

## SHERWOOD FOREST HOSPITALS NHS FOUNDATION TRUST

### HEALTH AND SAFETY RISK ASSESSMENT FOR 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)		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 young 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 young person will be reminded of the need to clean up any spillages and report any tripping hazards present. The young 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 young persons and the higher probability they may panic or react in an uncontrolled	Fire Compartmentalisation of the building. Automatic warning systems.	4	2	8	Young person to remain in the supervision of an			

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		manner the young persons 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.	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. Young 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.				experienced member of staff at all times and they will instruct in the event of a fire	4	1	4
3.	Welfare arrangements	The Young Person may be at risk if they do not understand the Trust welfare arrangements in place	The Young 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	Young person to remain in the supervision of an experienced member of staff at all times	3	1	3
4.	Manual handling	In some tasks, young 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 young person has received appropriate training. HSE Guidance of maximum of 20kgs not to be exceeded by the young person.	3	2	6	Young person to remain in the supervision of an experienced member of staff at all times who will assess the ability of the young 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 or if the appliance is used inappropriately.	All portable appliances are tested for safety and suitability on an annual basis. If anybody identifies any problems	4	2	8	Young person to remain in the supervision of an experienced member of			

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		The primary risk is that of electric shock and associated injuries from this. Secondary risks include the risk of fire and explosion.	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.			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 young person becoming stressed in the workplace and side effects such as headaches, feeling ill, physical illness	The nature of healthcare is such that the young person may witness events that others in society may regard as distressing. Every attempt will be made to support the young person in the clinical environment. The young person will not be placed in an environment where they will witness anything beyond their psychological maturity. The young 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	3	2	6	Young 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
7.	Exposure to chemical agents – alcohol gels and soaps for hand	Good infection control requires frequent hand washing. This can cause skin irritation and dermatitis. Latex is present in the healthcare	COSHH assessment completed. Hand moisturisers available. Young Person will be asked about Latex allergies on the first day and will	4	2	8	Young person to remain in the supervision of an experienced member of	4	1	4

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	washing and the presence of Latex in the work environment.	environment from gloves and medical devices.	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 to the Young Persons if it is not used properly or prohibitions are ignored. The young 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 young 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	Young person to remain in the supervision of an experienced member of staff at all times and they are responsible for ensuring the young person does not use complex or potentially dangerous equipment.	3	1	3
9.	Young Person may have relevant learning /behavioural difficulties, medical health conditions that may be restrictive or require special consideration prior to the young person starting their work or work placement.	Work may pose a risk to the young person depending on the nature of the individual's difficulty.	Enquiries made with young 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	Young 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	Young persons will be made aware of	4	2	8	The Young Person will			

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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 the young people 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 young person could experience stress through witnessing violence or aggression and or physical injury through violence or aggression	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. 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 young person then this must be reported to the young persons supervisor				be 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 young and inexperienced workers. This can lead to the young person becoming stressed in the workplace and side effects such as headaches, feeling ill, physical illness	The young person will not be allowed to work nights. The young 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 young persons 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. Young 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 young persons 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.	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

### Consequence Scoring Table

Level	Descriptor	Impact (actual or potential)
1.	Insignificant	<ul style="list-style-type: none"> <li>Adverse event requiring no/minimal intervention or treatment</li> <li><b>Impact prevented</b> – any patient safety incident that had the potential to cause harm but was prevented, resulting in no harm</li> <li><b>Impact not prevented</b> – any patient safety incident that ran to completion but no harm occurred.</li> </ul>
2.	Minor	<ul style="list-style-type: none"> <li>Minor injury or illness – first aid treatment needed.</li> <li>Health associated infection which may/did result in semi-permanent harm</li> <li>Affects 1-2 people</li> <li>Any patient safety incident that required extra observation or minor treatment and caused minimal harm to one or more persons</li> </ul>
3.	Moderate	<ul style="list-style-type: none"> <li>Moderate injury or illness requiring professional intervention</li> <li>No staff attending mandatory/key training</li> <li>RIDDOR/Agency reportable incident (7 plus days lost)</li> </ul>

		<ul style="list-style-type: none"> <li>Adverse event which impacts on a small number of patients</li> <li>Affects 3-15 people</li> <li>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</li> </ul>
4.	Major	<ul style="list-style-type: none"> <li>Major injury / long term incapacity / disability (e.g. loss of limb)</li> <li>&gt;14 days off work</li> <li>Affects 16 – 50 people</li> <li>Any patient safety incident that appears to have resulted in permanent harm to one or more persons</li> </ul>
5.	Catastrophic	<ul style="list-style-type: none"> <li>Fatalities</li> <li>Multiple permanent injuries or irreversible health effects</li> <li>An event affecting &gt;50 people</li> <li>Any patient safety incident that directly resulted in the death of one or more persons</li> </ul>

• **Probability Scoring Table**

	1	2	3	4	5
<b>Descriptor</b>	<b>Rare</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>	<b>Almost Certain</b>
<b>Frequency</b>	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
<b>Likelihood</b>	<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
<b>Insignificant - 1</b>	1	2	3	4	5
<b>Minor – 2</b>	2	4	6	8	10

<b>Moderate – 3</b>	3	6	9	12	15
<b>Major – 4</b>	4	8	12	16	20
<b>Catastrophic – 5</b>	5	10	15	20	25

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