

**APPENDIX 2A:**  
**NOVITA CHILDREN'S SERVICES**  
**CLIENT HANDLING RISK ASSESSMENT FORM**

<b>NAME:</b> <b>AGE:</b> <b>DOB:</b> <b>DATE:</b>	<b>SITE:</b> <b>WEIGHT:</b> <b>ASSESSOR:</b>
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<b>TASK:</b>			
<b>RISK FACTORS</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<p><b><u>TASK : Does the task involve...</u></b></p> <ol style="list-style-type: none"> <li>1. Holding a load away from the body ?</li> <li>2. Sudden movements ?</li> <li>3. Twisting ?</li> <li>4. Lifting and or lowering ?</li> <li>5. Carrying ?</li> <li>6. Pushing and or pulling ?</li> <li>7. Reaching ?</li> <li>8. Repetition ?</li> </ol> <p style="text-align: right;"><b>TOTAL</b></p>			ACTUAL RISK % = .....%
<p><b><u>INDIVIDUAL CAPABILITY OF CARERS: For the student to be handled safely, will staff need to have...</u></b></p> <ol style="list-style-type: none"> <li>1. Relevant knowledge / be experienced ?</li> <li>2. Special skills or unusual strength ?</li> <li>3. Additional skills training (including planning of daily routine, manual handling, etc) ?</li> <li>4. Additional equipment training ?</li> <li>5. Appropriate clothing and footwear ?</li> <li>6. No physical or medical limitations (eg pregnancy / existing injury / reduced fitness) ?</li> </ol> <p style="text-align: right;"><b>TOTAL</b></p>			ACTUAL RISK % = .....%
<p><b><u>THE LOAD: Is the client...</u></b></p> <ol style="list-style-type: none"> <li>1. Difficult to handle / grasp in relation to size and shape ?</li> <li>2. Of excessive weight &gt;15 kg ?</li> <li>3. Unable to weight-bear / stand with assistance ?</li> <li>4. Unable to walk unaided ?</li> <li>5. Uncooperative or unpredictable ?</li> <li>6. Physically unable to control movement and assist due to excessive muscle tone / spasms / very low tone / seizures ?</li> <li>7. Other (eg in pain post-surgery / slippery or wet following hydro/ bath) ?</li> </ol> <p style="text-align: right;"><b>TOTAL</b></p>			ACTUAL RISK % = .....%
<p><b><u>WORKING ENVIRONMENT: Is the task being performed...</u></b></p> <ol style="list-style-type: none"> <li>1. In confined space ?</li> <li>2. At an unsuitable height (i.e. <u>NOT</u> between shoulder and hip height) ?</li> <li>3. Where there are trip hazards/floor is uneven ?</li> <li>4. In a cluttered area ?</li> <li>5. With inappropriate, lack of, or poorly maintained equipment ?</li> <li>6. In any way that obscures the person's vision ?</li> </ol> <p style="text-align: right;"><b>TOTAL</b></p>			ACTUAL RISK % = .....%