

SAMPLE RISK ASSESSMENT 4

Task: Combined Assessment – Mobility and Meals	Risk Priority Chart				
<p>Two separate tasks are described in this case study:</p> <p>A. Assisting student with walking activity (10-15 mins per day)</p> <p>B. Assisting student with eating</p> <p>Description of Student:</p> <ul style="list-style-type: none"> Small lower primary school aged student Uses wheelchair for mobility Can weight bear competently Assisted walking is undertaken each day for 15 minutes Shoulder height when seated is approximately - 100 cm Fluctuating tone results in uncontrolled movements – upper limb more than lower limbs 	Consequences: How severe would injury be?				Likelihood: How likely is an injury to occur?
	Extreme (Death, Disability)	Major (Serious Injury)	Moderate (Medical treatment)	Minor (First Aid Only)	
	Very Likely (could happen frequently)	1	2	3	4
	Likely (could happen occasionally)	2	3	4	5
	Unlikely (could happen but rare)	3	4	5	6
	Very Unlikely (could happen but probably never)	4	5	6	7
Risk Prioritisation	1,2,3 Do something about these risks immediately				
	4,5 Do something about these risks as soon as possible				
	6,7 These risks may not need immediate attention				
Task Components	Current Control Measures				
<p>A. Staff member assists student with walking</p> <ul style="list-style-type: none"> Preparation Assists student into standing position Assisted walking for 10-15 minutes 	<ul style="list-style-type: none"> Teacher and teacher aide take turns in assisting student at lunch time Generic training in appropriate posture 				
<p>B. Staff member assists student with meals</p> <ul style="list-style-type: none"> Preparation of meal (not a manual handling task) Positions student in chair Attach tray Assisting with meal 					

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Task Components	Direct Risk Factors (Force, Posture, Repetition/Duration)	Contributing/Modifying Risk Factors (Environment, Layout, Organisation, Technique, Worker/Student Characteristics)	Risk Score			Control Measures (Design, Administrative)
			Likelihood Very Likely Likely Unlikely Very Unlikely	Consequence Extreme Major Moderate Minor	Score	
<p>A. Staff member assists student with walking</p> <ul style="list-style-type: none"> - Preparation of area 	<p><u>Force</u></p> <ul style="list-style-type: none"> Some force may be required to move objects to allow clear path for mobility May include moving objects from floor <p><u>Awkward Postures</u></p> <p>May include bending - including deep forward bending to pick up and move objects on floor</p>	<p><u>Load Characteristics</u></p> <ul style="list-style-type: none"> May include bulky items or items that are quite difficult to handle due to size and shape <p><u>Technique</u></p> <p>One person moving objects in variety of ways as required</p>	Likely	Moderate	4	<p>Design</p> <ul style="list-style-type: none"> Consider whether there is adequate storage to ensure unnecessary equipment not in way Look at design of doors – ability to hold open with catches etc, so staff do not have to try to hold open whilst walking through. <p>Administrative Controls</p> <ul style="list-style-type: none"> Consider whether there is adequate storage
<ul style="list-style-type: none"> - Assists student into standing position 	<p><u>Force</u></p> <ul style="list-style-type: none"> Some force associated with guiding movement and assisting to stand Force can be increased by awkward postures or minimising student's fluctuating tone <p><u>Awkward Postures</u></p> <ul style="list-style-type: none"> Forward bending and possible twisting to assist and support student when standing. 	<p><u>Student Characteristics</u></p> <ul style="list-style-type: none"> Uncontrolled movements due to fluctuating tone Student is quite small – therefore forward bending to assist student at sitting height <p><u>Technique/Procedure</u></p> <ul style="list-style-type: none"> One person assists with procedure 	Likely	Moderate	4	<p>Design</p> <ul style="list-style-type: none"> Investigate options of using alternative methods for standing e.g. <ul style="list-style-type: none"> - student performing more of task e.g. holding rail - investigate standing hoist or walking harness - especially if this is going to be required in long term. <p>Administrative Controls</p> <ul style="list-style-type: none"> Maintenance of equipment Ensure two person assist on day when student needs more support Consider not performing on “bad days”

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			Likelihood Very Likely Likely Unlikely Very Unlikely	Consequence Extreme Major Moderate Minor	Score	
<ul style="list-style-type: none"> Assisting with walking for 10-15 minutes 	<p><u>Force</u></p> <ul style="list-style-type: none"> Some force associated with assisting student's to maintain balance and limit uncontrolled movements <p><u>Awkward Postures</u></p> <ul style="list-style-type: none"> Exaggerated forward leaning with twisting to support child and assist with walking. This position is quite static (fixed) <p><u>Duration</u></p> <ul style="list-style-type: none"> Extended duration in very awkward, static posture 10-15 minutes 	<p><u>Student Characteristics</u></p> <p>As above</p> <p><u>Technique/Procedure</u></p> <ul style="list-style-type: none"> One person assist Walking beside student to support <p><u>Work Organisation</u></p> <ul style="list-style-type: none"> Workload within classroom divided between teacher and teacher aide to allow variation of tasks and posture 	Likely	Moderate	4	<p>Design</p> <ul style="list-style-type: none"> Investigate options of <ul style="list-style-type: none"> walking harness with hoist/frame/ceiling track using alternative postures for some of task e.g. hydraulic rolling chair/stool <p>Administrative Controls</p> <ul style="list-style-type: none"> Spread workload between staff throughout the day <ul style="list-style-type: none"> perform three shorter periods of 5 minutes walking rather than one longer session perform at time of day when student at best physical level training in use of equipment
<p>B. Staff member assists student with meal</p> <ul style="list-style-type: none"> Positions student in chair and place tray 	<p><u>Force</u></p> <ul style="list-style-type: none"> Some force required to position student in upright position for meal Some force associated with attaching tray <p><u>Awkward Postures</u></p> <ul style="list-style-type: none"> Forward bending to position student and attach tray 	<p><u>Student Characteristics</u></p> <ul style="list-style-type: none"> Low height of student when seated Uncontrolled movement of upper and lower limb increases complexity of task <p><u>Technique/Procedure</u></p> <ul style="list-style-type: none"> One person assists with procedure 	Likely	Moderate	4	<p>Administrative Controls</p> <ul style="list-style-type: none"> Ensure appropriate maintenance of wheelchair and tray

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<ul style="list-style-type: none"> Assisting with meal 	<p><u>Awkward Postures</u></p> <ul style="list-style-type: none"> Increased forward bending, whilst sitting to assist with meal, due to distance between staff and student when tray/table in between Reaching and leaning to limit uncontrolled movements <p><u>Duration</u></p> <ul style="list-style-type: none"> Extended duration in awkward posture – lunch can take 25-30 mins 	<p><u>Student Characteristics</u></p> <ul style="list-style-type: none"> As above <p><u>Technique/Procedure</u></p> <ul style="list-style-type: none"> One person assists with procedure 	Likely	Moderate	4	<p>Design</p> <ul style="list-style-type: none"> Investigate use of alternative postures and chairs for: <ul style="list-style-type: none"> Staff eg. saddle seat, height adjustable stool/chair Student eg. raising in hydraulic “high chair” <p>Administrative</p> <ul style="list-style-type: none"> Rotate tasks between staff Stand up/change posture during task for relief Ensure variety of postures are used for other tasks during the day
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Summary Control Page

CONTROL OPTIONS IN ORDER OF PREFERENCE	REASONS FOR CONTROLS BEING REQUIRED	ESTIMATED COSTS OR RESOURCES REQUIRED	WHO IS RESPONSIBLE FOR IMPLEMENTATION?	STATUS & DATE	COMPLETION DATE
<p>Mobility activity Design Controls</p> <ul style="list-style-type: none"> Investigate options of using alternative methods to assist student to stand e.g. <ul style="list-style-type: none"> Student performing more of task Ensure two person assist on day when student needs more support Investigate standing hoist or walking harness 	<p>Although the student is light this task can be made easier by using some of these options. As the student grows it is likely that a hoist will be required. Familiarising the student with a hoist now will be beneficial in the longer term.</p> <p>Use of this equipment particularly the hoist may be beneficial for other students.</p> <p>Although this will require more</p>	<p>Hoist \$2-3 000</p> <p>Walking Harness - quotes</p> <p>Rolling Stools from \$200</p>	<p>Discuss with principal – purchase of multiple chairs may be of benefit for numerous staff.</p> <p>C.Smith to obtain quotes</p>		

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<p>Administrative Controls</p> <ul style="list-style-type: none"> Perform three shorter periods of 5 minutes walking rather than one larger session Perform at time of day when student at best physical level Training in use of equipment Ensure appropriate maintenance of wheelchair and equipment 	<p>standing and sitting – there will be shorter durations for staff in awkward postures</p> <p>Maximises student participation and assistance</p> <p>Essential to ensure proper use</p> <p>Attachments etc made more difficult by poorly maintained catches, slides etc</p>	<p>Time allocation – investigate training by external consultants – allow approx \$110 per hour</p> <p>As per quotes – some maintenance able to be performed at school</p>	<p>P. Jones to arrange with staff</p> <p>A. Brown to discuss with suppliers</p>		
<p>Meal Activity</p> <p>Design Controls</p> <ul style="list-style-type: none"> Investigate use of alternative postures and chairs e.g. <ul style="list-style-type: none"> height adjustable chair saddle seat hydraulic rolling chair raising student in hydraulic “high chair” <p>Administrative Controls</p> <ul style="list-style-type: none"> Rotate tasks Stand up/change posture during task for relief Ensure variety of postures are used for other tasks during the day 	<p>Staff in this classroom perform many tasks at small “child size” furniture which causes them to adopt cramped, awkward postures. Any opportunities to improve postures will be beneficial for staff. An alternative range of chairs will encourage staff to adopt better postures for seated tasks.</p> <p>These options are less reliable but it is still important to encourage staff to use the best postures they can during the day. A short information session would be helpful to encourage staff to change posture frequently during activities</p>	<p>As above from \$200</p> <p>Time allocation</p> <p>If external consultant used - \$110/ hour</p>	<p>C. Smith</p> <p>P. Jones</p>		