


## RISK ASSESMENT

Risk Assessment for:	USE OF THE AKKA	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
AKKA storage	Employees, third parties	Getting the AKKA out and back in the cupboard or storage area causing muscular skeletal issues impact injury by dropping the AKKA.	High - 20	<p>Prepare working area – enough space and clear of obstructions.</p> <p>Prepare equipment – straps, switch &amp; ramp. Put the silver ramp safely to one side.</p> <p>AKKA 1 (hall storage) - To get the AKKA in &amp; out the cupboard 1 person to tip the AKKA on to one side whilst the 2<sup>nd</sup> person to unplug the charger.</p> <p>AKKA 2 (outside HR room) – 1 competent, physically capable person to position the AKKA out and safely back in storage position.</p>		Low - 5
Using the AKKA	Employees, Learners, third parties	Getting the AKKA into position causing musculoskeletal issues.	High - 20	<p>AKKA 1 (hall storage) - Wheel the AKKA in &amp; out of the cupboard on its two wheels. Place on the floor at the <u>first</u> suitable spot – remembering good posture.</p> <p>Drive the AKKA using the control to where you need it.</p> <p><b>Do not go through the maintenance corridor.</b></p>		Low - 5

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Using the AKKA	As above	Failure of equipment or operational error causing collision into people, moving or static objects.	Med - 15	Switch off charger point at the wall when unplugged. AKKA and tape maintained by IT manager. Competent staff member to manage situation. Learner removed from situation to safe position. AKKA 2 (outside HR room) - override button takes longer to flip to supervisor mode and might not always switch. In this instant staff will need to be active in switching off the AKKA before causing an incident.	Staff trained in AKKA use. If malfunction contact IT manager for support.	Low - 5
Using the AKKA	Employees, Learners, third parties	Positioning a learner on the AKKA causing a fall off the AKKA causing impact or chair and learner toppling over.	High - 24	Maximum weight of combined weight learner and their chair 130kg – do not exceed this. Competent, physically capable person to support the learner to get on & off the AKKA. Prepare the AKKA in a safe position in the corridor. <b>No motorised chairs to be used on the AKKA.</b> Ensure each chair is compatible size wise to use on the AKKA, check before using with the empty class chair. Push the Learner into position and put the chairs brakes on. Competent staff member to ensure the chair goes on to the ramp in a straight line. Secure the chair with straps provided x 4. Reverse the process to get off.	Staff trained in AKKA use.	Med - 8

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Using the Akka	As above	Supporting the AKKA whilst a Learner is using it may cause muscular skeletal injuries and impact injuries.	Med - 15	<p>A staff member should stay with the learner and be vigilant at all times, minimum 1-1 basis.</p> <p>Ensure drive areas are clear of obstacles and people. Staff to ensure the learner is using the AKKA in a safe way.</p> <p>Learner secured in chair and safely secured to AKKA.</p> <p>Trained supporting person to pay attention to where they are walking whilst focusing on the learner.</p> <p>When driving in supervisor / override mode keep the AKKA a safe distance from the sunken trampoline.</p>		Low - 5
Using the AKKA	Employees, third parties	Unsafe storage of the AKKA causing it to fall over, trip & falls.	High - 20	<p>Once the AKKA is finished with it should be stowed away, as shown in the picture in the cupboard or storage area.</p> <p>The AKKA should not be left in the corridor unattended for long periods of time.</p> <p>If needing to be left unattended than it should be left in a standing position rather than on the floor. Only in a safe, suitable area.</p>		Low - 5

**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

## RISK ASSESMENT

Date Reviewed	Comments
30.06. 2017	Initial assessment
June 2019	Incident
May 2019	Annual update
May 2020	Annual update
May 2022	Annual update
May 2024	Annual update
May 2026	General update