

KENTISBEARE BRANCH SURGERY

RISK ASSESSMENT

Assessed by

TRACEY PRATT

Signed

Date

Role within organisation PRACTICE MANAGER

ACTIVITY or AREA	HAZARD(S)	PERSONS AT RISK	LIKELY CONTROL MEASURES	Controls Adequate? Yes/No	Residual Risk (H.M.L)	FURTHER ACTION NEEDED
1. Floor Surfaces	Slips, Trips and Falls Due to:- <ul style="list-style-type: none">• Torn/worn floor covering• Trailing cables• Wet/slippery floor• Equipment not secured properly• Paperwork etc left on floor	Staff, visitors and patients	<ul style="list-style-type: none">• Housekeeping maintained to good standard• All walkways remain free of trailing cables• All walkways/corridors remain free of obstructions at all times• Adequate lighting to all areas at all times	Yes	Low	Newly built village hall so adequate building

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2. Electricity	Electric Shock Due to:- <ul style="list-style-type: none"> • Broken cables • Worn cable covers • Broken power points or plugs (due to furniture hitting them) • Equipment shorting out • Live contact with water/fluids 	Staff, Visitors and Patients	<ul style="list-style-type: none"> • All portable appliances regularly tested for electricity safety (PAT) • PAT records maintained • Authorised persons only to undertake inspection and repairs of appliances • Cables to appliances kept secure and away from potential damaging sources 	No	Medium	
3. File Storage	Falling Objects Striking Due to:- <ul style="list-style-type: none"> • Stored loose on shelf • Stored at height on shelf • Over storage of shelving • Poorly stacked items 	Staff, Visitors & Patients	<ul style="list-style-type: none"> • Good standard of stacking maintained • Suitable steps or footstools available if necessary for storage areas where high racking is used • Storage on top of cupboards discouraged • Racking not overloaded and secure 	No	Low	

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4. Moving & Handling	Strain Injuries Due to:- <ul style="list-style-type: none"> • Load too heavy • Load too large • Lack of space to lift load • Insufficient numbers to lift load 	Staff	<ul style="list-style-type: none"> • Assessment of loads to be lifted • Staff advised to only lift that which they feel confident to do so without risk of injury to themselves • Use of help where appropriate • Use of handling aids where possible 	Yes	Low	None
5. Display Screen Equipment	Work-Related Upper Limb Disorders Due to:- <ul style="list-style-type: none"> • Long periods of constant repetitive work being carried out • Poor workstation layout • Insufficient training regarding WRULD 	Staff	<ul style="list-style-type: none"> • Rotation of work carried out where possible • All workstations assessed • Records maintained • All “Users” properly instructed on health and safety issues relating to the use of Display Screen Equipment 	No display screen equipment available Only GP on site at any one time	Low	No display screen equipment available

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1. Lone Worker	Undetected when injured Due to: <ul style="list-style-type: none"> • Working in outlying areas • Working after normal hours • Lack of communication equipment 	Staff	<ul style="list-style-type: none"> • Avoidance of working alone outside of normal working hours • Avoidance of working alone in a branch surgery • When working alone outside of normal hours it is essential that security and a colleague is made aware 	No	Medium	No landline available Lone worker during school holidays
2. Lone Worker	Possible Violence from Third Parties Due to:- <ul style="list-style-type: none"> • Third parties affected by Alcohol, Drugs etc • Third party has criminal intentions 	Staff	<ul style="list-style-type: none"> • Compliance with practice Violence Policy • Emergency Safety measures in place 	No	Low	Remove risk by not working alone in branch surgery or closing branch surgery Emergency safety measures not adequate

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8. General Storage	Direct Injury Due to:- <ul style="list-style-type: none"> • Cabinets or racking falling down • Strikes against open drawers or doors • Hits from falling stores due to inappropriate storage 	Staff	<ul style="list-style-type: none"> • Use of non tilting cabinets • Use only specifically designed “free standing”, racking or having racking affixed to wall • Keep drawers/doors closed when not in use 	No	Medium	Files and paperwork around the waiting room – nothing applicable to the branch surgery, all relating to pre-school. No cabinets or drawers used, only tables and notice boards
9. General Storage	Strains Due to:- <ul style="list-style-type: none"> • Loads being too heavy • Storage being too high • Furniture (desks etc) being placed in front of shelving causing staff to over-reach 	Staff	<ul style="list-style-type: none"> • Ensure access to shelving/racking is sufficient • Adhere to practice manual handling policy 	No	Low	

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10. Falls from height	Injury from falling Due to:- <ul style="list-style-type: none"> • Unsuitable stools or steps being provided • Storing items at height • Insufficient railings or edge protection 	Staff	<ul style="list-style-type: none"> • Suitable steps or stools provided • Good standard of racking maintained • Avoidance of storing materials/files at height (e.g. top of cupboards) • Edge protection/railing supplied for high access work 	Yes	Low	None
1. Access	Slips, Trips and Falls Due to:- <ul style="list-style-type: none"> • Bad maintenance • Inadequate illumination • Obstructed doorways/access routes 	Staff, Visitors and Patients	<ul style="list-style-type: none"> • Routes maintained to a good standard • Adequate illumination during hours of darkness • Routes kept clear of obstructions and debris 	No	Low	

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2. Access	Inadequate exit from toilets Due to:- <ul style="list-style-type: none"> Emergency release lock not working 	Staff, Visitors & Patients	<ul style="list-style-type: none"> Emergency locks to be checked annually Posters to be produced informing parents not to let children go to the toilet alone. 	Yes	Low	None
13. Fire	Injury Due to:- <ul style="list-style-type: none"> Heat (burns) Smoke inhalation Damage Due to:- <ul style="list-style-type: none"> Heat Smoke 	Staff, Visitors & Patients	<ul style="list-style-type: none"> Compliance with practice fire procedures Adequate number of fire extinguishers Adequate maintenance of extinguishers Regular alarm checks carried out and recorded Regular fire lectures 	Yes	Low	None
14. General	Injuries Due to:- <ul style="list-style-type: none"> Various 	Staff	<ul style="list-style-type: none"> All staff given basic health and safety training Staff aware of who to contact for further advice/help etc 	Yes	Low	None

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15. Verbal & physical abuse by patients	Mental & Physical Injury Due to:- <ul style="list-style-type: none"> Physical Violence Verbal abuse 	Staff	<ul style="list-style-type: none"> Controlled access to area's of risk/sensitivity Adherence to practice violence policy 	No	Low	Unable to control access to areas of risk/sensitivity No emergency procedures in place
16. Car Parks	Slips, Trips & Falls Due to:- <ul style="list-style-type: none"> Uneven surface Slippery surface Inadequate illumination 	Staff, patients & member of the public	<ul style="list-style-type: none"> Ensure that surfaces are in good order Ensure surfaces are free from mud, ice or oil Lighting is adequate and working 	Yes	Low	None
17. General Injuries	Contact with moving vehicles. Vehicles making contact with each other	Staff & General Public	<ul style="list-style-type: none"> Adequate lighting throughout the car park Signs stating doctors and staff cars only Separate routes for vehicle and foot traffic 	Yes	Low	The village hall is used mostly for pre school sessions therefore safety is a high priority already

CONSULTING/ TREATMENT ROOM

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2. Hazardous Substances	Health problems Due to:- <ul style="list-style-type: none"> • Unprotected contact with hazardous • Biological agents • Dust, fume & vapour • Body fluids etc • Mercury 	Staff, Visitors & Patients	<ul style="list-style-type: none"> • Hazardous substances locked away where appropriate • COSHH assessment carried out and relevant staff aware of precautions to take with each substance • Personal Protective Equipment available for use with 	Yes	Low	No hazardous substances available

			<p>hazardous materials (i.e. liquid nitrogen)</p> <ul style="list-style-type: none">• Staff to use gloves when working if higher risk of dermatological problems may occur			
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2. Sharps Injuries	Sharps Injuries Due to:- <ul style="list-style-type: none"> • Clinical waste bins not used correctly • Bins stored in an inadequate place 	Staff and patients	<ul style="list-style-type: none"> • All staff aware of Health & Safety Requirements • Sharps injury protocol implemented and adhered to • Inoculation Injury Kit in accessible place • Sharps bin in every consulting/treatment room • Staff immunisations up to date 	No	Low	No clinical waste facility available
3. Display Screen Equipment	Unauthorised access Due to:- <ul style="list-style-type: none"> • GPs & staff leaving workstations logged in when leaving the room 	Staff, Visitors and Patients	<ul style="list-style-type: none"> • All staff and GPs to use individual passwords • All staff and GPs to log out of medical system when leaving workstation for long periods of time, especially if patient remains in room. 	Yes	N/A	No display screen equipment available

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4. Confidentiality	Breach of confidentiality due to: <ul style="list-style-type: none"> • Lack of privacy in consulting room • Lack of sound proofing in walls 	Staff, visitors and patients	<ul style="list-style-type: none"> • Blinds in consulting room • Sound proof walls • Waiting room at a distance to consulting room 	No	High	Blinds required in consulting room – very big room with large windows and dark curtains Sound proofing required, or move consulting room elsewhere in the building (perhaps to a smaller room) further away from the waiting room
5. Access	Unauthorised access Due to:- <ul style="list-style-type: none"> • Staff and GPs leaving consulting/treatment room doors open 	Staff, Visitors and Patients	<ul style="list-style-type: none"> • All staff including GPs to ensure that consulting/treatment room doors are closed when leaving • All staff including GPs to ensure no patients are in the 	Yes	Low	None

	when surgery finished.		room prior to closing the door			
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Produced May 2007