

RA-SO		Risk Assessment Healthcare Security Services	
Unit Name and number			
Risk Assessment Completed	Name:	Signed:	
	Date:		
	Name:	Signed:	
	Date:		
1 <sup>st</sup> review	Name:	Signed:	
	Date:		
2 <sup>nd</sup> review	Name:	Signed:	
	Date:		
3 <sup>rd</sup> review	Name:	Signed:	
	Date:		

**Note** - Risk assessments must be reviewed every three 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 six years.

Step 1 - What are you already doing to control the risk?			
<p>Identify all of the <b>Essential Risk Assessments</b> 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).</p>			
<input checked="" type="checkbox"/> ES00 Workplace Risk Assessment	<input checked="" type="checkbox"/> ES08 Work Equipment Inspection		
<input checked="" type="checkbox"/> ES01 Fire Risk Assessment	<input checked="" type="checkbox"/> ES08a Work Equipment Inspection Register		
<input checked="" type="checkbox"/> ES02 First Aid Needs Assessment	<input checked="" type="checkbox"/> ES09 DSE Workstation Assessment		
<input checked="" type="checkbox"/> ES03 Floor Safety Risk Assessment	<input type="checkbox"/> ES10 New and Expectant Mothers Risk Assessment		
<input checked="" type="checkbox"/> ES04 Manual Handling Activity Filter	<input type="checkbox"/> ES11a Young Person's Risk Assessment (16-17 years)		
<input checked="" type="checkbox"/> ES04a Lifting and Carrying Risk Assessment	<input type="checkbox"/> ES11b Young Person's Risk Assessment (<16 years)		
<input checked="" type="checkbox"/> ES04b Pushing and Pulling Risk Assessment	<input checked="" type="checkbox"/> ES12 Lone Workers Risk Assessment		
<input checked="" type="checkbox"/> ES05 COSHH Product Inventory	<input checked="" type="checkbox"/> ES12a Lone Workers Workplace Checklist		
<input checked="" type="checkbox"/> ES06 PPE Assessment	<input checked="" type="checkbox"/> ES13 Workplace Stress Risk Assessment		
<input checked="" type="checkbox"/> ES06a PPE Issue Form	<input checked="" type="checkbox"/> ES13a Stress Talking Toolkit		
<input checked="" type="checkbox"/> ES07 PAT Testing	<input checked="" type="checkbox"/> OPS02 Violence at Work Risk Assessment		

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## 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?
<b>Use of work equipment:</b> <ul style="list-style-type: none"> <li>Mechanical and electrical equipment e.g., trolleys,</li> <li>General transportation equipment e.g., roll cages, pallet trucks, sack trucks, trolleys, pedestrian tow tugs.</li> <li>Mechanical equipment e.g., cardboard balers, waste compactors</li> <li>Any hand-held equipment</li> </ul>	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: <ul style="list-style-type: none"> <li>Individuals being struck by other users/transport equipment.</li> <li>Body parts/hair/clothing/jewellery becoming trapped/ drawn-in/entangled within moving surfaces/parts of equipment.</li> <li>Individuals becoming trapped between equipment/against equipment and fixed objects.</li> <li>Tripping over electrical cables/parts of equipment</li> </ul>	<ul style="list-style-type: none"> <li>Individuals trained in the use/charging of equipment.</li> <li>Ride-on and mechanical equipment only operated by individuals over 18 years of age.</li> <li>Good housekeeping management in place to reduce likelihood of slips/trips/falls.</li> <li>Equipment selected for suitability of the task being carried out.</li> <li>Equipment operated in accordance with manufacturer's instructions, where provided.</li> <li>Visual inspections of equipment carried out prior to use.</li> <li>Guarding/safety interlock systems in place on equipment where required.</li> <li>Manufacturer-fitted audible/visual warning systems used if fitted to equipment.</li> <li>Suitable area allocated for the charging of battery powered equipment. Equipment only charged using compatible charging accessories.</li> <li>Motorised/mechanical equipment is immobilised and secured to prevent unauthorised use.</li> <li>Barrier segregation and appropriate safety signage used where required.</li> <li>Suitable clothing worn/long hair tied back/jewellery removed (wedding ring permitted) to prevent entanglement/drawing in/entrapment.</li> <li>Equipment maintained/serviced periodically where required and only by a suitably qualified/competent individual.</li> <li>Individuals are not permitted to attempt to repair faulty equipment.</li> <li>Damaged/faulty equipment removed from use.</li> <li>Suitable PPE provided where required.</li> <li>For electrical safety controls see 'Electrical installations/use of electrical appliances' later in this section.</li> <li>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.</li> <li>Suitable PPE for environment in use – hi-visibility jackets/vests/safety boots and cut-resistant waste gloves.</li> </ul>
<p>Note: Line managers to add any additional work equipment not listed in the above at the end of this section and complete all columns</p>			

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## Compass UK & Ireland Workplace Safety Management System

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:  <ul style="list-style-type: none"> <li>• Effects on the reproductive system of individuals and unborn babies</li> <li>• Cancer</li> </ul>	<ul style="list-style-type: none"> <li>• The client-safe system of work/control measures is implemented where client assessments identify a risk of exposure to ionising radiation.</li> <li>• 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.</li> <li>• Any movement of specimens that are radioactive is covered by the site RPA.</li> <li>• All personnel to wear composite or nonmagnetic safety footwear to prevent magnetisation with the machine.</li> <li>• Review personal detector alarm – depending on risk level of unit.</li> </ul>
Contact with infected bodies/ body parts/bodily fluids/pathological specimens (primary sources of infection):  <ul style="list-style-type: none"> <li>• Blood</li> <li>• Vomit</li> <li>• Faeces</li> <li>• Urine</li> <li>• Saliva</li> </ul>	Compass employees Agency staff Patients Client staff Visitors/ guests Contractors	Adverse health conditions caused by exposure to bodily fluids containing infectious micro-organisms, including bacterial/viruses/fungi.  Generally cross-contamination occurs via:  <ul style="list-style-type: none"> <li>• Contact with infected bodily fluids</li> </ul>	<ul style="list-style-type: none"> <li>• 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): <i>Full details available on HSE Website under WSMS Additional Documents</i></li> </ul> <p>Team members trained in the use of restraint and conflict management to be fully informed of the hazards and risks associated with the job and offered HBV vaccination. Tuberculin testing, tetanus and other immunisations may be appropriate. Please carry out in accordance with client policy.</p> <ul style="list-style-type: none"> <li>• Use of arm protection – long sleeves.</li> </ul>
Dealing with medical sharps/ needles	Compass employees Agency staff Contractors	Adverse health conditions caused by exposure to blood borne viruses from:  <ul style="list-style-type: none"> <li>• Cuts/scratches/puncture wounds from medical sharps</li> <li>• Needlestick injuries</li> </ul>	<ul style="list-style-type: none"> <li>• To pick up debris, employees are provided with suitable tongs to remove safely to sharp waste container.</li> <li>• Operational team to confirm with medical personnel where possible on level of risk before engaging with patient/individual.</li> <li>• 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): <i>Full details available on HSE Website under WSMS Additional Documents</i></li> </ul>
Slips, trips, falls caused by:  <ul style="list-style-type: none"> <li>• Uneven surfaces</li> <li>• Poorly lit areas</li> <li>• Obstructions</li> <li>• Wet/icy conditions</li> <li>• Contaminated surfaces</li> <li>• Spillages/debris</li> <li>• Wet floors</li> <li>• Trailing cables</li> </ul>	Compass employees Agency staff Patients Client staff Visitors/ guests Contractors	Broken or fractured bones/cuts/ bruises/ strains/sprains from slips/trips/falls:  <ul style="list-style-type: none"> <li>• Over objects/debris</li> <li>• On uneven surfaces</li> <li>• In poorly lit areas</li> <li>• On wet/icy surfaces</li> <li>• On spillages/wet floors</li> <li>• Over trailing cables</li> </ul>	<ul style="list-style-type: none"> <li>• Good housekeeping regimes in place.</li> <li>• Lighting systems well maintained.</li> <li>• Working torch to be issued to all personnel.</li> <li>• Procedure in place to deal with spillages and spill kits provided where required.</li> <li>• Cables placed so as not to cause trip hazards.</li> <li>• External areas gritted during inclement weather conditions.</li> <li>• Safety (slip resistant) footwear provided where required.</li> <li>• Appropriate-safety signage displayed where required.</li> <li>• All defects are reported to the person responsible for maintaining on site.</li> </ul>

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<b>Electrical installations/use of electrical appliances</b>	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	<ul style="list-style-type: none"> <li>Fixed wire testing schedule in place.</li> <li>Items visually inspected prior to use.</li> <li>PAT regime in place.</li> <li>Portable electrical equipment is stored correctly, in suitable locations.</li> <li>Only appropriately qualified electricians are authorised to work on/repair electrical installations/equipment.</li> </ul>
<b>Delivery/ transportation/ storage of goods/equipment</b>	Compass employees Agency staff Patients Client staff Visitors/ guests Contractors	<p>Manual handling injuries/sprains/strains from over exertions when:</p> <ul style="list-style-type: none"> <li>Lifting/carrying/pushing/pulling items outside of individual's capabilities</li> <li>Lifting/carrying awkward loads</li> <li>Carrying out task incorrectly</li> <li>Carrying out task over a long distance/time</li> <li>Carrying out repetitive tasks</li> <li>Using mechanical transportation equipment (<i>Control measures detailed in use of work equipment</i>)</li> </ul> <p>Severe or fatal injuries/broken or fractured bones/crush injuries/bruising/cuts from:</p> <ul style="list-style-type: none"> <li>Individuals being struck by heavy objects falling from higher surfaces such as shelving.</li> <li>Collapse of storage structures due to overloading/faulty storage equipment</li> <li>Individuals being struck/falling from transportation equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Individual manual handling tasks assessed.</li> <li>Manual handling training provided to individuals carrying out high risk activities.</li> <li>Lifting/transportation/shelving/racking equipment well maintained/serviced/inspected periodically where required.</li> <li>Individuals trained in the use of ride-on/transportation equipment.</li> <li>Damaged/faulty transportation/shelving/racking equipment removed from use.</li> <li>Storage of items at high level eliminated where possible.</li> <li>Heavy items stored at lower levels.</li> <li>Appropriate safety signage displayed where required.</li> </ul>

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<b>Escorting of patients/visitors.</b>  <b>Bed watch.</b>  <b>Regular patrols including external patrols.</b>	Compass employees Agency staff Patients Client staff Visitors/ guests Contractors	injuries/sprains/ strains cuts and bruises. Fractures when: • Carrying out task incorrectly • Contact with aggressive or violent patient/visitor. • Exposure to body fluids • Exposure to weapons and other substances.  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.	<ul style="list-style-type: none"> <li>All security officers must hold current SIA licence and receive enhanced training via IKON or equivalent (if different to IKON confirm with security SME healthcare provider is suitable).</li> <li>Competency checks completed with all personnel.</li> <li>Checks completed prior to restraint/bed watch/escort where possible patient name/infection potential/violence risk and location/route.</li> <li>Officers to report any areas of concern during the patrol and be provided with suitable torch/lighting.</li> <li><b>In event of request as escort for client personnel for protection – contact SME security to review contract agreement as officers not to provide personal protection duties.</b></li> <li>External routes must be regularly reviewed to ensure good lighting and suitable route – any concerns highlighted to client for repair.</li> <li>Patrols of officers on their own should be avoided where possible and additional risk assessment completed to identify specific hazards and required controls.</li> <li>Where officers must operate as lone workers they must complete lone workers risk assessment and processes implemented to ensure quick response to incident and support.</li> <li><b>Officers can only complete patrols/escort within client premises. The only time this is waived is in event of pursuit where the initial incident occurred within grounds of client and proceeded outside of the location in event of safe apprehension of vulnerable patient.</b></li> <li><b>Any other pursuit the police must be notified as any arrest must be completed by law enforcement outside of the client premises.</b></li> <li>Ensure all relevant paperwork is kept controlled and with the relevant patient/body. <ul style="list-style-type: none"> <li>All relevant infection-control PPE must be supplied and checked that it is being worn.</li> <li>All security personnel to wear suitable nonmetal hard toe safety boots.</li> <li>All officers MUST wear stab-proof vest – carbon fibre is recommended version for healthcare officers.</li> <li>Suitable arm protection must be worn when attending incident with enhanced risk of biting, scratching or cutting from patient with known BBV – following advice from medical team.</li> <li>Review of uniform is current: <ul style="list-style-type: none"> <li>Hard-shell fitted stab vest with navy cover – spare cover to be provided in event of contamination.</li> <li>Long sleeve arm protection.</li> </ul> </li> </ul> </li> <li>If restraint is required, please ensure the below controls are in place. <p><b>This covers any method used to prevent free movement and stops the individual acting on their own free will.</b></p> <p><b>Compass security are not to administer chemical restraint – this must be done by trained medical practitioner.</b></p> <p>Restraint must be evaluated with patients'/visitors mental capacity and best interests where possible, in emergency situations the officer must complete a dynamic assessment on the best way to control the situation with restraint being the last resort, with use of appropriate force.</p> <p>The restraint as soon as is feasibly possible must be authorised and supervised by qualified medical practitioner. Only officers trained in restraint and recorded can engage in restraint, management must complete regular checks on competence and training is up to date.</p> <ul style="list-style-type: none"> <li>Managers must ensure suitable number of officers on shift to cover all potential call outs including restraint.</li> </ul> </li> </ul>
<b>Manual restraint- only under medical supervision and as last resort.</b>	Compass employees Agency staff Patients Client staff Visitors/ guests Contractors	injuries/sprains/ strains cuts and bruises. Fractures when: • Carrying out task incorrectly • Contact with aggressive or violent patient/visitor. • Exposure to body fluids • Exposure to weapons and other substances. 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.	

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<b>Working in areas with extreme high/low temperatures</b>	Compass employees Agency staff	<ul style="list-style-type: none"> <li>Prolonged/frequent periods of exposure can cause:</li> <li>Lack of concentration/ increased stress levels</li> <li>Heat rash/heat stress/heat stroke/sunburn</li> <li>Hypothermia/frostbite</li> </ul>	<ul style="list-style-type: none"> <li>Working tasks kept to minimum duration.</li> <li>Frequent breaks/task rotation in place where required.</li> <li>Suitable welfare/break facilities available</li> <li>Suitable PPE provided where required (thermal clothing, slip-resistant safety shoes)</li> <li>Suitable head covering against cold or hot weather conditions</li> </ul>
<b>Driving vehicles on company business:</b> <ul style="list-style-type: none"> <li>On the public highway</li> <li>On client/ Compass/third party site premises</li> </ul>	Compass employees Agency staff Patients Client staff Visitors/ Contractors Members of the public	<ul style="list-style-type: none"> <li>Severe or fatal injuries/broken or fractured bones/crush injuries/ bruising/cuts/sprains/strains from:</li> <li>Individual being involved in RTC involving vehicle/ pedestrian/animal/object/ property</li> <li>Individual being struck by vehicle rolling whilst loading/unloading/left unattended.</li> </ul>	<ul style="list-style-type: none"> <li>All individuals must complete the following prior to operating any company issued vehicle. <ul style="list-style-type: none"> <li>Satisfactory competency check – cycle proficiency /Segway operation checks</li> </ul> </li> <li>Individuals are not permitted to operate any company- issued vehicle if they: <ul style="list-style-type: none"> <li>Under the influence of alcohol or drugs.</li> <li>Failed eye tests.</li> <li>Have medical condition that may put them at enhanced risk from exertion or operating of machinery.</li> </ul> </li> <li>Vehicles are maintained in accordance with legislation and in a roadworthy condition. Individuals complete daily checks where relevant prior to use of vehicle.</li> </ul>
<b>Operation of scooter /bike to facilitate patrols</b>	Compass employees Agency staff Patients Client staff Visitors/ guests Contractors Members of the public	<ul style="list-style-type: none"> <li>Injuries/sprains/strains cuts and bruises.</li> <li>Fractures when carrying out task incorrectly</li> <li>Contact with aggressive or violent patient/visitor.</li> <li>Exposure to body fluids</li> <li>Exposure to weapons and other substances.</li> <li>Severe or fatal injuries/broken or fractured bones/crush injuries/ bruising/cuts falls from vehicle.</li> <li>Individual being involved in RTC involving vehicle/ pedestrian/animal/object/ property</li> <li>Individual being struck by vehicle rolling whilst loading/unloading/left unattended.</li> <li>Falls from vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>Bikes/scooters/Segways must never be left unattended and locked to prevent potential theft. <ul style="list-style-type: none"> <li>Officers to report any areas of concern during the patrol and be provided with suitable torch/lighting.</li> <li>External routes must be regularly reviewed to ensure good lighting and suitable route – any concerns highlighted to client for repair.</li> </ul> </li> <li>Where officers must operate as lone workers they must complete lone workers risk assessment and processes implemented to ensure quick response to incident and support.</li> </ul>

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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?
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	<ul style="list-style-type: none"> <li>Staff to be trained in correct operation of the earpieces and maintenance.</li> <li>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.</li> <li>Basic test of noise level to be periodically completed – colleague to stand next to user and if they can hear message – volume is too high and needs adjusting.</li> <li>Volume to be set to be comfortable for user to hear with clarity without needing to increase volume and be able to hear emergency alarms and signals while wearing.</li> <li>Headset must be fitted with noise limiter to prevent acoustic shock.</li> <li>Earpiece to be supplied to individual and they should be 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.</li> <li>Maintenance of ear pads and clarity of reception to be carried out every 6-8 months.</li> <li>Monitoring of users to limit use to operational duties, removing during breaks.</li> <li>All users to be made aware if they experience any problems with their hearing, referral to occupational health can be arranged to review, and where appropriate suitable arrangements to be made.</li> </ul>
Additional hazards:			

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### Essential control

To prevent officers being exposed to situations outside of contractual agreement, management to check criteria of roles and responsibilities prior to implementing safe operating procedure.

Any concerns or variation against contract must be cleared by the healthcare SME security and Senior HSE manager – healthcare prior to commencing task.

- Document contract clause covering requirement.

### 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

STCGE 04	Disposal of general waste	<input type="checkbox"/>	STCSO 07	Manual lift release and rescue	<input type="checkbox"/>
STCGE 05	Use of waste compactors	<input type="checkbox"/>	STCSO 08	Controlled substance found/handed in	<input type="checkbox"/>
STCGE 06	Dealing with body fluids	<input type="checkbox"/>	STCSO 09	Attendance to ligature/potential suicide attempt – use of ligature cutter	<input type="checkbox"/>
STCGE 07	Use of roll cages	<input type="checkbox"/>	OPS02	Violence at work	<input type="checkbox"/>
STCGE 08	Use of trolleys and sack trucks	<input type="checkbox"/>	OPS 09	Work adjustment risk assessment	<input type="checkbox"/>
STCGE 10	Use of step ladders and step stools	<input type="checkbox"/>	OPS14	Workplace transport risk assessment	<input type="checkbox"/>
STCGE 13	Goods receipt and storage	<input type="checkbox"/>	OPS 17	Helipad operation	<input type="checkbox"/>
STCGE 15	Prevention of medical sharp injuries	<input type="checkbox"/>			<input type="checkbox"/>
STCGE 19	In-ear radio piece use	<input type="checkbox"/>			<input type="checkbox"/>
STCGE21	Snow clearing and grit or salt spreading on walkways and vehicle access routes	<input type="checkbox"/>			<input type="checkbox"/>
STCGE27	Response to cardiac arrest call	<input type="checkbox"/>			<input type="checkbox"/>
STCGE28	Evacuation chairs	<input type="checkbox"/>			<input type="checkbox"/>
STCCL 06	Removing clinical waste	<input type="checkbox"/>			<input type="checkbox"/>
STCPS 01	Access to barrier and isolation areas	<input type="checkbox"/>			<input type="checkbox"/>
STCPS08	Handling and transporting medical gas cylinders	<input type="checkbox"/>			<input type="checkbox"/>
STCSO01	Patrols	<input type="checkbox"/>			<input type="checkbox"/>
STCSO2	Response to patient/resident/visitor incident inc. bed watch and restraint	<input type="checkbox"/>			<input type="checkbox"/>
STCSO 03	Investigation incidents and search duties	<input type="checkbox"/>			<input type="checkbox"/>
STCSO 04	Vehicle movement and car park	<input type="checkbox"/>			<input type="checkbox"/>
STCSO 05	Barrier and gate house	<input type="checkbox"/>			<input type="checkbox"/>
STCSO 06	Cash handling and collection pay stations	<input type="checkbox"/>			<input type="checkbox"/>

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