

**RISK ASSESSMENT FINDINGS**

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| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Toileting procedure**

**DATE:**

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| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young Persons  P = Public  C = Contractors  V = Visitors  EM = Expectant Mothers | 1. Very Low (rare/very unlikely)  2. Low (unlikely)  3. Medium (could occur/possible)  4. High (likely to occur/probable)  5. Very High (near certain to occur) | 1. Insignificant (nuisance/discomfort)  2. Minor (no lost time)  3. Moderate (time loss)  4. Significant (serious/incapacity to work)  5. Major (Death) | Likelihood x Severity  =  Rating | **1- 6** **LOW RISK** Monitor   * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible   **14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People**  **At Risk** | **3.Controls in Place** | **4.Risk Rating** | | | | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Infection/cross infection |  | * Staff to wear aprons and disposable gloves whilst changing a child/young person (PPE) * Soiled nappies to be double wrapped and disposed of in the waste disposal unit in the disabled toilets * Changing area toilet to be cleaned after use * Hot water and soap available to wash hands as soon as changing is done |  |  |  |  | Individual toileting plan |  |
| Pupils dignity |  | * The child/young person should not be made to feel uncomfortable or in any way that they have caused any inconvenience * Changing should not take place behind locked doors but in an appropriate area where privacy and dignity can be maintained during the process * Soiled items to bagged and stored appropriately unless school is able to launder clothes. |  |  |  |  | **Parents/carers**  Providing spare nappies and a change of clothes  Understanding and agreeing the school procedures followed during changing  Agreeing to inform the school should the child have any marks/rash  Agreeing how often the child should be routinely changed if the child is in school for the full day and who will be doing the changing  Agreeing to review the arrangements, in discussion with the school, should this be necessary.  **School Staff**  Agreeing to change the child should they soil themselves or become wet;  Agreeing how often the child should be routinely changed if the child is in school for the full day and who will be changing them;  Agreeing to report to the HT and SENCO should the child be distressed or if marks and rashes are seen;  Agreeing to review arrangements, in discussion with parents/carers, should this be necessary.  Agreeing to implement an individual toileting management plan if this is required |  |
| Moving & Handling |  | * Is a Moving and Handling training required |  |  |  |  | Is specific staff training required e.g. use of complex equipment e.g. a hoist or due to pupils condition |  |
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