

RISK ASSESSMENT

Risk Assessment for:	Work Experience Student – Class based - Under 18yrs old and over 18yrs old with no manual handling training.	Prepared by:	H&S Co-ordinators – S.L & V.D
		Assessed by SLT:	
Location:	Rosewood Free School	Date of Assessment	May 2024
		Review Date:	May 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 placement	Employees, Learners, third parties, student	Is the work experience student suitable for our setting? Additional needs to account for? Physical and psychological capacity? Health conditions or learning difficulties. If not recognised possible causing poor physical or mental conditions.	Med - 15	Pre-placement visit, interview, and a school/college 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/college.	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 8.45am – 3.30pm. 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	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 is 16 or older and on long term placement – DBS would be required either by school/college or us. Under 18 are not eligible to complete Moving and handling training.		Med - 8

RISK ASSESSMENT

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
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	<p>Student will not operate mechanical machinery.</p> <p>Pre-placement visit and interview will direct students not to take part in any activity that requires specific training.</p> <p>Students on longer term placements are able to join induction training if appropriate (eg feeding) in order to be able to take part in additional classroom responsibilities.</p> <p>Expectations stated at pre-placement visit re clothing/appearance.</p> <p>Students 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 work experience student in class and around school and will relay as necessary i.e. fire drill procedures.</p>		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	<p>Due to no formal training:</p> <ul style="list-style-type: none"> 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. <p>Teachers' discretion: Other classroom duties or interventions eg play, use of resources etc.</p>	<p>Wheelchair information sheet in appendix.</p> <p>Refer to risk assessments for additional information gathering.</p>	Low - 5

RISK ASSESSMENT

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
				No expectation of supporting or supervising of learners including walkers. Fully supervised by class team during school day including interaction with familiar or unfamiliar learners.		
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 or guided support if suitable).	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. 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

RISK ASSESSMENT

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
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 class teacher 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.
	Annual update

Hazard	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

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

RISK ASSESSMENT