

SAFETY Risk Assessment and Management Plan



Name of workplace: Brewongle EEC

Workplace manager: Steven Body

Activity, event or task: Hippocampe all-terrain wheelchair

Date of activity: Year round

Situation	Anticipate	Find out		Eliminate or control		Talk others	You
List the details of the activity, event or task	What could go wrong?	What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating	Controls to be actioned by who?	When do you need to review the control?
Loading and unloading Hippocampe from vehicles and transporting Hippocampe	Back/muscle injury, falling/crush injury	Manual handling techniques Strap down/cover/fix Hippocampe in place when on the ute.	5	<ul style="list-style-type: none"> Lower sides of ute or back tray. Two person lift at all times. Transport in carry-case See HS documents at STRETCH Manual Handling Program 	5	BEEC staff Users	Prior to transporting the Hippocampe
Equipment failure during use	If not properly assembled equipment could fail causing fall injuries or damage to equipment	Follow manual handling techniques Follow equipment set-up instructions Two staff members to inspect equipment	5	Check the status and effective operation of: <ul style="list-style-type: none"> Armrests and footrests Handles Brake Netting Cushions and seat insert Wheels (inflation) and correctly locked into place Headrest Chest strap 	5	BEEC staff Operators	Prior to using the equipment
Hippocampe use on Brewongle EEC site.	If used incorrectly user may fall from the chair or strike objects resulting in injury	<ul style="list-style-type: none"> Assess track conditions prior to use and ensure the users have understood the safe path that is to be taken <ul style="list-style-type: none"> avoid steep inclines and declines due to limited braking ability 	4	<ul style="list-style-type: none"> Rear operator must remain in place at all times Ensure brakes are fully engaged (the cleat must be locked in). when the chair is not in motion. Straps fix correctly 	5		

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		<ul style="list-style-type: none"> ○ Do not move about on slopes greater than 15% gradient ○ Avoid obstacles larger than 10cm ○ Remove large obstacles from path e.g. branches and rocks ● User pushed/pulled by capable adults ● Ensure weight restrictions are adhered to maximum 130kg total passenger and equipment weight. ● Wheels must be inflated ● Only one user at a time ● No standing or kneeling on the Hippocampe ● Student must be seated as far back in the chair as possible and chest straps fixed firmly against the user. ● You can turn the Hippocampe: <ul style="list-style-type: none"> ● By forcing the front wheel to skid (to the right or left). ● By turning on “2 wheels” alone or with help (the helper has to push down on the handle bar). 		<ul style="list-style-type: none"> ● Passengers are to bring and wear their own helmet. ● Chair weight limit is strictly followed 130kg ● Hippocampe is not to be used in conditions that are too difficult for the passenger or the operator ● Passenger to assist with braking ● Ensure two operators or that the brakes are partially applied when near edges and slopes greater than 15% 			
Passenger transfer	Passenger or operators injured	<ul style="list-style-type: none"> ● Follow manual handling techniques ● Hippocampe to be brought alongside passenger’s chair 	4	<ul style="list-style-type: none"> ● Only staff trained in the manual handling of passengers to assist in any 	5		

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		<ul style="list-style-type: none"> Follow lifting and transfer procedures for individual user as describe on their home school's management plan 		sit to stand and sit to sit transfers <ul style="list-style-type: none"> Armrests moved out of the way Brakes engaged Ensure passenger is ready for transfer and feel comfortable Following manual handling procedures 			
Passenger support	Passenger uncomfortable or at risk of injury from environmental factors Passenger doesn't feel in control	<ul style="list-style-type: none"> Safety equipment and information is provided to passenger and operators 	5	<ul style="list-style-type: none"> Water, food, insect repellent, hat, sunscreen, towel and other needs available to passenger Seat and headrest adjust appropriately Access to toilets checked Evacuation plans are determined if passengers decide they need to complete the activity early. <ul style="list-style-type: none"> Ensure BEEC vehicles remain at the destination site. 	5	BEEC and visiting school staff	Before use
Hippocampe operation in aquatic environments	Risk of injury/death to passenger and operators	<ul style="list-style-type: none"> Following Hippocampe guidelines are ensure chair is not taken into water deeper than seat height Unfasten chest straps before the chair enters the water, two operators support the passenger. Assist passenger to float them forwards out of the chair 	2	<ul style="list-style-type: none"> Passenger to wear a correctly fitted PFD prior to entering the water When entering water, the buoyancy of the front wheel means you will need to lean forward in order to remain stable on the Hippocampe. The level of the water 	3	BEEC and visiting school staff	Before entering an aquatic environment

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		<ul style="list-style-type: none"> Two operators pull chair back out from the water 		immersion for the Hippocampe wheelchair must not exceed the seat height (for good stability). A helper will help you to ensure stability by holding the handlebar.			

Relevant information attached: Yes No

You should report, monitor and review:

Prepared by: Position: Plan review date:

Sign off Authority: Position: Contact no.: Signature:

Prepared in consultation with:

Name	Signature	Date

Communicate to - List all staff, communicate in all staff meeting, sign off OR attach agenda and attendance sign on sheet

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Sign-off authority - Based on highest residual risk

	Acceptability	Sign-Off Authority	
		Schools	Corporate
1	Unacceptable	Principal to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Director Educational Leadership for review Health and Safety Directorate for review, and Legal as required. 	Executive Director or delegate to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required.
		Principal to sign off. Contact <ul style="list-style-type: none"> Health and Safety Directorate for review Legal as required. 	Executive Director or delegate to sign off. Contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required.
2	Undesirable	School Principal or delegate	Senior Manager or Director
3 & 4	Tolerable	School Principal or delegate	Immediate Supervisor or Workplace Manager
5 & 6	Acceptable	School Principal or delegate	Immediate Supervisor or Workplace Manager

Risk rating matrix

Consequence criteria	Likelihood criteria <i>Hazard is expected to occur</i>			
	Very Likely	Likely	Unlikely	Very unlikely
Extreme	1	1	2	3
High	1	2	3	4
Medium	2	3	4	5
Low	3	5	5	6

Likelihood criteria

Qualitative criteria	Description
<i>Hazard is:</i> Very likely	Will probably occur in most circumstances
Likely	Might occur occasionally
Unlikely	Could happen at some time
Very Unlikely	May happen only in exceptional circumstances

Consequence criteria

Category	Impact
Extreme	Death or permanent injury
High	Long Term illness
Medium	Medical attention and several days off
Low	First aid needed