

This is what the ‘Visual Impairment Service Cambridgeshire’ uses. You are welcome to adapt it to suit your own procedures within your place of work.

### MOBILITY RISK ASSESSMENT

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS
Exposure to Weather	Cold injury, heat injury, over exposure to sun	Pupils, staff	Consider possible weather conditions and plan appropriately. Check clothing is suitable. Check the need for sun protection with school.	If weather and/or clothing not suitable – no off-site visit.
Illness or injury	Injury, death	Pupils	First aid equipment carried in car. Mobile phone carried if available. Mobility Specialist agrees with school who to contact in case of emergency.	Medication carried if necessary. Complete and carry Service’s Mobility Risk Assessment Form.
Animals, insects, poisonous plants etc	Injury, death	Pupils, staff	Avoid known high risk situations. Take necessary avoidance action if encountered. Ensure those with known allergies carry medication.	
Special needs of specific pupils – medical, behavioural	Illness, injury	Pupils	Obtain information from school. Take advice from SENCO if appropriate. Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary.	Use Service’s Mobility Risk Assessment Form.
Return from visits particularly after school hours	Injury, death	Pupils	Return is pre-planned and agreed with school and parents. Parents are either informed where to collect pupils from or agree with parents for Mobility Specialist to take them home.	Parents and school informed.

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Emergencies	Injury, death	Pupils, staff	First aid equipment carried in car. Mobile phone carried if available. Mobility Specialist agrees with school who to contact in case of emergency.	Use Service's Mobility Risk Assessment Form.
On foot	Injury, death	Pupils, staff	Work on foot planned to avoid fast roads wherever possible. Supervision on pavements and road crossings. Crossing of any road is pre-planned. Pupils are briefed re hazards and behaviour required.	Plan and assess journey.
Bus, train	Injury, death, separated from staff	Pupils, staff	Close supervision and teaching about potential hazards/obstacles.	1-1 discussion about strategies and hazards before starting journey and during journey (as necessary).
Use of private vehicle	Injury, death	Pupils, staff	Mobility Specialist confirms car is insured to carry pupils and is roadworthy. Mobility Specialist is Police checked for Cambridgeshire County Council. Car is regular serviced and maintained. Mobility Specialist has regular defensive driving training.  Insurance for carrying children and TA. Always ask for TA to accompany. Child to sit in rear of vehicle. Seatbelts worn at all times and use of appropriate child car seat. Written permission obtained from parents.	Head of Service to check on appointment and regularly thereafter.  As specified in Country Council and Service policy documents.

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Access by others in places	Risk of interference by adults	Pupils	1-1 supervision. Explain stranger danger to pupils.	As specified in VI Service policy.
Car parks	Injury, death	Pupils	Warn pupils of hazards.	Discuss 1-1 before journey.