


RISK ASSESSMENT

Risk Assessment for:	ACHEEVA LEARNING STATION USE – GRADUATE OR LS	Prepared by:	H&S Co-ordinators – S.L & V.D
		Assessed by SLT:	
Location:	ROSEWOOD FREE SCHOOL, SO16 5NA	Date of Assessment	May 2026
		Review Date:	May 2028

Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Pre use	Employees, Learners, third parties	Malfunction of Acheeva causing musculoskeletal or varying injuries.	Med-10	Service yearly. All staff inspection of Acheeva before use. Brakes on when Acheeva is in situ. Staff to ensure mobile learners can't access the mechanisms of the Acheeva. Do not use if signs of damage. Do not plan to use in wet environments or outside – only use outside for short periods or in an emergency evacuation.	Inform IT Manager or H&S team if signs of damage	Low-5
Hoisting on and off the Acheeva	Employees, Learners, third parties	Movement of Acheeva, poor working height & varying working load causing musculoskeletal injuries to staff. Learner may not be hoisted fully on Acheeva or Acheeva may move before sides are up and they are positioned causing discomfort or falling. Acheeva may be unsuitable for use by the Learner.	Med-15	Brakes on when Acheeva is in situ. Appropriate safe height for use. Safety sides up depending on the individual learner, refer to their risk assessment. Maximum working load is 120kg for the Graduate Acheeva. Maximum working load is 100kg for the LS Acheeva. Refer to Learners individual M&H plan for suitability before hoisting to Acheeva.	Staff to follow M&H training at all times and attend yearly refreshers	Low-5

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Learners sitting on Acheeva	Employees, Learners, third parties	Acheeva may move whilst learner moved in to sitting position or whilst sitting causing them to fall off Acheeva causing head injury, bruising and/or other impact injury. Staff if providing support attempting to catch or quickly reposition may cause them musculoskeletal injuries. Learner may move unexpectedly or topple causing the above same injury to staff.	Med-15	No use of sustained sitting position on the Acheeva at Rosewood.		0
Active learners accessing the Acheeva	Employees, Learners, third parties	Active learners may sit up or be able to get over low sides and topple over causing them to fall off Acheeva causing head injury, bruising and/or other impact injury. Staff may attempt to catch learner causing musculoskeletal injuries.	High -20	Learners NOT to use the Acheeva if they are assessed as too active/unsafe - Refer to individual Moving and Handling Risk Assessments.	Staff to follow M&H training at all times and attend yearly refreshers	Low-5
Tilt in space of Acheeva & reclining head section	Learners	Head section may become caught on surrounding area as it tilts up or down causing learners to experience juddering motion or anxiety from unexpected movements, or injury to limbs/poor head position as the Acheeva moves.	Low-4	Ensure area is clear of obstacles when tilting. Slowly & gently with movements to allow learners body to adjust to position. Safe position of the learner on the Acheeva when it is in motion to ensure they do not slide down. Ensure all other learners are clear of Acheeva when its active. Use of body cues and good communication with Learners at all times. Ensure no learners have access to the Acheeva controls.	Staff to follow M&H training at all times and attend yearly refreshers	Low-2

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Controlling up	Employees, Learners, third parties	Poor posture from staff and not being in control of the situation causing musculoskeletal injuries. Learners may experience anxiety from unexpected movement	Low-4	Ensure all other learners are clear of Acheeva when the Acheeva is active. Staff to be prepared, ready and in control of the situation when the control handset is in use. Ensure area is clear of obstacles. Use of body cues and good communication with Learners at all times.	Staff to follow M&H training at all times and attend yearly refreshers	Low-2
Controlling down	Employees, Learners, third parties	As above plus entrapment of staff / other learner under the Acheeva as it lowers.	Low-4	Ensure all other learners are clear of Acheeva when its active. Staff to be in control of situation when the control handset is in use. Ensure area is clear of obstacles. Use of body cues and good communication with Learners at all times.	Staff to follow M&H training at all times and attend yearly refreshers	Low-2
During use - Learners accessing teaching and learning moving around class and school	Employees, Learners, third parties	Posture belts left unfastened causing Learners to move from good position causing discomfort or movement to end of Acheeva risking a fall. Staff pushing Acheeva and travelling causing varying musculoskeletal injuries.	Med-10	Ensure posture belts are secured at all times. Minimal transportation distance and always travel with the safety sides up, and with the Acheeva at the correct height for the pusher. Staff to consider their own posture when pushing the Acheeva.	Staff to follow M&H training at all times and attend yearly refreshers	Low-5
Prone table function	Learners, staff, third party	Table falling off causing musculoskeletal injuries or impact injury.	Med-10	Fit to the head or side of Acheeva. Ensure the table is secure using the red button. Ensure the table height is suitable for the individual learner using the clamps. Ensure safe working space around Acheeva and tray.		Low-5

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Safety rails/sides Split side rails	Employees, Learners, third parties	Safety sides falling down/off or not being put up into place by staff causing musculoskeletal, varying injuries & injury from impact.	Med-15	Undertake pre use checks. Do not use if signs of damage. Staff trained on how to safely use the sides of the Acheeva. Staff to use the side correctly, safely and as explained during training. Safety side must be up at all times when a learner is not attended on a 1:1 basis and usually at all other times unless they present as a barrier to learning, this must then be managed by class lead and the learner supported 1:1.		Low-5
Material & cushions used on Acheeva	Learners, staff, third party	Cross contaminations causing illness and or sickness. Unsupported body.	Med-9	Acheevas material & cushions to be washed down after every use with cleaning product provided. Refer to product for application. Wash fabric at 40°C, remove the foam. Staff follow physio led positioning training and physio care plan to support learners body using Acheeva blocks, cushions and other required positioning resources available. No personal care to done whilst on the Acheeva.		Low-3
After Learner use	Learners, staff, third party	Cross infection causing illness and or sickness.	Med-9	Acheevas to be washed down after every use with cleaning product provided. Refer to product for application. Fresh sheets to be used with each learner. Mattresses to be washed when soiled. No personal care to done whilst on the Acheeva.	Good house keeping	Low-3

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Acheeva battery charge	Staff, third party	No charge of Acheeva causing misuse e.g. left too high or low for safe working posture causing musculoskeletal injuries.	Med-10	Preferably not to use in event of depleted battery. Only use if the Acheeva is a correct working height. Acheeva's to be charged alongside class plan. Switch the unit off when it is not in use and store in lowest Acheeva position.	Report any problems with charging to IT manager or H&S team	Low-5
Fault with Acheeva causing emergency	Learners, staff, third party	Out of control movement or malfunction of Acheeva causing a fall or near miss, musculoskeletal or other varying injuries.	Med-10	All staff to undertake pre use checks. Do not use if signs of damage. Emergency stop button is to be used if you need to halt the Acheeva. The button is situated on the battery attachment area.	Inform IT Manager or H&S team if signs of damage	Low-5
<p>High likelihood of risk – Likely to occur immediately or in the near future Medium likelihood of risk – will occur in time if no preventative action is taken Low likelihood of risk – Remote or unlikely to occur</p>						

Date Reviewed	Comments
May 2020	Initial assessment
May 2022	Update due
May 2024	Yearly update
May 2026	General update