

NOTTINGHAMSHIRE HEALTHCARE NHS FOUNDATION TRUST RISK ASSESSMENT FORM

1. Description of the activity, circumstance, process or situation being assessed (e.g. change of work location or working practice, patient escort, work at height etc): Work Experience	
2. Who could be harmed from the activity, circumstance, process or situation ?	
Organisation/Divisional/Directorate <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Service Users <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Work Experience <input checked="" type="checkbox"/> Others <input type="checkbox"/> Approximately how many persons are affected: one	
3. Identify the hazard/s from the activity, circumstance, process or situation:	
a) Slips, Trips and falls	
b) Fire	
c) Welfare arrangements	
d) Manual handling	
e) Contact with electricity	
f) Distressing situations, images and encounters	
g) Exposure to chemical agents – alcohol gels and soaps for hand washing and the presence of Latex in the work environment.	
h) Use of work equipment	
i) Person may have relevant learning /behavioural difficulties, medical health conditions that may be restrictive or require special consideration prior to the person starting their work or work placement.	
j) Violence and harassment	
k) Working hours	
l) Exposure to ionising and non-ionising radiation sources	
m) Breach of confidentiality or data protection legislation	
n) Clinical waste and sharps	
o) Infectious diseases	
p) Hot liquids	

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q) Attending non-trust premises e.g. patients' homes, nursing homes						
4. Identify the existing Control Measures in place for each identified hazard:	6a. What is the supporting evidence	7a. Consequence (1 – 5)	7b. Likelihood (1 – 5)	7c. Risk Score (Consequence x Likelihood)	8. Risk Rating Ext. High Med Low Very Low	9. Do the controls address the risk? Yes or No
a) The person is made aware of the risks through induction. Housekeeping is regularly reviewed. All employees are expected to keep the environment tidy and free from trip hazards Any identified hazards such, as loose tiles or ripped carpets should be reported for action via the helpdesk. Induction will cover health and safety aspects. Student will be working under supervision and guidance of ward staff.	Signs are displayed warning of wet surfaces after cleaning e.g. kitchen floors. Work experience induction	1	2	2	Very low	Yes
b) Fire Compartmentalisation of the building. Automatic warning systems. Hospital site is non-smoking and it is illegal to smoke within the hospital buildings. First aid means of fighting fire. Documented emergency response. Person to be informed on first day of the procedure to be adopted in the event of a fire and of the need to keep fire doors closed.	Evacuation points identified.	4	1	4	Low	Yes
c) The person will be fully inducted and be provided with information on the first day regarding arrangements for first aid, breaks, toilet facilities, incident reporting	Induction check list	2	1	2	Very low	Yes
d) Use of other means, including mechanical means where available, use of trolleys or other carrying devices. No specific identified manual handling activities to take place until the person has received appropriate training. Student will be working under supervision and guidance of ward staff.	HSE Guidance of maximum of 20kgs not to be exceeded by the person.	1	2	2	Very low	Yes
e) All portable appliances are tested for safety and suitability on an annual basis. If anybody identifies any problems with an item of electrical equipment it should be taken out of use, quarantined and reported to estates or MEMD. There are policies and procedures in place for safe operations of electrical appliances and these must be strictly adhered to.	Portable appliance testing labels on appliances	4	1	4	Low	Yes

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f) The person may witness events that others in society may regard as distressing. Every attempt will be made to support the person in the clinical environment. The person will not be placed in an environment where they will witness anything beyond their psychological maturity. The person will not be allowed in working theatres, mortuaries or other sensitive clinical areas, due to there being an age limit of 18 and also the fact that they may not be able to cope with the exposure due to their lack of maturity.	Work experience supervisor	1	2	2	Very low	Yes
g) COSHH assessment completed. Hand moisturisers available. Person will be asked about Latex allergies on the first day and will be told to report any skin problems to their supervisor immediately. Non-Latex gloves are available.		4	1	4	Low	Yes
h) Guards are in place on equipment with potential hazards that can cause harm; the person is to be made aware it is illegal to remove these guards. Training will be provided on the safe operation of any equipment they are required to use. Any jams or breakdowns with the		2	1	2	Very low	Yes
i) Enquiries made with person and parents/guardians prior to work or work experience starting. Once difficulty has been establish a specific risk assessment should take place.		2	1	2	Very low	Yes
j) Persons will be made aware of this possible eventuality as part of their induction and be instructed as to what to do and how to react. Staff members have access to assistance from security and the police if required. If a member of the public says anything inappropriate to the person then this must be reported to the person's supervisor	Any instance of verbal or physical aggression will be recorded on the Trust's incident reporting system for further investigation and follow up.	4	1	4	Low	Yes
k) The person will not be allowed to work nights. The person will get a minimum 12-hour rest period between each day. As a minimum a 30-minute rest break will be available during each day shift. Young people will not normally be allowed to work shift patterns that are considered		2	1	2	Very low	Yes
l) The young person will not be allowed to work in areas where they might be exposed to radiation unless they are required to do so as part of their training and this would be under the direct supervision of a competent supervisor and only where the Radiation Protection Advisor		5	1	5	Low	Yes
m) Participants required to read and sign declaration of confidentiality at induction. Importance of confidentiality covered at general and Trust's induction. Participants not given access to patient files and databases unless supervised.	Copy of confidentiality code of conduct signed at induction	1	2	2	Very low	Yes
n) Sharps are disposed of according to the Sharps, Needlestick & Post-Exposure Prophylaxis Policy. Participants will not be directly handling clinical medical devices including sharps. Waste segregation and identification. Participants always supervised by staff. This risk is		2	1	2	Very low	Yes
o) Follow infection control procedures with regard to hand washing and changing of clothes as outlined at induction. Student will not work in 'infected areas'.		1	2	2	Very low	Yes
p) Trust induction to include instruction to carry hot liquids on a tray and avoid overfilling of cups.		2	1	2	Very low	Yes
q) Only accompanying where it is a follow up visit to a known patient without any known behavioural issues and the staff member is confident that there will be no issues with any other occupants of the property.		4	1	4	Low	Yes
5. Action plan/recommendations to further reduce risk (give details of person responsible and timescales where applicable):	Responsible Person				Date to be Actioned	

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a) Person to remain in the supervision of an experienced member of staff at all times	Work experience supervisor/shift mentor	At time of placement
b) Student to raise any concerns re inability to undertake a task/does not understand instructions	Student concerned	At time of placement
c) All staff that the student works with will be made aware of student's limitations	Work experience supervisor	At time of placement
d) Ward staff to be aware of student's age and vulnerability to ensure they shelter/exclude from high risk areas and situations	All ward staff to be aware	At time of placement