

Organiser:	Little Hiccups	RA Name:	Use of Mobile Changing Unit
Assessed	Miriam Watson-Pratt	Assessed Date:	05/05/2020
Review	Annually	Review Period	

Background:

'Mobile Changing Unit' will be termed as 'MCU' throughout this document

'Facility users' are the MCU users

'Carers' means the person(s) who is supporting them with their personal care needs

The MCU is to be used on Family Fun Days organised by Little Hiccups to aid the families in the changing of their child where there are no other suitable facilities available (Changing Places). They are only to be used for their intended use of changing a child and must only be used in conjunction with a suitable Deck and 2 Side Rails and only if there is a suitable room available.

All Carers should be shown basic use of the MCU, read the Conditions For Use and complete the Record of Use form before use. **The MCU must only be used with the knowledge of a Little Hiccups Trustee who can aid where necessary, supervise its use and ensure that it is properly used and cleaned after.** Trustees must complete the Safety Checks before and after each use. Any Accidents or Faults are to be reported immediately on the 'Accident and Fault Reporting Form' and the Reporting Procedures are followed.

The Risk Assessment should be assessed annually or in the event of any new information/legislation.

What are the hazards? (use brief descriptions and BOLD text for important details)	Who might be harmed and how? (Consider public, service users and parent/carers)	Evaluate the risks. <i>(SEE APPENDIX 1 FOR MATRIX)</i>	Control Measures (use brief descriptions and BOLD text for important details)	Actioned By Whom? (named person required)	Action By When? (usually date of event)	Complete Y/N (Date) (name of person completing action and date)
Risk of use by those who do not require these specialist facilities leading to increased risk of infection / contamination / wearing out of facilities / equipment	Facility User and/or their Carer (s) All the above could be harmed by infection/contamination and/or suffer injuries through faulty equipment	Very Unlikely (1) and Minor (2) 1x2= 2 (Acceptable Risk)	*Trustee team vigilance and monitoring *If possible, the Trustee team and the hired venue 'lock' the MCU room. Carer would have to approach/contact the Little Hiccups Trustees for use. Mobile numbers will need to be made available at events where the group is scattered (ie. theme park) *Sign needs to be clear that this is for Little Hiccups families only and only for those requiring use of Changing Place facilities (not for baby changing)			
Theft / vandalism of the MCU	Facilities users and Carers who would have to change without the use of the MCU	Very Unlikely (1) and Minor (2) 1x2= 2 (Acceptable Risk)	*Trustee team vigilance and monitoring *If possible, the Trustee team and the hired venue 'lock' the MCU room. Carer would have to approach/contact the Little Hiccups Trustees for use. Mobile numbers will need to be made available at events where the group is scattered (ie. theme park)			

			*Sign needs to be clear that this is for Little Hiccups families only			
Leaving facility users unattended	<p>Facility users</p> <p>Climb out and fall injuries including fractures and breaks / sprains and strains / musculoskeletal injuries</p>	<p>Very Unlikely (1) and Minor (2)</p> <p>1x2= 2 (Acceptable Risk)</p>	<p>*Individuals have received information, instruction, supervision and training in safe operating procedures</p> <p>*Conditions For Use clearly available and Record of Use form completed</p> <p>*Facility users are never to be left unattended</p> <p>*Side Rails must be used</p>			
Manual Handling	<p>Trustees could sustain injury if having to move a facility user who requires support with changing/toileting</p> <p>Carer (s) could sustain injury if having to move someone who requires support with changing/toileting</p> <p>Facility User could be injured if dropped or mishandled.</p>	<p>Fairly likely (3) and Minor (2)</p> <p>3x2= 6 (Adequate Risk)</p>	<p>*Individuals have received information, instruction, supervision and training in safe operating procedures</p> <p>*Encourage use of a travel hoist</p> <p>*Only Trustees trained and authorized to undertake personal care activities would only undertake this activity. Trustees aware that we do not assist anyone with manual handling UNLESS they are Little Hiccups families.</p>			

Misuse of MCU	<p>Facility users or parent/carers</p> <p>Facility user could tip out of MCU causing: Fractures and breaks / sprains and strains / musculoskeletal injuries</p>	<p>Very Unlikely (1) and Moderate (3)</p> <p>1x3= 3 (Acceptable Risk)</p>	<p>*Individuals have received information, instruction, supervision and training in safe operating procedures</p> <p>*Conditions For Use clearly available and Record of Use form completed</p> <p>*Facility users are never to be left unattended</p> <p>*Inappropriate usage of MCU forbidden</p>			
Entrapment of body parts during set up and closing up	<p>Trustees</p> <p>Crushing injuries / cuts and bruises</p>	<p>Very Unlikely (1) and Moderate (3)</p> <p>1x3= 3 (Acceptable Risk)</p>	<p>*Individuals have received information, instruction, supervision and training in safe operating procedures</p> <p>*Instruction Booklet always available with correct procedures</p> <p>*Safety Checks always completed to ensure MCU is well maintained and in a safe working condition</p>			
MCU	<p>Injuries due to misuse of/faulty changing plinth :</p> <p>Facility User and/or their carer(s)</p>	<p>Very Unlikely (1) and Moderate (3)</p> <p>1x3= 3 (Acceptable Risk)</p>	<p>*Individuals have received information, instruction, supervision and training in safe operating procedures</p> <p>*Conditions For Use clearly available and Record of Use form completed</p>			

	<p>Small children who are being changed (It is an adult changing bed and is very wide, not suitable for small child who is very mobile to be changed on as they could roll/crawl off the opposite side their carer may be using</p>		<p>*Facility users are never to be left unattended *Safety Checks always completed to ensure MCU is well maintained and in a safe working condition *MCU purchased from reputable supplier and annual maintenance checks undertaken s by reputable provider and records kept of this. *No adaptations or modifications must be made to the MCU without approval from the manufacturer. *Fault and Accident form to be supplied with the MCU *Trustees have had demonstrations as to how to use the changing bed and would be able to show someone how to operate it (before they had started using the facility) *Need sign on door to explain use of the facility so it is restricted to those who really need to use it – not suitable for changing babies. *Need to provide instructions on use of changing bed within facility and clearly display weight restrictions. *Include section as part of Guidelines displayed for the users of the facility to complete record of use form and to report any damage to the Trustees</p>			
<p>Overturing or injury caused by inappropriate</p>	<p>Facility users or parent/carers</p>	<p>Very Unlikely (1) and Moderate (3) 1x3= 3 (Acceptable Risk)</p>	<p>*Individuals have received information, instruction, supervision and training in safe operating procedures *Side Rails should be used at all time</p>			

<p>e fitting of accessories.</p>	<p>Crushing injuries / Fractures and breaks / sprains and strains / musculoskeletal injuries</p>		<p>*MCU is checked for faults/damage before and after any use to ensure it is in full working order</p>			
<p>Infection / contamination</p>	<p>Persons accessing the facility including facility user and carer (s)</p> <p>Little Hiccups Trustee is charge of mantling/dismantling/checking between use.</p> <p>Illness and sickness contamination</p>	<p>Unlikely (2) and Major (4)</p> <p>2x4= 8 (Adequate Risk)</p>	<p>*Carers will need to take waste away with them. Bags are made available for use</p> <p>*If sink/soap are not available in the hired room then a hand cleaning gel needs to be available</p> <p>*Include section as part of Guidelines displayed for the users of the facility to use paper couch roll before use of changing bed and throw away after use; to remove all soiled clothing and to NOT use the facilities to wash soiled clothing as this can cause contamination; to complete record of use form and to report any hygiene issues to the Trustees immediately.</p> <p>*During lockdown periods the MCU is not used.</p> <p>*Trustees inspect MCU between each use and cleans with appropriate cleaning materials and follows safe system of work using PPE as required</p> <p>* Adequate PPE / infection control during setting up/clearing away and cleaning. For</p>			

			example, wear gloves, wash hands, etc. * social distancing to be adhered to if required			
Slips, trips, falls and general injury.	Facility User and/or their carer(s)	Very Unlikely (1) and Moderate (3) 1x3= 3 (Acceptable Risk)	*Facility to be restricted in use to those who require specialist facilities for personal care *Room needs to be larger than minimum changing places specified size with plenty of space for moving around all equipment. (size is 7sq meters) Trustee needs to be available so that door does not require to be locked. Trustees are First Aid trained Easily accessible first aid box.			

Appendix 1: Risk Assessment Matrix

	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic
1 – Very Unlikely	1	2	3	4	5
2 – Unlikely	2	4	6	8	10
3 – Fairly Likely	3	6	9	12	15
4 – Likely	4	8	12	16	20
5 – Very Likely	5	10	15	20	25

1 – 4: Acceptable
 5 – 9: Adequate
 10-16: Tolerable
 20-25: Unacceptable