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| **RA-PS** | **Risk Assessment**  **Portering Services** | | |
| **Unit Name and number** | |  | |
| **Risk Assessment Completed** | | Name:  Date: | Signed: |
| **1st review** | | Name:  Date: | Signed: |
| **2nd review** | | Name:  Date: | Signed: |
| **3rd review** | | Name:  Date: | Signed: |

**Note** - Risk assessments must be reviewed every 3 years, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

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| **Step 1 - What are you already doing to control the risk?** | | | | |
| Identify all of the **Essential Risk Assessments** you have completed for your unit or business operation.  by ticking the boxes below.  (Those which are absolute mandatory completion have already been ticked for you). | | | | |
| **R** ES00 Workplace Risk Assessment  **R** ES01 Fire Risk Assessment  **R** ES02 First Aid Needs Assessment  **R** ES03 Floor Safety Risk Assessment  **R** ES04 Manual Handling Activity Filter  **£** ES04a Lifting and Carrying Risk Assessment  **£** ES04b Pushing and Pulling Risk Assessment  **R** ES05 COSHH Product Inventory  **R** ES06 PPE Assessment  **£** ES06a PPE Issue Form  **R** ES07 PAT Testing | | | **R** ES08 Work Equipment Inspection  **£** ES08a Work Equipment Inspection Register  **R** ES09 DSE Workstation Assessment  **£** ES10 New and Expectant Mothers Risk Assessment  **£** ES11a Young Person’s Risk Assessment (16-17 years)  **£** ES11b Young Person’s Risk Assessment (<16 years)  **£** ES12 Lone Workers Risk Assessment  **£** ES12a Lone Workers Workplace Checklist  **£** ES13 Workplace Stress Risk Assessment  **£** ES13a Stress Talking Toolkit  **£** ES14 Gas Safety Risk Assessment  **£** OPS02 Violence at Work Risk Assessment | |
| **Step 2 - Workplace Hazards, Risks and Control Measures** | | | | |
| Review this section of the risk assessment and ensure everything detailed below is aligned to your unit.  Document any additional hazards and control measures you have identified in the blank section provided. | | | | |
| **What are the hazards?** | **Who might be harmed?** | **How might they be?**  **harmed?** | | **What additional actions must be taken to control the risk?** |
| **Use of work equipment:**   * Mechanical and electrical portering equipment e.g., trolleys, * General transportation equipment e.g. roll cages, pallet trucks, sack trucks, trolleys, pedestrian tow tugs. * Mechanical equipment e.g., cardboard balers, waste compactors * Any hand-held equipment * Waste bins 770l-1100l   Note: *Line managers to add any additional work equipment not listed in the above at the end of this section and complete all columns* | Compass employees  Agency staff  Client staff  Visitors/  guests  Contractors | Severe or fatal injuries/broken or fractured bones/crush injuries/  bruising/cuts/puncture wounds/sprains/strains from:   * Individuals being struck by other users/transport equipment * Body parts/hair/clothing/   jewellery becoming trapped/  drawn-in/entangled within moving surfaces/parts of equipment   * Individuals becoming trapped between equipment/against equipment and fixed objects * Tripping over electrical cables/parts of equipment   Risk of fire to premises/severe or fatal injuries/burns/electrocution  caused by:   * Incorrect use of battery charging equipment * Using faulty/damaged electrical/battery powered equipment * Contact with battery acid * Using electrical/battery powered equipment in an unsuitable environment   e.g. wet conditions   * Equipment not being installed/   repaired by a competent individual  Manual handling injuries/sprains/  strains from over exertions when:   * Lifting/carrying/pushing/pulling equipment outside of individuals’ capabilities * Lifting/carrying awkward loads * Carrying out tasks incorrectly * Carrying out tasks over a long distance/time * Carrying out repetitive tasks   Contact with infectious waste /body fluids/medical sharps  Cuts /puncture wounds | | * Individuals trained in the use/charging of equipment * Ride-on and mechanical waste equipment only operated by individuals over 18 years of age * Good housekeeping management in place to reduce likelihood of slips/trips/falls * Equipment selected for suitability of the task being carried out * Equipment operated in accordance with manufacturer’s instructions, where provided * Visual inspections of equipment carried out prior to use * Guarding/safety interlock systems in place on equipment where required * Manufacturer fitted audible/visual warning systems used if fitted to equipment * Suitable area allocated for the charging of battery powered equipment. Equipment only charged using compatible charging accessories * Motorised/mechanical equipment is immobilised and secured to prevent unauthorised use * Barrier segregation and appropriate safety signage used where required * Suitable clothing worn/long hair tied back/jewellery removed (wedding ring permitted) to prevent entanglement/drawing in/entrapment * Equipment maintained/serviced periodically where required and only by a suitably qualified/competent individual * Individuals are not permitted to attempt to repair faulty equipment * Damaged/faulty equipment removed from use * Suitable PPE provided where required * For electrical safety controls see ‘Electrical installations/use of electrical appliances’ later in this section * All manual handling activities are identified and assessed by the unit/site manager and sufficient training given to individuals who carry out manual handling activities * Suitable PPE for environment in use – Hi visibility jackets/vests/safety boots and cut resistant waste gloves * Waste bags checked for potential protruding objects * Personnel trained to visually check bag prior to full lift * Review waste routes and storage areas for specific hazards to be addressed * Ensure all bins are fit for purpose and regularly checked for any faults and remove from use * Washing bins should be in area cordoned off from other users * Ensure all personnel are fully trained * Check drains for run off is suitable for wastewater * Under no circumstances are clinical /WIVA bins to be washed on site |
| **What are the hazards?** | **Who might be harmed?** | **How might they be?**  **harmed?** | | **What additional actions must be taken to control the risk?** |
| **Access to imaging areas including radiography and MRI**  **Potential Radioactive Waste** | Compass employees  Agency staff | Exposure to ionising radiation in areas where radiology equipment is used can cause:   * Effects on the reproductive system of individuals and unborn babies * Cancer   Exposure to electromagnetic fields can interfere with implanted medical devices | | * The Client safe system of work/control measures are implemented where client assessments identify a risk of exposure to ionising radiation * No Compass employee to enter the area until the radiation has been switched off and responsible person operating the scanner /x ray has cleared for access * Any movement of specimens that are radioactive is covered by the site RPA * All personnel to wear composite or nonmagnetic safety footwear to prevent magnetisation with the machine * Review personal detector alarm – depending on risk level of unit |
| **Contact with infected bodies/**  **body parts/bodily fluids/pathological specimens**  **(primary sources of infection):**   * Blood * Vomit * Faeces * Urine * Saliva | Compass employees  Agency staff  Patients  Client staff  Visitors/  guests  Contractors | Adverse health conditions caused by exposure to bodily fluids containing infectious micro-organisms, including bacteria/viruses/fungi  Generally cross-contamination occurs via:   * Contact with infected bodily fluids | | * Waste is disposed of correctly, so as not to pose a risk to others, using clinical waste facilities * Response procedure in place to safeguard individuals who may be at risk of transmission of communicable diseases such as human immune deficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV) * Specimens are transported in suitable containers * Any transportation of specimens by public road is managed under ADR regulations. Individuals must gain advice from HSE prior to any task of this nature being completed * Team members responsible for the movement of deceased and mortuary duties to be fully informed of the hazards & risks associated with the job and offered HBV vaccination. Tuberculin testing, tetanus and other immunisations may be appropriate. These are to be carried out in accordance with client policy. |
| **Dealing with medical sharps/**  **needles** | Compass employees  Agency staff  Contractors | Adverse health conditions caused by exposure to blood borne viruses from:   * Cuts/scratches/puncture wounds from medical sharps * Needlestick injuries | | * To pick up debris, employees are provided with suitable tongs to remove safely to sharp waste container * Working areas cordoned off where necessary * Appropriate safety signage displayed where required * Waste is disposed of correctly, in a yellow medical sharp box * Response procedure in place to safeguard individuals who may be at risk of transmission of communicable diseases such as human immune deficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV): *Full details available on HSE Website under WSMS Additional Documents* |
| **Slips, trips, falls caused by:**   * Uneven surfaces * Poorly lit areas * Obstructions * Wet/icy conditions * Contaminated surfaces * Spillages/debris * Wet floors * Trailing cables | Compass employees  Agency staff  Patients  Client staff  Visitors/  guests  Contractors | Broken or fractured bones/cuts/  bruises/ strains/sprains from  slips/trips/falls:   * Over objects/debris * On uneven surfaces * In poorly lit areas * On wet/icy surfaces * On spillages/wet floors * Over trailing cables | | * Good housekeeping regimes in place * Lighting systems well maintained * Procedure in place to deal with spillages and spill kits provided where required * Cables placed so as not to cause trip hazards * External areas gritted during inclement weather conditions * Safety (slip resistant) footwear provided where required * Appropriate safety signage displayed where required * All defects are reported to the person responsible for maintaining on site |

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| **What are the hazards?** | **Who might be harmed?** | **How might they be**  **harmed?** | **What additional actions must be taken to control the risk?** |
| **Electrical installations/use of electrical appliances** | Compass employees  Agency staff  Patients  Client staff  Visitors/  guests  Contractors | Risk of fire to premises and severe/fatal injury to individuals caused by faulty electrical installations/equipment  Severe/fatal injury/electrocution/  burn injuries from contact with live/faulty electrical contacts | * Fixed wire testing schedule in place * Items visually inspected prior to use * PAT regime in place * Portable electrical equipment is stored correctly, in suitable locations * Only appropriately qualified electricians are authorised to work on/repair electrical installations/equipment |
| **Delivery/**  **transportation/**  **storage of goods/equipment** | Compass employees  Agency staff  Patients  Client staff  Visitors/guests  Contractors | Manual handling injuries/sprains/  strains from over exertions when:   * Lifting/carrying/pushing/pulling items outside of individuals capabilities * Lifting/carrying awkward loads * Carrying out task incorrectly * Carrying out task over a long distance/time * Carrying out repetitive tasks * Using mechanical transportation equipment *(Control measures detailed in use of work equipment)*   Severe or fatal injuries/broken or fractured bones/crush injuries/  bruising/cuts from:   * Individuals being struck by heavy objects falling from higher surfaces such as shelving. * Collapse of storage structures due to overloading/faulty storage equipment * Individuals being struck/falling from transportation equipment. | * Individual manual handling tasks assessed * Manual handling training provided to individuals carrying out high risk activities * Lifting/transportation/shelving/racking equipment well maintained/serviced/   inspected periodically where required   * Individuals trained in the use of ride on/transportation equipment * Damaged/faulty transportation/shelving/   racking equipment removed from use   * Storage of items at high level eliminated where possible * Heavy items stored at lower levels * Appropriate safety signage displayed where required |
| **What are the hazards?** | **Who might be harmed?** | **How might they be?**  **harmed?** | **What additional actions must be taken to control the risk?** |
| **Collection/**  **transportation/**  **patients and deceased patients**  **(If applicable to site services)**  Movement of patients to external venue or vehicle: ALL movement must be accompanied by medical personnel and support during transfer and completed under guidance of medical practitioner. | Compass employees  Agency staff  Patients  Client staff  Visitors/  guests  Contractors | Manual handling injuries/sprains/  strains from over exertions when:   * pushing/pulling items outside of individuals capabilities * Movement of beds and wheelchairs * Carrying out task incorrectly * Carrying out task over a long distance/time * Carrying out repetitive tasks * Using mechanical transportation equipment *(Control measures detailed in use of work equipment)*   Severe or fatal injuries/broken or fractured bones/crush injuries/  bruising/cuts from:   * Contact with patient /body and or equipment fitted to bed/wheelchair * Infection – refer to section on body fluids | * Individual manual handling tasks assessed * Manual handling training provided to individuals carrying out high risk activities * Competency checks completed with all personnel moving patients * Checks completed prior to movement on patient name/infection potential /violence risk and location/route * External routes must be regularly reviewed to ensure good lighting and suitable surface to move bed or wheelchair safely – any concerns highlighted to client for repair * Where possible mechanical aids are used to complete transportation * Organise for correct number of Logistic personnel for move dependant on weight of patient/body and guidance from medical team * Damaged/faulty transportation/equipment removed from use * Ensure all relevant paperwork is kept controlled and with the relevant patient/body * Trained personnel only to work in mortuary where contractual requirements to assist with viewing, preparation for viewing. Assistance with post-mortems – training must be completed and confirmed by Client personnel responsible for the service * All relevant infection control PPE must be supplied and checked being worn. * All patient movement personnel to wear suitable nonmetal hard toe safety boots. |
| **Working in areas with extreme high/low temperatures** | Compass employees  Agency staff | Prolonged/frequent periods of exposure can cause:   * Lack of concentration/   increased stress levels   * Heat rash/heat stress/heat stroke/sunburn * Hypothermia/frostbite | * Working tasks kept to minimum duration * Frequent breaks/task rotation in place where required * Suitable welfare/break facilities available * Suitable PPE provided where required (thermal clothing, slip resistant safety shoes) |
| **Driving vehicles on company business:**   * On the public highway * On client/   Compass/third party site premises | Compass employees  Agency staff  Patients  Client staff  Visitors/  guests  Contractors  Members of the public | Severe or fatal injuries/broken or fractured bones/crush injuries/  bruising/cuts/sprains/strains from:   * Individual being involved in RTC involving vehicle/   pedestrian/animal/object/  property   * Individual being struck by vehicle rolling whilst loading/unloading/left unattended. | * All individuals must complete the following prior to driving any company issued vehicle: * Satisfactory driver licence check * Online driver training and risk assessment module and any associated additional training * Individuals are not permitted to drive any company issued vehicle if they: * Are disqualified from driving * Hold a provisional licence/licence not permitting the category of vehicle intended to be driven * Vehicles are maintained in accordance with legislation and in a road worthy condition. * Individuals complete daily vehicle checks where relevant prior to use of vehicle |

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| **What are the hazards?** | **Who might be harmed?** | **How might they be?**  **harmed?** | **What additional actions must be taken to control the risk?** |
| **Collection and storage of petrol for on site vehicles** | Compass employees  Client staff  Members of the public | * Contact with hazardous chemical. * Spillages of petrol * Fire * Flammable fumes | * Vehicles must be fitted with suitable containers and harnesses to prevent containers falling or tipping * Segregated storage holds to driver compartment * All containers must be clearly marked with ‘petroleum spirit highly flammable 5 litre petrol cans * Drivers must hold drivers’ licence and following the driving on company business requirements * Storage should be clearly marked flammable substance and bunded to the maximum of volume of petrol being stored * Restrict access to petrol store and store must be positioned away from any potential ignition sources * Record the volume of petrol onto a rolling inventory document held on top desk or similar system |
| **Movement of medical gases and nitrogen**  **(If applicable to site)** | Compass employees  Agency staff  Patients  Client staff  Visitors/  guests  Contractors  Members of the public | * Manual handling * Accidental spillage or release of the gas * Inhalation of vapour or gas * Asphyxiation * Poisoning * Explosion * Fire * Cold burns * Weight of container and potential contact injuries | * Refer to the manual handling criteria and relevant PPE * PPE for the substance being moved – liquid nitrogen must be worn at all times * Only trained personnel to move or handle the cylinders /containers * Use of correct site trolleys and transport equipment checking securing straps /chains are available and in good condition * Review contract to ensure all medical gases connection and detachment from patient beds /equipment is carried out by medical practitioner * Where site is responsible for medical manifold there must be clear segregation between empty and full canisters * All canisters to be secured by restraining straps or chains at all times * Regular checks and alarm must be fitted for manifold to check for flow and also potential gas leaks into the room * Leak detection system must be checked by approved supplier on annual basis * Regular checks to be completed on the following:   + Regulators and hoses to be checked for condition and potential leaks   + Cylinders where dated MUST be used in date order * Qualified personnel only to change valves and outlets these must be listed and kept in the WSMS for future reference |
| Movement of pathological specimens / blood  (if applicable to site) | Compass employees  Agency staff  Patients  Client staff  Visitors/  guests  Contractors  Members of the public | * Manual handling * Accidental spillage or release of the infectious material * Risk of contact with radioactive specimens * Striking people or objects * Uneven or sloping routes * Slips and trips * Violent reactions from other people * Road traffic accidents – if transferring outside of building | * Trained personnel only to move any specimens or blood * All pathological specimens must be contained within sealed container with appropriate contents and location ID and patient name – blood type where required * All containers to be visibly sealed prior to being moved * Specimens and blood must be transported within the set time frames /ensure suitable staffing levels to facilitate urgent movement * Must be transported using secure clearly labelled containers /carriers * All personnel must wear required PPE and hi visibility outer wear if moving outside of the building or on the public footpath * All operators to be supplied with radio or communication for use in event or emergency * Route to be checked for lighting and suitability – transfers outside of the building to be completed in daylight hours only * Procedures agreed with client must cover delay and leakage /spill process by medical personnel |
| **What are the hazards?** | **Who might be harmed?** | **How might they be?**  **harmed?** | **What additional actions must be taken to control the risk?** |
| Use of in-ear radio comms  (if applicable to site) | Compass employees  Agency staff | Physical injury to the ear / impaired hearing over time due to acoustic shock  Infection or contamination by chemical / biological hazard | * Staff to be trained in correct operation of the earpieces and maintenance. * Purchase of headsets where the volume to the earpiece of a headset can be controlled by the user to ensure that it is at a comfortable level. * Basic test of noise level to be periodically completed – colleague to stand next to user if can hear message – volume is too high and needs adjusting. * Volume to be sent to be comfortable for user to hear with clarity message without needing to increase volume and be able to hear emergency alarms and signals while wearing. * Headset must be fitted with noise limiter to prevent acoustic shock. * Earpiece to be supplied to individual and trained in correct cleaning and storage of earpiece to reduce risk of contamination from external source or introducing foreign body into ear canal. This must be completed weekly using suitable method such as sanitising wipes for the purpose. * Maintenance of ear pads and clarity or reception to be carried out every 6 -8 months. * Monitoring of users to limit use to operational duties, removing during breaks. * All users to be made aware if they experience any problems with their hearing so referral to occupational health can be arranged to review, and where appropriate suitable arrangements to be made. |
| Additional hazards: |  |  |  |
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| **Step 3 - Task Specific Control Measures** | | | | | |
| Select all the **Safety Task Cards** which are applicable to the working tasks carried.  out in your unit or business operation by ticking the relevant boxes | | | | | |
| STC  PS 01 | Access to barrier and isolation areas | o | STC  GE 25 | Cardboard balers | o |
| STC  GE 06 | Dealing with spillage of bodily fluids | o | STC  PS 10 | Use of outside bulk skip units for waste and temporary mortuary use | o |
| STC  GE 15 | Prevention of medical sharp injuries | o | STC  GE 26 | Collection and transportation of petrol | o |
| STC  PS 02 | Portering hospital patients | o | STC  GE 27 | Response to a cardiac arrest call | o |
| STC  PS 03 | Operation of a mechanical bed mover | o | STC  GE 28 | Evacuation chairs | o |
| STC  PS 04 | Movement of deceased and mortuary duties | o | STC  GE 01 | Use of microwave ovens | o |
| STC  GE 19 | In-ear radio piece use | o |  | | |
| STC  GE 20 | Manual littler sweeping | o |  | | |
| STC  GE 21 | Snow clearing and grit or salt spreading on walkways and vehicle access routes | o |  | | |
| STC  PS 05 | Transport of pathological specimens and blood within units | o |  | | |
| STC  PS 06 | Transport of pathological specimens and blood via public footpaths | o |  | | |
| STC  PS 07 | Handling liquid nitrogen | o |  | | |
| STC  PS 08 | Handling and transporting medical gas cylinders | o |  | | |
| STC  GE 04 | Disposal of general waste | o |  | | |
| STC  PS 09 | Handling bagged clinical and hazardous waste | o |  | | |
| STC  GE 07 | Use of roll cages | o |  | | |
| STC  GE 08 | Use of trolleys and sack trucks | o |  | | |
| STC  GE 09 | Use of hand-pallet trucks | o |  | | |
| STC  GE 10 | Use of step stools and stepladders (less than 0.8m height) | o |  | | |
| STC  GE 13 | Goods receipt and storage | o |  | | |
| STC  GE 22 | Operation of a pedestrian tow tug | o |  | | |
| STC  GE 23 | Loading and movement of bulk waste bins | o |  | | |
| STC  GE 24 | Cleaning bulk waste bins – general waste and recycling only | o |  | | |
| STC  GE 18 | Pressure washers | o |  | | |
| STC  GE 05 | Use of waste compactors | o |  | | |

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| **Step 4 - Additional Task Specific Control Measures** | | | | | |
| List any additional **Safety Task Cards** you require.  These additional Safety Task Cards are not included in the ‘Safety Task Card Portering Services’ pack which you have been provided with but can be downloaded from the HSE website and inserted. | | | | | |
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