

Epilepsy risk assessment template

Employee name Jane Briggs
Job title Finance manager
Assessment carried out by Ahmed Hossain
Date of assessment 06/01/2021
Date of next review 06/01/2022

Example

This example is to help you do a risk assessment by showing what it could look like.

Do not just copy it as it would be unlikely to meet the needs of your employee.

What are the hazards? (add the hazards from your general risk assessment)	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Display screen equipment (DSE)	Jane has photosensitive epilepsy. She had a seizure triggered by a flickering computer screen in the past.	Annual DSE assessment to ensure screen is in good working order and not flickering.	Jane often uses YouTube for problem solving and training. She is going to check that YouTube is set to not play videos automatically in case they contain flashing images.	Jane to change YouTube settings.	End of January 2021	

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Falls, slips and trips	Jane has tonic-clonic seizures. There is a risk that Jane may injure herself if she falls during a seizure.	The office and meeting room where Jane works all have carpet to cushion her fall.	<ul style="list-style-type: none"> • A cushion will be placed under Jane's desk and in the meeting room so a colleague can cushion Jane's head if she has a seizure • All staff to be made aware of cushions at next team meeting 	Ahmed to arrange.	Cushions to be purchased within the next week. Team to be made aware at the next team meeting.	
Work environment	There is a risk that Jane could injure herself on nearby objects if she has a seizure.	Floor is kept free of hazards.	Move the filing cabinet to the opposite wall so it's not so close to Jane's desk.	Ahmed to contact the office manager to move the filing cabinet.	Within the next week.	
Hot water /scalds	If Jane is near hot water and has a seizure, it could cause a scald.	<ul style="list-style-type: none"> • The kettle in the kitchen was replaced with a hot water zip tap last year, which will shut off if it's let go • Hot water taps have anti-scald thermostats 	No further action needed.	N/A	N/A	
Stress and fatigue	Jane has more seizures when she is stressed and tired.	Jane can work flexitime so that she can arrive later or leave earlier on days she is feeling tired.	Conduct a specific stress risk assessment.	Ahmed to arrange a stress risk assessment.	End of January 2021.	

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Manual handling	Jane occasionally needs to move boxes, such as photocopy paper or archive boxes. If she has seizure while moving something, the object may be an injury risk.	All staff provided with manual handling training.	Jane can usually tell when she's about to have a tonic-clonic seizure. If she feels unwell or that a seizure might be starting, she won't lift boxes and will ask colleagues to do this.	<ul style="list-style-type: none"> Jane to ask colleagues when she needs assistance Ahmed to make colleagues aware at the next team meeting that Jane may ask for colleagues to move things if she's not feeling well 	Next team meeting.	
Working at height	Some files are stored high up and Jane needs a step to access them. If Jane had a seizure while on a step, she would have further to fall.	Most files that Jane needs are stored lower down so she can access them without needing a step.	Jane to review what files she needs and these can be moved lower down.	Jane to audit files and contact office manager to move files that she needs to lower down.	Within the next week.	

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Evacuation during fire and other emergencies	If Jane has a seizure or is recovering from a seizure during an emergency she may need assistance to evacuate the building.	Emergency evacuation procedures include providing assistance for people who need it and evac-chair equipment.	Conduct a personal emergency evacuation plan for Jane.	Ahmed to contact office manager to arrange a PEEP to be completed with Jane.	End of January 2021.	
First aid	Jane could be injured or have a seizure that needs medical attention.	Appropriate numbers of first aiders are trained. Epilepsy and seizure first aid is included in the company's first aid training. First aiders know that Jane has epilepsy and her seizure and recovery plan has been shared with them.	Arrange epilepsy awareness training including seizure first aid for Jane's team so they know how to help during a seizure until first aiders arrive.	Ahmed to work with Office manager to arrange epilepsy awareness training.	End of February 2021.	

Template based on the [Health and Safety Executive's risk assessment template](#)

This template is part of the Epilepsy Action Employer toolkit. See employers.epilepsy.org.uk for more resources to help support people with epilepsy at work.

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