

Health and Safety Risk Assessment – Use of Crutches

Hazard (something with potential to cause harm)	Risk (who may be harmed and how)	Risk Level Before Controls (likelihood x severity)	Existing Control Measures	Risk Level After Controls (likelihood x severity)	Additional Actions to Further Reduce Risk
Fitness of individual to be at school and ability to use crutches correctly	Person with crutches – fall, leading to cuts, bruising, broken limbs, or further damage to injury	4x5	<ul style="list-style-type: none"> - Clearance is required from medical practitioner as to the fitness of the individual to be at school. - Initial training should be given by hospital/doctors surgery on safe use of crutches. - If crutches are adjustable in height, they need to be checked regularly to ensure locators are functioning as designed. - If the individual is not competent on crutches, then they should remain at home. - Once competent, individual is to move at a slow speed, and not attempt to travel faster than is safe. - Any route issues the individual finds challenging should be reported, so any possible measures can be put in place. 	3x4	
Access/Egress	Person with crutches, staff and pupils – slips, trips, sprains, breaks and delay in evacuation.	4x5	<ul style="list-style-type: none"> - Good Housekeeping is maintained to keep access and egress clear of obstructions. - Defect reporting procedures are in place. - Discussion takes place with individual to arrange possible changes of arrival and departure times. - For fire evacuations, individual to evacuate at normal speed with a staff member. Once safely out of the building, staff member will report to assembly point that evacuation has taken place, and individual is safe. 		

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Storage of crutches	Person with crutches, other staff and pupils – trip injuries, further damage to injury.	4x5	<ul style="list-style-type: none"> - Crutches are required to be stored correctly, i.e. securely, in places away from passageways so as not to become a risk to others, but within easy reach of the individual. 	2x4	
Stairs	Person with crutches, other staff and pupils – trip injuries resulting in bruising, breaks, or other serious injuries.	4x5	<ul style="list-style-type: none"> - If the individual is unable to travel up and down stairs, arrangements will be made for work to be sent downstairs. - The individual will be told to exercise caution when using steps/stairs. 	2x4	
Corridors	Person with crutches, other staff and pupils – trip injuries, further damage to injury.	3x5	<ul style="list-style-type: none"> - Individuals will be reminded not to block or restrict passageways and corridors even on a temporary basis. - Checks are made to ensure floors are dry and good housekeeping is in place. 	2x4	

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Lessons to be attended.	Person with crutches, other staff and pupils – trip injuries, further damage to injury.	3x5	<ul style="list-style-type: none"> Students/parents/carers must inform school if problems are encountered. Alternative arrangements will be made for breaks, PE, and other lessons if necessary. 	2x4	

Likelihood of Injury/Harm:

Rating	Description
1 – Very Unlikely	Highly unlikely to occur, but may happen in exceptional circumstances. It could happen, but probably never will.
2 - Unlikely	Not expected but there is a slight possibility it may occur at some time.
3 - Possible	The event might occur at some time, as there is a history of casual occurrence.
4 – Likely	There is a strong possibility the event will occur, as there is a history of frequent occurrence.
5 – Very Likely	Almost certain. The event is expected to occur in most circumstances as there is a clear history of regular occurrence.

Severity of Injury/Harm:

Rating	Description
1 – Insignificant	Minimal financial loss, no or minor personal injury. First aid, but no days lost. Resolved by day-to-day management and negligible impact on systems or operations.
2 - Minor	Minor injury, perhaps needing minor medical treatment. Some days lost, but not many. Minor impact on operations overall.
3 - Moderate	Lacerations, burns, concussion, serious sprains, fractures.
4 – Major	Permanent disabilities or ill-health.
5 – Severe	Fatal injuries, fatal diseases/severe life-shortening diseases.

Protocol for accepting students back into school, whilst on crutches:

Pencoed Comprehensive School requires information for a medical professional (GP, hospital etc.) detailing exactly what injury has been sustained before accepting responsibility for a student on crutches.

On return school all staff will be informed of the students' injury, and mobility around the school site.

Students will:

- Leave lessons 5 minutes early to avoid others moving around the site between lessons;
- Leave lessons 5 minutes early for break and lunch, ensuring they sit in a quiet area to avoid being knocked/pushed in queues etc.;
- Leave lessons 5 minutes early to access school transport before other pupils, or leave site with a parent/carer (ensuring they sign out at Pupil Reception if this is before the end of the school day);
- Allow another pupil to escort them/carry bags etc.;
- Ensure their crutches are safely stored when not in use in the classroom;
- Should the fire alarm sound, students will leave the classroom last with the member of staff at a safe speed. Once they have evacuated the building the member of staff will report to the fire assembly point, and note that the pupil has evacuated.

In terms of health and safety issues, within Science, PE and Technology, each department will make an individual decision as to whether a student on crutches can join in with the practical activities.