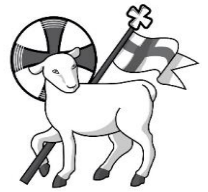


Job Hazard Form



This form highlights hazards related to the role that could pose a risk to the post holder.

Role Title: Admin Assistant

Manual Handling

This role requires hazardous manual handling operations. For example, moving of heavy objects.

The types of manual handling operation involved in this role are objects, stock and furniture.

These manual handling operations are required on a frequent basis.

The weights involved in these manual handling operations are up to 10kg.

Display Screen Equipment

This role will require the postholder to be a Display Screen Equipment User. This will involve use of a laptop/desktop computer, virtual learning platform. Risk Assessments will be completed.

Job Characteristics

This role involves working with children of up to age 11 years old. This role also involves working with children and young people with special needs including those with emotional and behavioural problems

This role involves working with sharps, medical equipment (eg inhalers and epipens) and food handling.

This role also has potential to involve verbal abuse and/or aggression, although this is likely to be on an infrequent basis.

Work Environment

This role is carried out in an environment which involves infrequent outdoor work, supervising children and working with food stuffs.

Personal Protective Equipment

Given the nature of this role, the post holder may be required to wear personal protective equipment on their face, eyes, body and or hands.

COSHH (Control of Substances Hazardous to Health)

COSHH sheets are found in the back office, with Risk Assessments and all other Health and Safety information on the school network

Biological Hazards

It is possible that post holder will come into routine or regular contact with people with infections through human blood or human bodily fluid e.g. through first aid and assisting with hygiene measures after soiling.

Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.