



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 Travel Beds
Assessed by	Miriam Watson-Pratt	Assessed Date:	15/04/2021
Review Period	Annually	Review Period	Annually
Back ground	<p>'Voyager Compact and Safe & Sound Travel Pod' will be termed as 'Travel Beds' throughout this document 'Service users' are the Travel Bed users</p> <p>The Travel Beds are hired out by Little Hiccups and designed to enable families to go on holidays knowing their children will be safe. It is not to be used as a restraining method.</p> <p>It is not designed for permanent or long term use or excessive or boisterous use.</p> <p>All attendants/carers should be familiar with the user instructions before use. All users should be shown basic use of the Travel Bed, read the Terms and Conditions and the Instruction Manual before use.</p> <p>The Risk Assessment should be assessed annually or in the event of any new information/legislation.</p>		

What are the hazards?	Who might be harmed?	How might people be harmed?	Existing Risk Control Measures	Risk Rating L=Likelihood C=Consequence R=Results			Additional Controls	New Risk Rating			Action / Monitored By whom	Action / Monitored By when
				L	C	R		L	C	R		
Leaving service users	Service Users	*Emotional Distress /	*Individuals have received information, instruction, supervision	1	2	2	Acceptable				Parents/ Carers/ Trustees	Every use

unattended in Travel bed for long periods		Loneliness / Trapped	and training in safe operating procedures *Service users are never to be left unattended									
Entanglement of feet and clothing	Service users and/or parents/carers	Users are at risk for a trip hazard/fall injuries including fractures and breaks / sprains and strains / musculoskeletal injuries	*Individuals have received information, instruction, supervision and training in safe operating procedures *Travel bed 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	1	2	2	Acceptable				Parents/ Carers/ Trustees	Every use
Manual Handling	Service users or parent/carers	Risk of developing back injury from lifting bags.	*Individuals have received information, instruction, supervision and training in safe operating procedures	1	2	2	Acceptable				Parents/ Carers/ Trustees	Every use
Misuse of Travel Beds	Service users or parent/carers	Fractures and breaks / sprains and strains / musculoskeletal injuries if placed too close to a wall	*Individuals have received information, instruction, supervision and training in safe operating procedures *Inappropriate usage of Travel beds forbidden and will invalidate Terms and Conditions of hire *Travel Beds should only be used by person it is hired by *Travel Beds to be erected and taken down by a competent person *Do not overload the travel bed with additional children.	1	3	3	Acceptable				Parents/ Carers/ Trustees	Every use

			Please make sure no-one gains unauthorised access to the tensioning system on the corners.									
Entrapment of body parts during closing, transfer or wheelchair usage	Service users or parent/carers	Crushing injuries / cuts and bruises	*Individuals have received information, instruction, supervision and training in safe operating procedures	1	3	3	Acceptable				Parents/ Carers/ Trustees	Every use
Travel beds	Service users or parent/carers	Cuts/bruises/s crapes / Buggy rolling over feet	*Travel beds 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 travel bed. Read the care and maintenance instructions and contact the appropriate company for advice if necessary. *Routine maintenance carried out regularly by a competent person *No adaptations or modifications must be made to the travel beds without approval from the manufacturer.	1	3	3	Acceptable				Parents/ Carers/ Trustees	Every use

			*Accident form to be supplied with the Travel beds.									
Food Allergy risk - transferring from one service user to the next	Service users	Allergic reaction	*Travel beds to be appropriately cleaned before hiring out according to the Instruction Manual *To ask users to refrain from eating in the Travel Beds	1	3	3	Acceptable				Parents/ Carers/ Trustees	Every use
Overturning or injury caused by inappropriate fitting of accessories.	Service users or parent/carers	Crushing injuries / Fractures and breaks / sprains and strains / musculoskeletal injuries	*Individuals have received information, instruction, supervision and training in safe operating procedures *Travel Beds are checked for faults/damage before and after any use to ensure it is in full working order *Inappropriate usage of Travel Bedswill invalidate Terms and Conditions of hire *Do not overload the buggy with additional children	1	4	4	Acceptable				Parents/ Carers/ Trustees	Every use
Risk of fire due to potential flammability of upholstered components	Service user and/or parent/carers	Burn/scald injuries	*Keep away from naked flames *No smoking	1	4	4	Acceptable				Parents/ Carers/ Trustees	Every use

Infection Prevention and Control	Service users or parent/carers. Little Hiccups Trustees checking in and out the Buggy.	Illness and sickness contamination	<p>*During lockdown periods the Travel Bed is not used.</p> <p>* Travel bed should be cleaned by parent/carers prior to being returned as part of the Terms and Conditions of use.</p> <p>* If there was illnesses during use, parent/carer needs to inform the Little Hiccups Trustee checking it back in.</p> <p>* Travel bed is inspected on return for signs of bodily fluids</p> <p>* Adequate PPE / infection control during swap over. For example, wear gloves, wash hands, etc.</p> <p>* social distancing to be adhered to if required</p> <p>* Minimum of 3 day gap between hire to ensure any viruses are not passed on.</p> <p>*A mild detergent is the best cleaning agent to use on the Travel beds Diluted disinfectant or medical standard anti-bacterial wipes can be used if necessary. We advise that abrasives, cream cleaners chlorine-based or bleach-based cleaning products are not used to clean the Travel Beds.</p>	2	4	8	Adequate				Parents/ Carers/ Trustees	Every use
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Appendix 1: Risk Assessment Matrix

Consequence/ Likelihood	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