

**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: Wheelchair User**

**DATE:**

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| --- | --- | --- | --- | --- |
| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young PersonsP = Public C = ContractorsV = VisitorsEM = 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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| **CAR PARK/DROP OFF POINT:*** Is there a designated disabled parking space available where the user could transfer into their wheelchair safely on arrival or departure?
* Would large crowds of people or other vehicles create difficulties?
* What time would it be best to arrive?
* Will the wheelchair user /parent require any assistance?
* Do staff feel safe providing assistance?
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| **ACCESS:*** What is access like for a wheelchair user to get into the premises?
* Which is the best entrance to use?
* Is the environment flat and even?
* Would large crowds of people create difficulties?
* Will the wheelchair user /parent require any assistance?
* Do staff feel safe providing assistance?
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| **PATHWAY/ROUTES/CORRIDORS:*** Is there enough width in the corridor for the wheelchair?
* Is there any furniture causing hindrance or obstruction?
* Would there be any difficulties manoeuvring the wheelchair in the corridor or pathway?
* Would large crowds of people create difficulties?
* Will the wheelchair user require any assistance to negotiate the route?
* Do staff feel safe providing this assistance?
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| **CLASSROOM:*** Is there enough space to enter the classroom safely?
* Where should the wheelchair user be positioned in order to avoid causing an obstruction to others?
* Will there be difficulties for the user to move about the classroom safely and access all tasks?
* Will the user require a special table to accommodate the height of their wheelchair?
* Will the user have to remain in their wheelchair or will they be able to transfer to a standard chair?
* Does the user need help to transfer or any equipment to do this?
* Is the staff trained to assist the user safely?
* How will school safeguard the health and safety of the user and the staff?
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| **LUNCH TIME:*** Will the user be able to access the dining hall or will he/she require help?
* Could a crowded and congested dining area be a potential hazard?
* Is there an alternative to the dining hall?
* How will the user get their food?
* Where could the user be positioned so that they do not cause a possible obstruction to others?
* Will the user be able to sit at a standard table or require a higher one to accommodate their wheelchair?
* How will school safeguard the health and safety of the user and the staff?
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| **OUTSIDE PLAY:*** Will the user be going outside at playtime?
* Will the user be able to manoeuvre his/her wheelchair safely into the play area, (i.e. door widths, thresholds, obstacles, congestion etc.), or will they require assistance?
* Will the user require supervision in the playground?
* Will some areas of the playground be off limits?
* Who should be assigned to push the user in the wheelchair if he/she requires assistance?
* Have these people received any training?
* Have school written any guidelines or procedures for staff to follow on what they need to do?
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| **TOILET NEEDS:*** What should the wheelchair user do if they need to access the toilet facilities?
* Will the user require assistance to manoeuvre to the disabled toilet cubicle?
* Will the user transfer to the toilet pan?
* Will the user require help with their personal care needs?
* How many staff will be required to provide this assistance?
* Have these staff been trained?
* Have school written any guidelines or procedures for staff to follow on what they need to do?
 |  | Refer to Toileting Risk Assessment |  |  |  |  | Is moving and Handling Training required? |  |
| **PE:*** Is the user able to participate in the lesson in a way that is safe?
* Will the user need to change any clothing in order to participate?
* Will the user require any physical assistance to participate in the lesson?
 |  |  |  |  |  |  | Refer to AfPE guidanceRefer to Gymnasium Risk Assessment |  |
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