

Example Risk Assessment: Please note: this is only an example and NOT a full event risk assessment. Event organisers are expected to produce their own risk assessment tailored to the specific event they are organising.

Organiser:	Little Hiccups	RA Name:	Use of Delta All-Terrain Buggy
Assessed	Miriam Watson-Pratt	Assessed Date:	15/04/2021
Review	Annually	Review Period	Annually

Background:

'Delta All Terrain Buggy' will be termed as 'Buggy' throughout this document

'Service users' are the Buggy users

The Delta Buggys are hired out by Little Hiccups and designed to enable access to areas where most wheelchairs would be unsuitable; country paths for example. It is not for use in salt water.

The fabric seat of the Delta is designed to provide comfort and support to the user; it is not however intended as a primary seating system but for occasional use. The Delta does not use a pressure relieving cushion therefore all pressure areas should be checked after use and time limited dependent upon child's postural needs and skin integrity. When in the buggy the occupant should be supervised at all times by a carer.

All attendants/carers should be familiar with the user instructions before use. All users should be shown basic use of the Buggy, read the Terms and Conditions and the Instruction Manual before use.

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)
Leaving service users unattended in Buggy for long periods	Service users Pressure sores Climb out and fall injuries including fractures and breaks / sprains and strains / musculoskeletal injuries	Very Unlikely (1) and Minor (2) 1x2= 2 (Acceptable Risk)	*Individuals have received information, instruction, supervision and training in safe operating procedures *Service users are never to be left unattended *Straps are to be used. *The Delta does not use a pressure relieving cushion therefore all pressure areas should be checked after use and time limited dependent upon child's postural needs and skin integrity.	MCW		
Entanglement of feet and clothing	Service users or parent/carers Users are at risk for a trip hazard/fall injuries including fractures and breaks / sprains and strains / musculoskeletal injuries	Very Unlikely (1) and Minor (2) 1x2= 2 (Acceptable Risk)	*Individuals have received information, instruction, supervision and training in safe operating procedures *Buggy is checked for faults/damage before and after any use to ensure it is in full working order *Ensure elbows, clothing, rugs or bags are tucked away safely *Make sure users are correctly positioned in the buggy and that foot plates and straps are used			

<p>Manual Handling</p>	<p>Service users or parent/carers</p> <p>Operator is at risk of developing back injury from pushing or manoeuvring the wheelchair, or 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>*Ensure breaks are off when pushing</p> <p>* Ensure breaks are on when transferring service users. When operating the park brakes check that they are working effectively and the deploy the ant-tipper before releasing the Buggy.</p> <p>*Encourage use of a travel hoist</p> <p>*The handle mounting is flexible to reduce hand/wrist fatigue. Do not lift the buggy by the handle when occupied; use the frame or section of tube between the handle adjusters and frame.</p>			
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<p>Misuse of Buggy</p>	<p>Service users or parent/carers</p> <p>Service user could tip out of Buggy 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>*Straps should be used at all time</p> <p>*Inappropriate usage of Buggy forbidden and will invalidate Terms and Conditions of hire</p> <p>*Buggy should only be used by person it is hired by</p> <p>*Buggy pushed by a competent person</p> <p>*Extra care to be taken on inclines. A wrist strap is provided for extra security.</p> <p>*Do not allow the occupant to climb into the buggy unassisted.</p> <p>*When operating the park brakes check that they are working effectively and the deploy the ant-tipper before releasing the Buggy.</p> <p>*Do not overload the buggy with additional children or luggage. See dimension and limits table on page 6 on Instruction Manual.</p> <p>*Do not allow children to play with or climb on the buggy.</p> <p>*The Buggy is not suitable for transporting the occupant in a motor vehicle</p>			
<p>Entrapment of body parts during closing, transfer or</p>	<p>Service users or parent/carers</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>			

wheelchair usage						
Delta Buggies	Service user and/or parent/carers and public Cuts/bruises/scrapes / Buggy rolling over feet	Very Unlikely (1) and Moderate (3) 1x3= 3 (Acceptable Risk)	*Delta to be appropriately cleaned before hiring out according to the Instruction Manual *Safety checks to be completed and signed off before it is hired out *Faults to be reported immediately and Reporting Procedures followed, If any part is damaged or fails to operate correctly do not continue to use the buggy. Read the care and maintenance instructions and contact Delichon for advice if necessary. *Routine maintenance carried out every 6 months by a competent person *No adaptations or modifications must be made to the buggy without approval from the manufacturer. *First Aid kit and accident form to be supplied with the Buggy			
Food Allergy risk - transferring from one service user to the next	Service users Allergic reaction	Very Unlikely (1) and Moderate (3) 1x3= 3 (Acceptable Risk)	*Delta to be appropriately cleaned before hiring out according to the Instruction Manual *To ask users to refrain from eating in the Buggy			
Overturning or injury caused by inappropriate fitting of accessories.	Service users or parent/carers Crushing injuries / Fractures and breaks / sprains	Very Unlikely (1) and Moderate (4) 1x4= 4 (Acceptable Risk)	*Individuals have received information, instruction, supervision and training in safe operating procedures *Straps should be used at all time			

	and strains / musculoskeletal injuries		<p>*Buggy is checked for faults/damage before and after any use to ensure it is in full working order</p> <p>*Avoid areas that are too steep, uneven or soft</p> <p>*Ensure correct wheels are in use</p> <p>*Care to be taken in adverse weather such as snow, ice and mud</p> <p>*Do not hang bags on the arms of the chair</p> <p>*Inappropriate usage of Buggy forbidden and will invalidate Terms and Conditions of hire</p> <p>*Extra care to be taken on inclines. A wrist strap is provided for extra security.</p> <p>*Do not allow the occupant to climb into the buggy unassisted.</p> <p>*Do not overload the buggy with additional children or luggage. See dimension and limits table on page 6 on Instruction Manual.</p>			
Risk of fire due to potential flammability of upholstered components	<p>Service user and/or parent/carers</p> <p>Burn/scald injuries</p>	<p>Very Unlikely (1) and Major (4)</p> <p>1x4= 4 (Acceptable Risk)</p>	<p>*Keep away from naked flames</p> <p>*No smoking</p>			
Using stairs	<p>Service users or parent/carers</p> <p>Slips/dropping buggy causing crushing injuries /</p>	<p>Very Unlikely (1) and Moderate (4)</p> <p>1x4= 4 (Acceptable Risk)</p>	<p>*Attempting to negotiate steps and stairs is dangerous, be sure that you and your helper can support the weight of the buggy and occupant.</p> <p>*Do not attempt more than a short run of steps without at least two carers.</p>			

	Fractures and breaks / sprains and strains / musculoskeletal injuries		*A wrist strap is provided for extra security.			
Infection Prevention and Control	Service users or parent/carers. Little Hiccups Trustees checking in and out the Buggy. Illness and sickness contamination	Unlikely (2) and Major (4) 2x4= 8 (Adequate Risk)	*During lockdown periods the Buggy is not used. * Buggy should be cleaned by parent/carers prior to being returned as part of the Terms and Conditions of use. * If there was illnesses during use, parent/carer needs to inform the Little Hiccups Trustee checking it back in. * Buggy is inspected on return for signs of bodily fluids * Adequate PPE / infection control during swap over. For example, wear gloves, wash hands, etc. * social distancing to be adhered to if required * Minimum of 3 day gap between hire to ensure any viruses are not passed on.			

Appendix 1: Risk Assessment Matrix

	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic
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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