

Job Requirements Risk Assessment Information for Appointing Managers

You are required under Control of Substances Hazardous to Health (COSHH) and the Management Regulations to undertake a risk assessment for each post. It is necessary to identify the potential risks that an employee may be exposed to in a particular job. Occupational Health Service requires this information to ensure that an appropriate and tailored assessment is carried out for your prospective employee..

To be completed by the manager for each appointment/post and returned to the Recruitment Department as soon as possible, even if the candidate's name is not known.

Job Reference:
Candidate
Department:
Has / does this person work/ed for CMFT

Job Title:
Date of Birth:
Directorate:
Previously

Job Duties/ Tasks:	Guidance/Explanation	YES	NO
Non-clinical role	No clinical contact (but may have direct social contact with patients which is regular, prolonged and close in nature) for example finance, receptionists, ward clerks, Human Resources, most kitchen staff, gardeners, volunteers working in those areas etc.		√
Clinical role	Regular clinical contact with patients (This includes doctors, dentists and nurses, paramedical professionals such as occupational therapists, physiotherapists, radiographers, ambulance workers, and students in any of these disciplines)	√	
Direct contact with potentially infectious clinical specimens.	Direct contact with potentially infectious clinical specimens. (This includes staff who may be exposed to pathogens in a laboratory or mortuary dept. and any other staff in contact with blood and body fluids including disposal, cleaning or laundry)	√	
Undertakes Exposure Prone Procedures (EPP)	Will be undertaking exposure prone procedures – EPP. (<i>the worker's gloved hands may be in contact with sharp instruments, needle tips or sharp tissues (e.g. spicules of bone or teeth), inside a patient's open body cavity, wound or confined anatomical space, and where the hands or fingertips may not be completely visible at all times. During such procedures, there is a risk that injury to the worker could result in exposures of the patient's open tissues to the blood of the health care worker</i>). Employees who may be involved in EPP include Medical staff in surgical areas, Theatres, Accident and Emergency, Obstetrics and Gynaecology and ITU/CICU units; some trained nursing staff in the above areas; Midwives and student midwives; dentists and dental hygienists.		√
Prolonged periods of walking/standing	Level of stamina may be required for jobs that require considerable walking e.g. porters or prolonged periods without sitting down such as nurses	√	
Climbing ladders/ working at height	Work using ladders etc. at a height where there is a risk of falling that could lead to injury e.g. maintenance staff, medical records officers, stores.		√
Driving	Staff who drive patients or clients as part of their job need to meet medical standards that are consistent with the Group 2 medical standards for driving from the DVLA. These staff will require a medical assessment to determine their fitness to drive patients.		√
Working with visual display units	This includes computer screens, equipment with graphic or numeric display such as cardiac monitors. (As per Trust policy a managers work place risk assessment will need to be undertaken and employee may request an opticians eye examination).	√	
Moving and handling - objects or patients (specify)	The requirement to move patients/equipment using appropriate techniques and equipment or to lift, carry, push, pull or otherwise bodily move a load. May involve repetitive bending, twisting and stooping.	√	
Lone/shift working	Working alone which may include community staff visiting patients.		√
Latex glove usage	Workers using latex gloves on a regular basis.	√	
Contact with chemicals e.g. glutaraldehyde, formaldehyde, cleaning	This would include staff who are exposed to glutaraldehyde, methylmethacrylate or any other compounds identified by a managers COSHH risk assessments	√	

agents, rubber, paints			
Night Workers	Regular night work is between 23:00 and 06:00 hours where employee is required to be awake. Such workers may request a night workers assessment via and should be given a night worker assessment form on employment and annually.		√
Regular use of hand held power tools/ vibrating tools	Tasks where risk assessment has shown that the worker could be exposed to hand arm vibration above the exposure action value of 2.5m/s ² A.		√
Work involving Ionising Radiation	Tasks where workers are exposed to ionising radiation such as X-rays or radioactive sources. Includes radiographers, health physics, interventional cardiologists etc. Where assessment by the RPA indicates, may require classified worker status and annual medicals.	√	
Work involving Genetic Manipulation	These may contaminate employees through splashes to skin or mucous membranes e.g. oncology/pharmacy		√
Food handling	This includes staff who prepare food for others to consume. It does not include those staff who only give out meals or those who handle food in sealed packages. Therefore likely to apply to catering staff but not to ward staff who give out food		√

Any other information you wish to provide

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Manager - Name : Helen Townson **Title :** Team Leader

Phone No. : 64258 **Date :** 27th June 2014