|  |  |  |  |
| --- | --- | --- | --- |
|  | **Risk Assessment** | | |
| **RA-POR** | **Portering and Logistics Services** | | |
| **Unit Address** | | **UCLH- MCC Hub** | |
| **Risk Assessment Completed** | | Date | Signed |
| **1st review** | | Date 15.06.2020 | Signed |
| **2nd review** | | Date | Signed |
| **3rd review** | | 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.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Step 1 - Workplace Safety Hazards** | | | | | | | | |
| What are the hazards? | | | Who might be harmed? | | | | How might they be harmed? | |
| Exposure to infections and biohazards  Exposure to radiation  Aggression  Chemicals  Exposure to Liquid nitrogen | | Broken glass  Medical sharps  Spillages  Wet surfaces  Electricity  Trip hazards  Manual handling  Falling objects  Entrapment  Collisions  Fall from heights | Compass employees/agency staff  Customers/client staff  Visitors/members of the public  Patients  Maintenance operatives  Delivery operatives  Waste contractors  Other (specify): | | | | Cuts/lacerations  Burns/scalds  Infection  Asphyxiation  Poisoning  Fractures and broken bones  Electric shock  Back/muscle strain  Skin/eye irritation  Chemical burns  Slips, trips and falls  Fire/explosion  Crushing of fingers/limbs  Death  Cancer | |
| **Step 2 - Control Measures**  What are you already doing? Tick the Safety Task Cards in place for this activity | | | | | | | | |
| POR 01 | Access to barrier and Isolation areas | | | 🞏 |  |  | | 🞏 | |
| POR 02 | Handling clinical and hazardous waste | | | 🞏 |  |  | | 🞏 | |
| POR 03 | Handling liquid nitrogen | | | 🞏 |  |  | | 🞏 | |
| POR 04 | Medical Gases | | | 🞏 |  |  | | 🞏 | |
| POR 05 | Movement of deceased and mortuary duties | | | 🞏 |  |  | | 🞏 | |
| POR 06 | Portering of hospital patients | | | 🞏 |  |  | | 🞏 | |
| POR 07 | Risk of radiation/ MRI (access to areas) | | | 🞏 |  |  | | 🞏 | |
| POR 08 | Transport of pathological specimens and blood | | | 🞏 |  |  | | 🞏 | |
| POR 08a | Transport of pathological specimens and blood via public footpaths | | | 🞏 |  |  | | 🞏 | |
| POR 09 | Response to cardiac arrest | | | 🞏 |  |  | | 🞏 | |
| POR 10 | Use of cardboard baler | | | 🞏 |  |  | | 🞏 | |
| POR 11 | Operation of fork lift truck | | | 🞏 |  |  | | 🞏 | |
| POR 12 | Snow clearing / gritting | | | 🞏 |  |  | | 🞏 | |
| POR 13 | Collection of petrol for onsite vehicles | | | 🞏 |  |  | | 🞏 | |
| POR 14 | Washing of general waste bins on site | | | 🞏 |  |  | | 🞏 | |
| POR 15 | Collection and transport of hazardous chemical waste | | | 🞏 |  |  | | 🞏 | |
| POR 16 | Portering of patients from a helipad | | | 🞏 |  |  | | 🞏 | |
| POR 17 | Operation of a mechanical bed puller | | | 🞏 |  |  | | 🞏 | |
| POR 18 | Operation of pedestrian tow tug | | | 🞏 |  |  | | 🞏 | |
| POR 19 | Loading of 770l /1100l waste bins | | | 🞏 |  |  | | 🞏 | |
| POR 20 | Use of bulk outside storage containers | | | 🞏 |  |  | | 🞏 | |
| POR 21 | Manual sweepers /litter pickers | | | 🞏 |  |  | | 🞏 | |
| POR 22 | Use of evacuation chair | | | 🞏 |  |  | | 🞏 | |
|  |  | | | 🞏 |  |  | | 🞏 | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Step 3 - Additional Measures**  Do you need to do anything else to control this risk? | | | |
| **Additional Safety Task Cards Required** | **Action by who?** | **Action by when?** | **Done** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |