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| Site / Area: |       | Date of Assessment |       | Risk Assessment # | 101RA |
| Completed by (name) |       | Signature |      Template only MUST modify to site conditions |
| In Consultation with: |       | Signature |       |
| Identify / describe activity, equipment, area or event you are assessing: | Specialised Chairs |
| Authorised by: |       | Signature: |       | Date: |       |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s / Impact:**What do you believe are the hazards?What could happen? | **Step 2: Assess the potential risks:**What do you believe are the risks?How could this happen? | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?Controls |
| * Twisting, bending, reaching, lifting and pulling when moving chair and positioning client
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 | * Work Instruction
* Adjustable wings and drop down arms to allow for easy client transfer.
* Directional castors fitted.
 |
| **Gravity*** Slip / trip / fall
* Pressure sores
 | * Fall from chair
* Mechanical failure
* Chair moves
 | * Chair has adjustable tilt and recline positions.
* Scheduled maintenance.
* Chair fitted with directional locking castors.
* Surface of chair has air pressure seating system.
* Adjustable tilt, recline settings.
* Electrical cords setup away from movement area of persons.
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| **Biological*** Infection
* Bacteria
 | * Exposure to bacteria
* Exposure to unclean surfaces
 | * Cleanable covering types to be used.
* Chair cleaned after use.
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| **Machinery & Equipment*** Lack of maintenance
* Chairs weight capacity overloaded
 | * Chair breaks
* Chair hard to move
* Fall from chair
 | * Chair visually checked before use.
* Safe working load (SWL) adhered to.
* Scheduled maintenance.
* Servicing of chair by a competent person. Repairs & modifications by competent person only.
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| **Electrical*** Cut/frayed cords
 | * Electric shock
* Electrocution
* burns
 | * Chair is regularly tested and tagged (if fitted with motorised movement)
* RCD installed at main switchboard and checked regularly – push button and operating time tests
* Servicing of chair by a competent person. Repairs & modifications by competent person only.
* Chair is isolated from the power supply prior to maintenance work
* Electrical Certificate of Compliance (COC) provided where electrical work undertaken.
* Electrical cord setup so movement of chair will not catch / crush cord.
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| **Review hazard / risk assessment if task or circumstances change & at intervals appropriate to the level of risk (minimum 5 years)** |
| **Step 4: Monitor & Review:** |
| Were the controls effective? | Were there any unforeseen hazards / incidents? | New controls |
| Yes | [ ]  | No | [ ]  | Yes | [ ]  | No | [ ]  |
|  |  |  |