

Risk Assessment for: **use of mobility aid (crutches) around school**

Team/Section/ Department:		Date of assessment:	18/5/2012	Review date:	
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Activity/ Process/ Operation	What are the hazards to health and safety	What risks do they pose and to whom?	What existing control measures are in place to reduce the risk?	Risk level achieved H/M/L*	Further action required Y/N?*
Movement around the school	<ul style="list-style-type: none"> • Uneven Surfaces • Raised thresholds • Furniture • Crowds/busy area • Wet flooring 	<p>User of mobility aid, staff, children, visitors</p> <p>Mobility aid trapped/caught/ loss of use of aid/trip & fall of user</p>	<p>Procedures are to be put in place to allow circulation before or after busy times.</p> <p>Movelemtn only to occur when accompanied by an adult</p> <p>All building users are to be made aware that there is an individual using a mobility aid</p> <p>Uneven surfaces/raised thresholds are to be identified and highlighted were possible</p> <p>Defects to flooring etc are to be reported and dealt with appropriately</p> <p>Spilages to be cleared as soon as identified. 'Warning' signage to be used where necessary</p> <p>Physiotherapist has assessed use and ability</p> <p>Access/Egress and corridors to be kept</p>		

<p>Steps</p>	<ul style="list-style-type: none"> • Trip hazard 		<p>Adult must be present at all times when steps are being accessed</p> <p>Visual assessment must take place prior to using steps and any water/debris/obstruction must be removed prior to use</p>		
<p>Fitness to be at school whilst using crutches</p>	<ul style="list-style-type: none"> • Adverse effect to general health • Further injury 		<p>Clearance from medical practitioner</p>		
<p>Access/Egress</p>	<ul style="list-style-type: none"> • Trip hazard • Door closing on individual • Delay evacuating in the event of an emergency 		<p>Raised thresholds to be identified and highlighted were possible.</p> <p>Assistance provided (e.g Buddy system) when travelling through manual doors</p> <p>Ensure good housekeeping is maintained to ensure access/egress is clear of obstruction</p> <p>PEEP (Personal Emergency Evacuation Procedure)</p>		
<p>Lessons</p>	<ul style="list-style-type: none"> • Inaccessible lessons • Teaching/Learning methods 		<p>Lessons to be adapted as and where required, with alternative methods of teaching/learning put in place if necessary</p> <p>Pupil to be seated close to the classroom</p>		

Off site activities	inaccessible Separate Risk Assessment required		door as advised by Physiotherapist		
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Name of Assessor:
Name of Manager responsible for Activity/ Process/ Operation:.....

Signature
Signature

- * If the risk level achieved is still **High**, the planned activity/ process/operation must not continue. The risk assessment action plan must be completed to identify what further action will be taken to reduce the risk to an acceptable lower level.
- * If the risk level achieved is **Medium** you must consider whether the existing control measures are sufficient or if any further action could be taken to reduce the risk to a low level. (The risk level may remain as Medium where the risk is inherent in a particular activity/process/operation).

Reference should be made to the Risk Assessment Guide 4.1 Step-by-Step for guidance on when and how the action plan should be used.

Warwickshire County Council

Risk Assessment Action Plan for: _____

Activity/ Process/ Operation	Risk	Planned action to be taken to reduce the risk to a reasonable level	Anticipated risk reduction level M/L post action	Responsible person for taking action	Planned completion date	Completion date (Line manager signature to verify and date)

