a fire walk as part of induction.	Low-2

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		stress or the feeling of being unsupported with volunteer work		<p>to undertake when trained.</p> <p>Volunteers join induction training when appropriate (eg M&H, feeding) in order to be able to take part in additional classroom responsibilities.</p> <p>Expectations stated at initial visit re clothing/appearance.</p> <p>Volunteers are directed to liaise with class team who will give them all the class-specific information that they need.</p> <p>Class teacher/HLTA understands expectations of volunteers in class and around school and will relay tasks/information as necessary</p>	Roles and responsibilities at rosewood form displayed for all around school	
Class duties		Inadequate information sharing, lack of appropriate training or guidance causing misguided enthusiasm, undertaking specific tasks in an unsafe way due to lack of training which may lead to accident/incidents, unnecessary stress or the feeling of being unsupported with volunteer work	High -20	<p>Volunteers who are willing and able will be offered Feeding and M&H induction training They will then be able to assist learners with food and drink (pairing as per school policy and under direction of class lead)and in hoisting/transfers as a Rosewood “2nd” person. They can also assist if willing as rebound support once trained and with personal care as a 2nd if willing and able.</p> <p>Due to no formal training or expectations: No level/descending/ascending transfers, No supported sitting, No completing physio program, Attend hydrotherapy as an extra only in addition to staff, No medical intervention, No use of essential oils, No giving bolus/pump feeds or blended diets</p>	<p>Wheelchair information sheet handed to volunteers at M&H induction training</p> <p>Refer to risk assessments for additional information gathering.</p> <p>Roles and responsibilities at rosewood form displayed for all around school</p>	Low-2

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				<p>At Teachers/HLTA discretion and direction: Other classroom/school duties or interventions eg play, use of resources, cleaning, etc.</p> <p>No expectation of supporting or supervising of learners including walkers.</p> <p>All volunteers will attend Health and safety induction, safeguarding induction and fire walk as standard and be offered further training sessions should they wish to attend</p> <p>Full direction from class leads throughout day and support from wider staff team when needed.</p>	Volunteers are offered breaks in line with school policy and have access to all welfare provisions	
Safeguarding	Employees, Learners, third parties, volunteer	Action or inaction of volunteers and problems with day to day practice of volunteers arise, causing internal safeguarding concerns.	High -30	<p>Volunteers are not to be left unattended with a learner at any time.</p> <p>Volunteers are not to assist Learners to other parts of the school alone.</p> <p>DBS and ID taken and both recorded on single central record for the duration of their time volunteering in school. All volunteers are over the age of 18.</p> <p>Volunteers are not included in the safe working ratio and considerations of classrooms.</p> <p>Safeguarding posters/information available in all classrooms and shared areas.</p> <p>Volunteers attend safeguarding induction training.</p>	Roles and responsibilities at rosewood form displayed for all around school	Low-5

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Misguided enthusiasm	Employees, Learners, third parties, volunteer	Volunteer acts outside of expected role, causing incidents and/or accidents	High -20	Pre volunteer placement visit and interview in place with deputy head - expectations are clearly stated at their interview. Ongoing clear and sufficient instructions and supervision/support from supervisor – class teacher / HLTA . Class teacher/HLTA to ensure time is given for volunteer to read all appropriate supporting documents including but not limited to : Moving and Handling plans, Placemats, behaviour support plans etc. Incidents and accidents involving volunteers are reported and investigated in line with school policy. Volunteer supported to complete online forms when needed.	Roles and responsibilities at rosewood form displayed for all around school	Low-2
Duties if volunteering outside of class or Learner based role/ Environment	Employees, Learners, third parties, volunteer	Volunteer exposed to the Hazard or Hazards associated with the department or area they are volunteering in, suffering injury or illness related to the role.		Volunteer to have access to any and all risk assessments and associated paperwork relating to their role/environment. Volunteer will be subject to all the checks and support and processes as listed above and where relevant for their role Volunteer will be instructed and supported by the lead within the department for whom they are volunteering.		
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
December 2024	Initial assessment

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