

Known Hazards Form

Instructions for Managers: Only tick the hazards that actually apply to this role. Do not tick hazards that staff in this job will not be exposed to.

Please ensure that relevant risk assessments are in place for any hazards identified. Further guidance on completing and maintaining risk assessments can be found on the Health and Safety intranet page.

1. Noise Exposure

What this means: Exposure to loud noise from machinery, power tools, or vehicles. Health surveillance is required if noise levels exceed **80 dB(A)** daily or weekly average or if hearing protection is mandatory in certain areas. Examples include industrial machinery, power tools, and heavy vehicles.

Regular exposure to loud noise from machinery, power tools, or vehicles (e.g., drills, saws, construction equipment, refuse vehicles, leaf blowers)	
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2. Vibration Exposure

What this means: Use of vibrating tools or equipment. Health surveillance is required if exposure reaches levels that could cause Hand-Arm Vibration Syndrome (HAVS) or Whole-Body Vibration risks, or if use of vibration-reducing controls and protective measures is mandatory. Examples include power tools, breakers, grinders, and heavy plant machinery.

Use of vibrating tools or equipment (e.g., strimmer's, hedge cutters, drills, breakers, compactors, leaf blowers)	
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3. Chemical / Hazardous Substances Exposure

What this means: Handling or being exposed to chemicals, cleaning agents, fuels, paints, or laboratory materials.

Handling or exposure to chemicals, cleaning agents, disinfectants, paints, fuels, pesticides, laboratory reagents, or school science/craft materials and hazardous dusts such as wood dust, paper dust, and silica dust.	✓
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4. Biological / Infection Risk

What this means: Exposure to materials that may contain harmful bacteria, viruses, fungi, or other microorganisms.

Body fluids – saliva, vomit, urine, faeces, open wounds (e.g., personal care, nurseries)	✓
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Waste / bins / sewage / contaminated water (e.g., street cleaning, grounds maintenance, school cleaning)	
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Soil / compost / environmental materials (e.g., parks, cemeteries, allotments, school gardens)	
Animals or animal waste (e.g., pest control, farm visits, school animals)	
Airborne hazards – dust from compost, bird droppings, waste	
Food handling / preparation (e.g., school kitchens, catering, community events)	✓
Laboratory / sample testing (e.g., environmental testing, school labs)	
Sharps / needle-stick risk (e.g., waste collection, playgrounds, community health work)	

5. Manual Handling / Ergonomic Hazards

What this means: Lifting, carrying, pushing, pulling, or performing repetitive or awkward tasks.

Lifting or carrying objects – boxes, equipment, furniture, bins, school supplies	
Assisting or moving people – supporting pupils, clients, or service users	
Repetitive tasks – typing, filing, packing, assembly, or classroom activities	
Awkward postures or prolonged standing/sitting – teaching, school supervision, or desk work	
Pushing or pulling – trolleys, wheelchairs, carts, bins, or sports equipment	
Physical intervention / restraint activities – including situations where staff may need to practise, use, or respond to physical intervention techniques (e.g. in children's residential or care settings). This may include: • Restraint or physical intervention training and practice • Physically restraining a person to prevent harm to themselves or others • Holding positions, guiding, blocking, or breakaway techniques • Activities involving sudden or unexpected force, awkward or sustained postures, close contact, or unpredictable movements of another person	✓

6. Display Screen Equipment (DSE)

What this means: Use of computers, laptops, tablets, or other screen-based devices.

Regular computer or laptop use – admin, lesson planning, or remote learning	✓
Extended periods at a screen	
Portable device use – laptops, tablets, or mobile devices	✓
Workstation setup considerations – desks, chairs, keyboard/mouse placement	✓
High visual stimulus environment associated with DSE use (multiple screens/control room)	✓

7. Lone Working

What this means: Working alone without immediate support.

Office-based lone work outside normal hours	
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Community or field lone work – home visits, street inspections, school site visits	
Outdoor or remote lone work – parks, cemeteries, maintenance, playground supervision	
After-hours or out-of-hours work	✓

8. Driving / Vehicle Use

What this means: Driving or operating vehicles as part of the role. ***This does not include commuting to and from work.***

Council vehicles – cars, vans, minibuses, trucks (e.g., school transport, maintenance)	✓
Specialist / heavy vehicles – tractors, loaders, sweepers, refuse vehicles	
Community / off-site travel – visiting schools, homes, or other facilities	✓
Driving outside normal hours	
Passenger transport – pupils, staff, clients	

9. Working at Height

What this means: Working on ladders, scaffolds, roofs, or other raised areas where a fall could cause injury. This includes tasks near edges, openings, or fragile surfaces and jobs that need fall protection like guardrails or harnesses. Examples include roof work, using mobile towers or scaffolds, and ladder tasks.

Ladders or steps – ladders, step stools, small access platforms for maintenance, inspections, accessing high shelves or school storage. <i>Do not tick for office stairs or low-level steps</i>	
Scaffolds or platforms – temporary/fixed elevated work surfaces	
Roof or structure work – school roofs, maintenance, or inspections	
High-access equipment – cherry pickers, MEWPs (Mobile Elevating Work Platforms), scissor lifts	
Outdoor elevated work – trees, playground structures, elevated school grounds equipment	

If any of the above are ticked, please complete the section below. Approximate working height:

Up to 10m	
10m to 20m	
Over 20m	

10. Confined Spaces

What this means: Working in spaces that are small, enclosed, or difficult to access, where movement is limited and hazards may be harder to avoid. This includes areas

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like tanks, crawl spaces, service ducts, or inside machinery. Risks can include poor ventilation, limited escape routes, and difficulty using equipment safely.	
Tanks, silos, storage vessels – school boilers, water tanks	
Basements or cellars	
Pipelines, ducts, tunnels – maintenance or inspections	
Enclosed chambers or pits – inspection chambers, manholes	
Other restricted access areas	

11. Night Work

What this means: Working during night hours, typically between 11:00pm and 6:00am.

Regular night shifts (11pm–6am) – caretaking, cleaning, out-of-hours maintenance	✓
On-call at night – emergencies, site security, or school out-of-hours events	

12. Stress / Psychological Demands

What this means: Work that is emotionally demanding, high-pressure, or involves responsibility.

High workload or tight deadlines – lesson planning, inspections, admin	
Emotionally demanding work – supporting vulnerable pupils, clients, or residents	✓
Exposure to aggression or conflict – pupils, service users, members of the public	✓
High responsibility / decision-making – budgets, safeguarding, or service delivery	

14. Working Outdoors / Extreme Weather

What this means: Working outside in different weather conditions.

Cold or wet conditions – playgrounds, grounds, maintenance	
Hot conditions – outdoor school activities, parks, construction	
Windy or exposed sites – parks, playgrounds, cemeteries	
Seasonal outdoor work – gardening, groundskeeping, school sports activities	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:

Date:



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**For any queries related to this form, please refer to the Known Risk Managers
Explanatory Notes, or email the Occupational Health Department:**

Occupational.Health@stockton.gov.uk