

RISK ASSESMENT

Risk Assessment for:	CEILING XY/SINGLE TRACK HOIST	Prepared by	M&H TRAINERS – S.L & V.D
		Assessed by SLT:	
Location:	ROSEWOOD FREE SCHOOL	Date of Assessment	May 2024
		Review Date:	May 2026

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
Hoist not charged.	Employees, M&H trained third party	Hoist being out of action increasing time, space and pressure on the use of the other hoist or the need for use of Mobile hoist leading to increased workload and stress for staff plus possible musculoskeletal injuries if mobile hoist required.	Med - 9	<p>All hoists are to be placed on charge after each use.</p> <p>All hoists are regularly serviced and maintained.</p> <p>All staff are trained on use of the hoist during Moving and Handling induction and have yearly refresher training.</p> <p>Moving and Handling Trainers on site to assist with safety of staff and Learner should issues arise during hoisting.</p> <p>Staff will never use a Hoist which appears to be faulty or has signs of damage/ loss of charge/failed battery.</p> <p>Each class has two hoists so second hoist should be used if 1 fails to avoid use of mobile hoist. If mobile hoist required liaise with M&H prior to use.</p> <p>Class plinth or chair available emergency lowering system can be used – staff trained.</p> <p>An alternative hoist to be found.</p>	<p>Report faults to M & H Team.</p> <p>Contact service contractor where appropriate.</p> <p>Staff to have read all supporting documents and learner handling plans. Refer to emergency situation protocol.</p>	Low-3

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Learner failing mid hoist	Learner	Learner is active in sling, low staff ratios, poor staff observation may lead to a learner falling out of the sling causing impact injury, cuts, bruise, head injury.	Med-10	As above page 1 All Learners have own sling assessed for them for comfort and safety. Any temporary sling sourced from the spares box should match their personal sling – H&S Co-ordinators available for support. No personal slings should be used for other learners. Staff to follow Learners Moving and Handling plan at all times.	As above page 1	Low-5
Hoisting Manoeuvre	Employee M&H trained third party	Musculoskeletal injury whilst supporting Learners through hoisting manoeuvre due to bad posture, inadequate training or information	Med-10	Staff receive Moving and Handling induction training prior to undertaking hoisting with our Learners, plus a yearly refresher. All staff to read and follow each Learners Individual Moving and Handling Risk assessment. Staff have individual risk assessments to match their current physical needs. Classrooms to be free of clutter and obstacles to minimise risk of slips/trips during Hoisting. All current slings are compatible with school overhead hoist systems. No Learner in school exceeds the safe working load. All equipment should be ready to receive the learner – plan & prepare. Rosewood operates on a lead hoister (a “first”) and a “second” to ensure less experienced staff member is well supported and instructed.		Low-5

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Hoisting Manoeuvre	Learner	Discomfort from poorly fitted sling or injury from falling out of sling due to wrong loops attached, sling fitted incorrectly, wrong sling used, hoist used incorrectly	Med-15	<p>Staff receive Moving and Handling induction training prior to undertaking hoisting with our learners, plus a yearly refresher.</p> <p>All staff to read and follow each learners Individual Moving and Handling Risk assessment.</p> <p>All Learners have own sling assessed for them for comfort and safety.</p> <p>All Handling plans carefully specify how many trained people are required for each hoist to keep the learner safe.</p> <p>Rosewood operates on a lead hoister, a “1st” and a “2nd” to ensure each learner has at least one competent and known staff member with them for hoisting.</p> <p>Learners should not have access to or use the hoist handset.</p>	Refer to quick A5 guide for relevant hoisting information. These are to be stored on the learner’s class chair. Sling chart in each class and bathroom.	Low-5
Attaching sling to hoist	Employees, Learners, third parties	<p>The learners sling loops may slip off the spreader bar and pupil may strain or bump limbs or head or fall from sling.</p> <p>Staff – may catch learner therefore injuring themselves – musculoskeletal injury</p>	Med -10	<p>Staff receive Moving and Handling induction training prior to undertaking hoisting with our Learners, plus a yearly refresher. At least 2 adults present for manoeuvre. Use safety clips if provided on the hoists.</p> <p>Adults to be visually attentive throughout manoeuvre.</p>	Service of hoists. Team to communicate if clips get damaged	Low-5

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Spreader bar during & after hoisting	Employees, Learners, third parties	The spreader bar on the hoist could move and hit employees, learners or third parties and could cause varying injuries including impact injuries to head or face, bruising and cuts.	Med-9	<p>All hoisting in school is to be completed with a minimum of 2 people trained adults.</p> <p>Staff to follow the Learners Risk Assessment at all times.</p> <p>Staff receive Moving and Handling induction training and yearly refresher and practical training on the use of the hoist including the spreader bar. At least one staff member is always responsible for the spreader bar at all times.</p> <p>All overhead hoists are stored to above head height immediately after each hoist is complete or short term over a suitable table so as to prevent staff from hitting themselves on a low hoist. Then placed on charge when all manoeuvres are completed.</p>	Accident/ incident book monitored.	Low-3
Misuse of hoisting systems	Employees, Learners, third parties	<p>Unnecessary physical stress would be put on the hoist mechanisms, damage them and in turn cost the school additional money. Hoisting systems are not designed to be under a load for periods of time.</p> <p>Learners aren't supported in a sling in the same way they are in their bespoke chairs for activities.</p> <p>Our insurance would not cover the school if there was an incident/accident during mis using a hoist.</p>	Low - 2	<p>Learners are <u>not</u> to be left hanging in hoists to access learning for periods of time i.e. foot art/play.</p> <p>Hoisting systems are designed and to be used to transfer learners from A to B.</p>		Low - 1

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Fitting sling to learner	Employees, Learners, third parties	Learner may fall out of sling causing varying injuries. Adult – may catch learner therefore injuring themselves – musculoskeletal injury	Med - 10	Each learner has their own personal sling with designated loops. Learners risk assessments / handling plan, A5 cards and sling charts are designed to support this. Learners only to use their personal sling. Any temporary sling sourced from the spares box should match their personal sling – H&S Co-ordinators available for support. Slings are checked visually for condition before use each time. Travelling with pupils keep to a minimum. Staff receive Moving and Handling induction training prior to undertaking hoisting with our Learners, plus a yearly refresher. At least 2 adults present for manoeuvre. Almost every Learner arrives in school sitting on their sling	Learners referred to OT sling clinics when required Class to inform OT's if a sling is becoming too small or a change in the Learners movements.	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
April 2017	Initial assessment
April 2018	Annual update
April 2019	Annual update
April 2020	Annual update
May 2022	Two yearly update
March 2024	Added control measures about misuse of hoisting system.
May 2024	Two yearly update