

Job Hazard Form

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

Role Title: *Administrative Assistant*

Manual Handling

This role requires some manual handling operations. For example, *moving of heavy objects e.g. boxes of paper.*

The types of manual handling operation involved in this role are *objects.*

These manual handling operations are required on an *infrequent basis.*

The weights involved in these manual handling operations are *up to 11-15kg.*

Display Screen Equipment

This role will require the post holder to be a Display Screen Equipment User. This will involve use of a *laptop/desktop computer and virtual learning platform.*

Job Characteristics

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

This role involves *personal care.*

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

Driving

This role may require the post holder to drive *their own vehicle for work purposes*

COSHH (Control of Substances Hazardous to Health)

Biological Hazards

It is possible that post holder may come into routine or regular contact with *people with infections, human blood or human bodily fluid e.g. through first aid/soil/waste/ animals/birds/reptiles/ vermin and/or fungi.*

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.