

### Risk Assessment Form

Use this form for any detailed risk assessment unless a specific form is provided. Refer to your Summary of Hazards/Risks and complete forms as required, including those that are adequately controlled but could be serious in the absence of active management. The Action Plan and reply section is to help you pursue those requiring action.

<b>Name of Initial Assessor / Reviewer:</b>	John McLean	<b>Post Held:</b>	MR Safety Expert
<b>Department:</b>	Imaging	<b>Date (Initial Review):</b>	2/4/2015
<b>Subject of Assessment:</b> E.g.: hazard, task, equipment, location, people			
Servicing of GA equipment by 3 <sup>rd</sup> party contractors			
<b>Hazards</b> (Describe the harmful agent(s) and the adverse consequences they could cause)			
Personal injury to contractors or other staff. Damage to equipment also possible.			
<b>Description of Risk</b>			
There is a risk to the 3 <sup>rd</sup> party contractors and to NHS staff of injury if equipment in the MRI magnet room is not used under the conditions for safe use. The greatest risk is the potential for a piece of equipment or a tool brought into the magnet room to potentially become a fatal missile.			
<b>Existing Precautions</b>		<b>Describe how they might fail to prevent adverse outcomes.</b>	
<p>Servicing of equipment normally residing in the MRI room should be moved out into other adjoining areas where the presence of the magnetic field is not present above normal background levels.</p> <p>For any equipment that cannot be removed from the MRI room a full "Permit to Work" must be completed for the work. Appropriate safety briefing and testing MUST be used, along with alternative tools and adequate safety provision. If the level of work warrants it, a full work statement should be produced by the contractor before any work begins to ensure that the MRI Safety Advisor can consider whether the planning that has been undertaken is adequate.</p>			

**Level of Risk** - Is the control of this risk adequate?

Give more than one risk level if the assessment covers a range of circumstances. You can use the 'matrix' to show how 'likelihood' and 'consequences' combine to give a conclusion. Also, be critical of existing measures: if you can think how they might fail, or how they could be improved, these are indications of a red or orange risk.

**Risk Matrix**

<u>Likelihood</u>	<u>Impact/Consequences</u>				
	Negligible	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	V High	V High
Likely	Medium	Medium	High	High	V High
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Medium	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

Very High
  High
  Medium
  Low

**Current risk level**

Given the current precautions, and how effective and reliable they are, what is the current level of risk? **Green** is the target – you have thought it through critically and you have no serious worries. Devise ways of making the risk green wherever you can.

**Yellow** is acceptable but with some reservations. You can achieve these levels by reducing the inherent risk and/or by effective and reliable precautions.

**High (Orange) or Very High (Red) risks are unacceptable and must be acted on: use the Action Plan section to summarise and communicate the problems and actions required.**

**Action Plan** (if risk level is High (Orange) or Very High (Red))

Use this part of the form for risks that require action. Use it to communicate, with your Line Manager or Risk Coordinator or others if required. If using a copy of this form to notify others, they should reply on the form and return to you. Check that you do receive replies.

Describe the measures required to make the work safe. Include hardware – engineering controls, and procedures. Say what you intend to change. If proposed actions are out with your remit, identify them on the plan below but do not say who or by when; leave this to the manager with the authority to decide this and allocate the resources required.

Proposed actions to control the problem	By Whom	Start date	Action due date
List the actions required. If action by others is required, you must send them a copy			

**Action by Others Required - Complete as appropriate: (please tick or enter YES, name and date where appropriate)**

Report up management chain for action	
Report to Estates for action	
Contact advisers/specialists	
Alert your staff to problem, new working practice, interim solutions, etc	

**Reply**

If you receive this form as a manager from someone in your department, you must decide how the risk is to be managed. Update the action plan and reply with a copy to others who need to know. If appropriate, you should note additions to the Directorate / Service Risk Register.

If you receive this as an adviser or other specialist, reply to the sender and investigate further as required.

Date of last review: As per QPulse record
 Next review date: As per QPulse record