

Generic (manual handling) Risk Assessment (GRA)
and safe system of work (SSW)

Putting up and dismantling
the Sensory Integration Frame

Contents

Section 1

- 1.1 Description of task and personnel involved
- 1.2 Assessment of risks when undertaking the task

Section 2

- 2.1 Safe system of work (SSW)

Section 3

- 3.1 Document revision record
- 3.2 Staff signature record sheet

Section 1 1.1 Description of task and personnel involved

Description of task:

To set up Sensory Integration frame (Southpaw Itinerant Frame) for Occupational Therapy treatment sessions – collect frame from store cupboard; remove from carry case; put up and take down frame; attach swings.

Personnel involved :

Occupational Therapists(OTs) and Occupational Therapy Assistants (OTAs) from the Occupational Therapy Service for Children

Section 1 1.2 Assessment of risks when undertaking the task

Does the task involve...	YES (✓)	Identify any problems	Possible Solutions
Holding the load away from trunk?	✓	Need to reach out to control frame during putting up/taking down	Ensure correct system of work adhered to following training
Twisting?	✓	May twist trunk during handling of frame	Use correct posture and ensure correct system of work adhered to following training
Stooping?	✓	Reaching down to floor to lift/lower frame	Kneel down to lift/lower frame
Excessive pulling/pushing?	X		
Overreaching?	✓	To spread 4 legs apart or bring together	Spread/bring together frame in several movements rather than one large movement

Does the task involve...	YES (✓)	Identify any problems	Possible Solutions
Repetitive handling?	X		
Large vertical movements from the floor?	✓	Raising frame from floor	Start from kneeling position, to half-kneeling, to standing
Large carrying distances?	X		
Reaching upwards?	✓	Raising to upright position	Hold legs at shoulder height
When assessing the Individual capabilities Does the task...			
Require co-operation between more than one individual?	X		
Result in pain/fatigue/weakness?	✓	If the task is rushed or the individual is working beyond their capabilities.	Each member of team to undergo relevant training and assess own abilities. Not to be performed by a member of staff alone if deemed unsafe, in this case 2 staff to perform task
Result in pain/fatigue/weakness that is variable during the day?	X		
Require unusual capabilities (strength, height, age etc)?	✓	Task easier to perform for taller people	Each member of team to undergo relevant training and assess own abilities. Not to be performed by a member of staff alone if deemed unsafe, in this case 2 staff to perform task
Constitute a hazard to those with a health problem?	✓	May exacerbate back pain if not done correctly	Adequate checks on staff fitness and whether any health risks/conditions
Constitute a hazard to those who are pregnant?	✓	May exacerbate back pain if not done correctly	Adequate checks on staff fitness and whether any health risks/conditions
Require special information and/or training?	✓	Each member of staff needs relevant training in safe system of work	Implement training on safe system of work as part of induction process for all OT staff in the team
Require personal protective equipment?	X		
Have implications for cultural/religious beliefs?	X		
Have implications for those with behavioural difficulties?	X		

Is the load...	YES (✓)	Identify any problems	Possible Solutions
Heavy? Indicate weight (13kg / 28lbs)	✓	Need to support weight of frame during lifting and lowering	Adequate checks on staff fitness and whether any health risks/conditions
Bulky/unwieldy? (e.g. one side heavier or over 75cm in diameter)	✓	Frame unsteady during raising/lowering	Follow safe system of work
Difficult to grasp? (e.g. no conventional hand holds)	X		
Unsteady and or unpredictable?	✓	Legs of frame unsteady until all 4 in correct position	Follow safe system of work
Harmful? (e.g. sharp, hot, contaminated, patient behaviour)	X		
When assessing the environment or equipment Are there...			
Any obstructions?	✓	Other equipment, chairs etc. in room	Stress importance of clearing any obstructions before commencing task
Variations in working levels?	X		
Poor lighting?	X		
Inadequate equipment?	X		
Inadequate attachments?	X		
Inadequate knowledge of equipment?	✓	Equipment cannot be used safely without training	Implement training on safe system of work as part of induction process for all OT staff in the team
Constraints or posture (i.e. restricted space, low work surface etc)?	✓	Top of frame may touch ceiling	Raise frame with legs at lowest height
Strong air movements?	X		
Hot, Cold or humid conditions?	X		

Task:

Setting up Sensory Integration Frame (SI Frame), which involves collecting frame from store cupboard, removing from carry case, putting up and taking down frame and attaching swings

This risk assessment and safe system of work is fit for purpose when the following conditions are met:

1	The staff member is wearing appropriate clothes, shoes and has no long finger nails
2	The staff member is reasonably fit and has no health issues (e.g. back problems) that would prevent him/her lifting the frame
3	That the staff member is not in the later stages of pregnancy
4	That an appropriate muscles warm-up routine has been followed
5	The frame is in good working order and the components are all intact (e.g. no loose components)
6	The carry distance is only a few metres (otherwise use of trolley recommended)
7	Staff member has attended Therapeutic Manual Handling Training and has a basic knowledge of sensory integration theory and practice
8	The use will not exceed 227 kg (500lbs) static load or 136kg (300lbs) working load



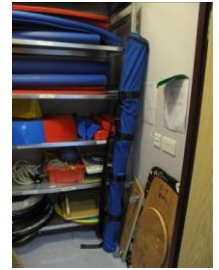
If the conditions are not all met or the staff member has any concerns regarding the task, the individual, the load or the environment s/he must contact her/his supervisor before undertaking the task

Preparation - Plan the move

- ▶ Read instructions for setting up the frame held at both centres and team base (West Ham Lane Health Centre)
- ▶ Ensure that the route that the equipment is going to be carried through is clear and the space to set up the SI frame is also clear of all obstructions. Also ensure There is sufficient space to set up the SI frame (approx 183cm (6ft) when folded and adjustable up to 244cm (8ft) working height. Requires 4.5m² (49ft²) clear floor area
- ▶ For longer distances than a few metres use a trolley

Movement - to put up

- ▶ Frame is stored upright in storage cupboard



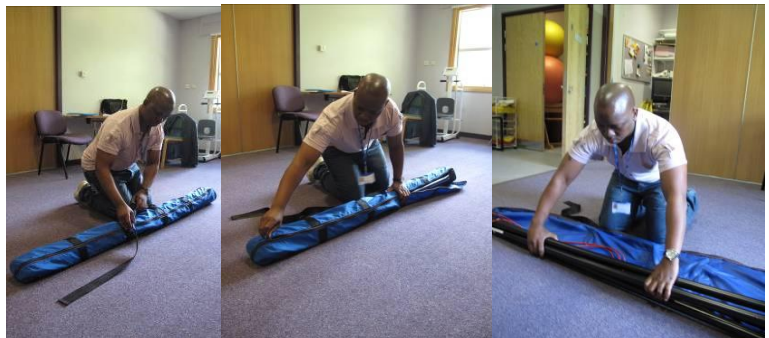
- ▶ Use shoulder strap to carry frame from cupboard to floor in middle of room.

- ▶ At all times during the setting up of the SI frame remember to use good posture and follow the techniques in the manual handling training i.e. avoid stooped and twisted postures by bending the knees and keeping the back straight.



- ▶ Roll the frame out of the carry case without lifting it while kneeling on the floor

NB: Staff should use a kneeling pad where necessary when in contact with the floor



- ▶ Extend 2 adjacent legs to the shortest (first setting) and 2 to the middle setting

- ▶ Ensure the shorter legs are on the floor, with the other 2 resting on top



- ▶ Straighten the red connecting cables and ensure they are extended away from the legs



- ▶ Spread the 2 shorter legs so they are the correct distance apart



- ▶ Hold onto the top of the frame; Gradually rise by moving from kneeling to half-kneeling to standing



- ▶ As the frame rises, gradually slide your hands down the 2 longer legs maintaining your hands at about shoulder height. When the frame is almost upright, and while maintaining your hold on the 2 longer legs, walk through the 2 shorter (spread legs). As you do this, spread the 2 legs you are holding until all four legs are on the floor in a quadruped



- ▶ Make final adjustments – adjust height settings of legs and straighten red connecting cables

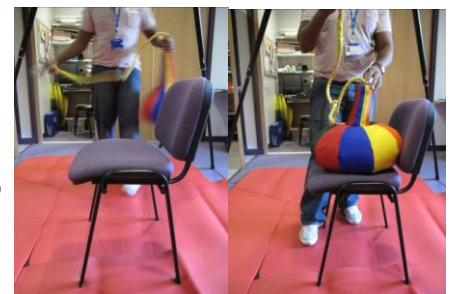


- ▶ Place mats over all red connecting cables to reduce risks of the frame moving and therapist or child tripping over cables



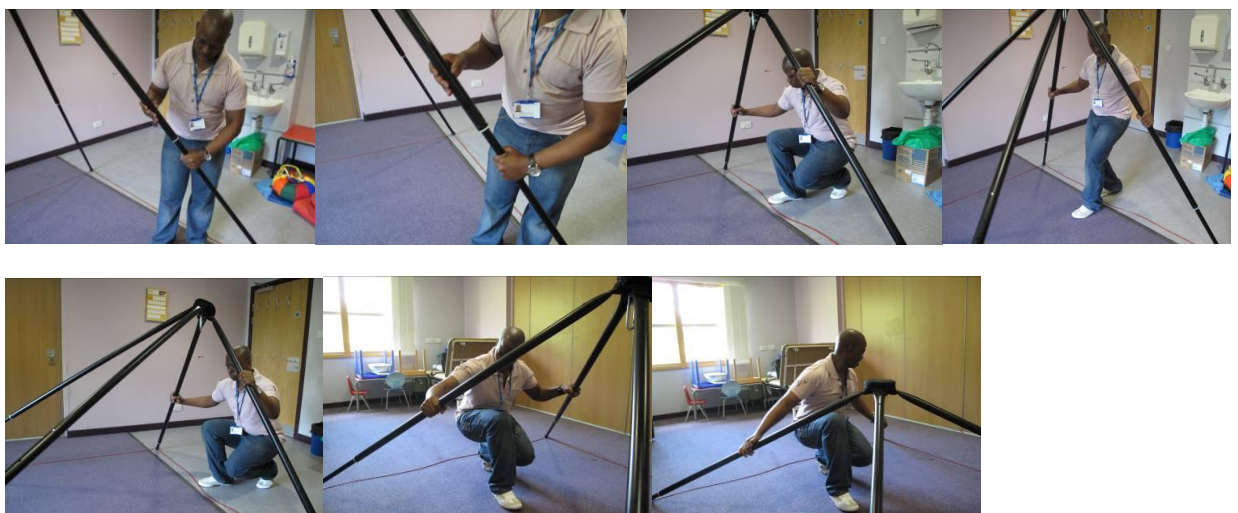
Movement - attach activity ball

- ▶ Place a lightweight chair in the centre of the SI frame
- ▶ using good handling technique place the suspension equipment platform swing (Bolster Swing, Beano Swing, Rubber Dual Swing or Sling Swing) on the chair
- ▶ Connect the safety snap overhead to the frame's safety rotational device or height adjuster securely
- ▶ Remove the chair in order to let the suspension equipment dangle in the centre of the SI frame



Movement - to take down

- ▶ Lower all 4 legs to lowest setting



- ▶ Bring 2 adjacent legs together to form a tripod



- ▶ Walk across to other side, and hold the 2 single legs at shoulder height



- ▶ Walk backwards to lower the frame, while gradually lowering your hands to lower chest height

Do this while keeping the 2 single legs on the floor

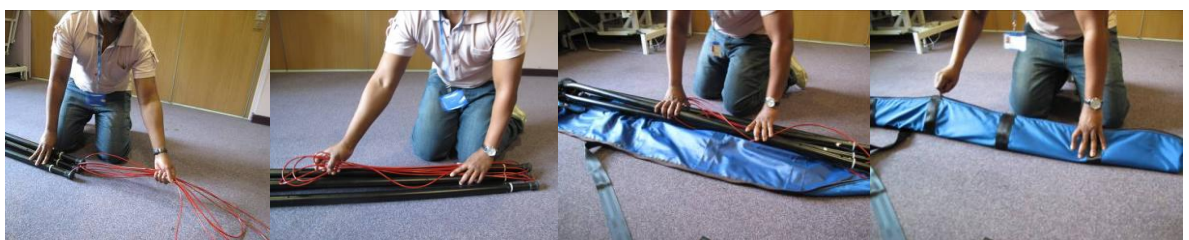
NB remember to keep the back straight and bend the knees



- ▶ To lay the frame on the floor, move from standing to half-kneeling to kneeling while holding the top of the frame and slide the two spread out legs towards the middle



- ▶ Fold the red connecting cables between the legs and roll the frame into the carry case without lifting it while kneeling on the floor



- ▶ Use shoulder strap to carry frame to cupboard
- ▶ Frame is stored upright in storage cupboard

Safe system of work approved by

Date

Section 3 3.1 Document revision record

Version number	Description of change(s)	Reason for change	Author	Date

