

SHERWOOD FOREST HOSPITALS NHS TRUST

HEALTH AND SAFETY RISK ASSESSMENT

Division		Department/Ward		Date	
Work Activity	Work Experience: general activities including young persons on work experience				

No.	Identified Hazard			Initial Risk Rating			Current and Future Controls	Target Risk Rating		
	Hazard (the potential to cause harm)	How harm can occur and who could be harmed	Control Measures or Safeguards in place	Consequence (C)	Likelihood (L)	Risk Rating (C x L)	Observations and recommendations to improve safety	Consequence (C)	Likelihood (L)	Risk Rating (C x L)
1.	Slips, Trips and falls	Trip over cables, boxes, slip on wet surfaces The work environment can have slip or trip hazards present for example boxes of notes stored temporarily on the floor, trailing cables, water spillages from drinks, water from cleaning operations.	The person is made aware of the risks through induction Housekeeping is regularly reviewed Signs are displayed warning of wet surfaces after cleaning e.g. kitchen floors. 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.	3	2	6	The person will be reminded of the need to clean up any spillages and report any tripping hazards present. The person will be warned to be vigilant and supervised to ensure they remain aware of the risks and do not become complacent.	3	1	3
2.	Fire	Due to the inexperience of a person and	Fire Compartmentalisation of the	4	2	8	Person to remain in the			

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		the higher probability they may panic or react in an uncontrolled manner the person is at higher risk to injury if a fire breaks out or if an alarm is activated. Potential for injury from burns, smoke inhalation, physical injury from the evacuation process or as a result of not following the correct procedure.	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. Evacuation points identified. 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.				supervision of an experienced member of staff at all times and they will instruct in the event of a fire	4	1	4
3.	Welfare arrangements	The person may be at risk if they do not understand the Trust welfare arrangements in place	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	3	2	6	Person to remain in the supervision of an experienced member of staff at all times	3	1	3
4.	Manual handling	In some tasks, workers may be more at risk than adult workers as their muscle strength may not be fully developed and they may be less skilled in handling techniques or in pacing the item according to capability. Injuries could range from fractures and sprains to lacerations and bruising.	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. HSE Guidance of maximum of 20kgs not to be exceeded by the person.	3	2	6	Person to remain in the supervision of an experienced member of staff at all times who will assess the ability of the person to carry out the activity and restrict them accordingly	3	1	3
5.	Contact with electricity	The use of portable electrical appliances carries a risk of contact with electricity if the appliance is broken, worn or damaged	All portable appliances are tested for safety and suitability on an annual basis.	4	2	8	Person to remain in the supervision of an experienced member of			

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		or if the appliance is used inappropriately. The primary risk is that of electric shock and associated injuries from this. Secondary risks include the risk of fire and explosion.				staff at all times and ensure they are restricted to only using equipment that is intrinsically safe and not complex or dangerous	4	1	4
6.	Distressing situations, images and encounters	Young people can lack the psychological maturity to cope with the distressing situations, images and emotions encountered in healthcare. This can lead to the person becoming stressed in the workplace and side effects such as headaches, feeling ill, physical illness				Person to remain in the supervision of an experienced member of staff at all times who will ensure the young person is not exposed to situation beyond their ability to cope with the potential physiological affects of exposure.	3	1	3
			3	2	6				
7.	Exposure to chemical agents – alcohol gels and	Good infection control requires frequent hand washing. This can cause skin irritation and dermatitis.				Person to remain in the supervision of an experienced member of	4	1	4
			4	2	8				

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	soaps for hand washing and the presence of Latex in the work environment.	Latex is present in the healthcare environment from gloves and medical devices.	allergies on the first day and will be told to report any skin problems to their supervisor immediately. Non-Latex gloves are available.				staff at all times and they will monitor them with regard to exposure			
8.	Use of work equipment	All work equipment can pose a risk if it is not used properly or prohibitions are ignored. The person may be exposed to potential risks from various types of equipment, including office equipment such as photocopiers and shredders.	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 equipment should be reported to their supervisor and they are not to attempt to deal with it themselves.	3	2	6	Person to remain in the supervision of an experienced member of staff at all times and they are responsible for ensuring the person does not use complex or potentially dangerous equipment.	3	1	3
9.	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.	Work may pose a risk to the person depending on the nature of the individual's difficulty.	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.	3	2	6	Person to remain in the supervision of an experienced member of staff at all times	3	1	3
10.	Violence and	The work may pose a risk to the student	Persons will be made aware of this	4	2	8	The person will be			

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	harassment	placement if they are in the vicinity of any aggression that takes place One of the main learning opportunities of work experience is the interaction between doctor and patient. However, any human interaction has the potential for conflict and on rare occasion's physical aggression. Patients recovering from operations may also react in unpredictable ways on regaining consciousness. The person could experience stress through witnessing violence or aggression and or physical injury through violence or aggression	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. Any instance of verbal or physical aggression will be recorded on the Trust's incident reporting system for further investigation and follow up. If a member of the public says anything inappropriate to the person then this must be reported to the person's supervisor				supervised by and work closely with experienced staff that will ensure the student's safety at all times	4	1	4
11.	Working hours	Excessive working hours can cause fatigue and stress for inexperienced workers. This can lead to the person becoming stressed in the workplace and side effects such as headaches, feeling ill, physical illness	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 unsociable and out of normal hours.	3	2	6	It is the responsibility of the person's supervisor to ensure that they do not work excessive or unreasonable hours	3	1	3
12	Exposure to ionising and non-ionising radiation sources	Serious risks associated with exposure to radiation at various location including X ray, radiology etc. people are more susceptible to the exposure to radiation	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	5	1	5	It is the responsibility of the person's supervisor to ensure that they do not work	5	1	5

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		and there is a slight increased risk of getting cancer and hereditary defects.	training and this would be under the direct supervision of a competent supervisor and only where the Radiation Protection Advisor has assessed the risk and advised on safe participation.				with or are exposed to radiation in the workplace			
13	Breach of confidentiality or data protection legislation	Individual may have access to patient information eg clinic lists, addresses, medical records. Patient confidentiality could be breached.	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.	3	2	6	It is the responsibility of the supervisor to ensure that individuals understand the consequences of a breach of patient confidentiality.	3	2	6
14	Clinical waste and sharps	There is a risk of needlestick injuries and infection.	Sharps are disposed of according to the Sharps, Needlestick & Post-Exposure Prophylaxis (PEP) Policy. Participants will not be directly handling clinical medical devices including sharps. Waste segregation and identification. Participants always supervised by staff. This risk is discussed at the general induction.	3	2	6	Risk of needle stick injuries discussed at Trust' induction. Participants always supervised by staff.	3	2	6
15	COVID-19	Spread of COVID-19 in the workplace infecting staff, visitors and patients.	Hand washing facilities with soap and water is available. Hand sanitizer is available at all sites. Guidance given regarding use of Personal Protective Equipment (PPE) where required. Use	3	2	6	The individual will be supervised by and work closely with experienced staff that will ensure the	3	2	6

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		<p>of emollient cream to protect skin. Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning projects and methods. Disinfectant wipes available for all desk stations in all sites.</p> <p>Reducing the number of persons in any work area to comply with the recommended 2 metre distance.</p> <p>Reviewing work schedules including start and finish times, lunch breaks etc. to reduce the number of workers in the workplace at any one time.</p> <p>Redesigning office layouts to safely allow social distancing. Microsoft Teams being used instead of face to face meetings.</p> <p>Social distancing measures introduced in kitchens and toilet facilities.</p> <p>If the work experience applicant becomes unwell with a new</p>		<p>student's safety at all times. Individuals will be reminded to wash their hands for 20 seconds with soap and water and of the importance of properly drying them with disposable paper towels.</p> <p>Reminders to catch coughs and sneezes in a tissue and follow the "Catch it, Kill it, Bin it" campaign.</p> <p>Reminders to avoid touching face, eyes, nose or mouth with unclean hands.</p>	

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		<p>Individuals who may be more vulnerable to severe illness if they contract COVID-19 infection.</p> <p>This includes individuals:</p> <ul style="list-style-type: none"> • who have underlying health conditions and/or a disability including: <ul style="list-style-type: none"> – Asthma – Diabetes – Chronic Cardiovascular disease including hypertension and IHD – Chronic respiratory disease (excluding asthma) – Chronic kidney disease – Non-haematological cancer – Haematological malignancy – Liver disease – Chronic neurological disease other 	<p>continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Mental health and wellbeing support is available through the placement supervisor and a range of online resources.</p> <p>Hand washing facilities with soap and water is available. Hand sanitizer is available at all sites. Guidance given regarding use of Personal Protective Equipment (PPE) where required.</p> <p>The individual will be required to adhere to social distancing guidance of 2 metres.</p> <p>The individual will not be directly observing care for COVID-19 patients (tested as positive) or observing Aerosol Generating Procedures (AGPs).</p>	3	2	6	<p>The individual will be supervised by and work closely with experienced staff that will ensure their safety at all times.</p>	3	2	6

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		<ul style="list-style-type: none"> — than stroke or dementia — Organ transplant — Spleen diseases — Rheumatoid/lupus/psoriasis — Other immunosuppressive conditions or classed as clinically vulnerable <ul style="list-style-type: none"> • who are pregnant • who are from an ethnic minority group • who have a Body Mass Index of >40 (or > 35 in ethnic minority groups). https://www.nhs.uk/live-well/healthy-weight/bmi-calculator/ • who are male. 								
16	Other Infectious diseases	Risk of illness following exposure to infectious diseases.	Follow infection control procedures with regard to hand washing and changing of clothes as outlined at induction.	3	2	6	The individual will be supervised by and work closely with experienced staff that will ensure the student's safety at all times	3	2	6
17	Hot liquids	There is a risk of scalding following a spillage of hot liquids.	Trust induction to include instruction to carry hot liquids on a tray and avoid overfilling of cups.	3	2	6	The individual will be supervised by and work closely with experienced staff that	3	2	6

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							will ensure the student's safety at all times			
18	Attending non-trust premises e.g. patients' homes, nursing homes	Heightened likelihood of some risks covered above, especially slips, trips, falls; aggression/abuse; breach of confidentiality.	<p>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.</p> <p>The member of staff being satisfied the person displays an appropriate level of maturity i.e. a home visit would not be the first activity timetabled with a new person.</p> <p>Gel sanitizers carried by those staff seeing patients in their own homes and where soap and water are not readily available.</p> <p>Even where a visit is considered low risk, supervisors should carefully consider the patient and their treatment before planning to bring a student.</p> <p>The environmental conditions outside and within the property do not present</p>	4	2	8	<p>The individual will be supervised by and work closely with experienced staff that will ensure the student's safety at all times.</p> <p>Patient consent is given on each occasion.</p>	4	1	4

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			significant risks.							

Confirmation that the following employees have read and understood the contents of this risk assessment and will fully comply with its requirements including: implementation of all control measures and safeguards, use of suitable appliance or equipment and the use of recommended personal protective equipment where applicable

Job Title	Name	Signature	Date

Action plan

Area	Action Required	By Whom	Target Date	Completion Date
All areas	Attend general induction	Work Experience Co-ordinator	Prior to placement	First week of each month
All areas	Receive orientation/induction to local clinical area for placement	Placement Supervisor	First day of placement	
All areas	Supervisor allocated throughout placement	Ward Manager	First day of placement	

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Consequence Scoring Table

Level	Descriptor	Impact (actual or potential)
1.	Insignificant	<ul style="list-style-type: none"> Adverse event requiring no/minimal intervention or treatment Impact prevented – any patient safety incident that had the potential to cause harm but was prevented, resulting in no harm Impact not prevented – any patient safety incident that ran to completion but no harm occurred.
2.	Minor	<ul style="list-style-type: none"> Minor injury or illness – first aid treatment needed. Health associated infection which may/did result in semi-permanent harm Affects 1-2 people Any patient safety incident that required extra observation or minor treatment and caused minimal harm to one or more persons
3.	Moderate	<ul style="list-style-type: none"> Moderate injury or illness requiring professional intervention No staff attending mandatory/key training RIDDOR/Agency reportable incident (7 plus days lost) Adverse event which impacts on a small number of patients Affects 3-15 people Any patient safety incident that resulted in a moderate increase in treatment and which caused significant but not permanent harm to one or more persons
4.	Major	<ul style="list-style-type: none"> Major injury / long term incapacity / disability (e.g. loss of limb) >14 days off work Affects 16 – 50 people Any patient safety incident that appears to have resulted in permanent harm to one or more persons
5.	Catastrophic	<ul style="list-style-type: none"> Fatalities Multiple permanent injuries or irreversible health effects An event affecting >50 people Any patient safety incident that directly resulted in the death of one or more persons

- **Probability Scoring Table**

	1	2	3	4	5
Descriptor	Rare	Unlikely	Possible	Likely	Almost Certain
Frequency	Not expected to occur for years	Expected to occur at least annually	Expected to occur at least monthly	Expected to occur at least weekly	Expected to occur at least daily
Likelihood	<1%	1-5%	6-20%	21-50%	>50%
	Will only occur in exceptional circumstances	Unlikely to occur	Reasonable chance of occurring	Likely to occur	More likely to occur than not

- **Risk Scoring Matrix**

	Rare 1	Unlikely 2	Possible 3	Likely 4	Almost Certain 5
Insignificant - 1	1	2	3	4	5
Minor – 2	2	4	6	8	10
Moderate – 3	3	6	9	12	15
Major – 4	4	8	12	16	20
Catastrophic – 5	5	10	15	20	25

KEY:	Insignificant/Minor 1-6	Moderate Risk 8-12	Major 15 - 20	Catastrophic 25
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