



# 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 hazardous manual handling operations. For example, moving of heavy objects.

The types of manual handling operation involved in this role are moving of objects related to administrative role.

These manual handling operations are required on a daily/weekly basis.

The weights involved in these manual handling operations are up to 6-10kg.

## 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.

## 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.

This role also has potential to involve verbal abuse and/or aggression although this is likely on an infrequent basis. The role is also likely to require physical behaviour management interventions for which the post holder will be trained.

## COSHH (Control of Substances Hazardous to Health)

### **Biological Hazards**

It is possible that the postholder may come into routine or regular contact with people with infections e.g. TB/human blood or human bodily fluid e.g. through first aid/soil/waste.

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.

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