

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.

Name of Initial Assessor/ Reviewer:	John McLean	Post Held:	MR Safety Expert
Department:	Imaging	Date (Initial Review):	2/4/2015
Subject of Assessment: E.g.: hazard, task, equipment, location, people			
MRI scans of patients transferred from other hospitals, typically as an emergency.			
Hazards (Describe the harmful agent(s) and the adverse consequences they could cause)			
Personal injury to colleagues or patients as part of scan procedure when the patient to be scanned has been transported from other hospitals. Of particular concern for paediatric patient is when an incubator is present and transporting staff have never been in the MRI environment.			
Description of Risk			
When a patient has been transferred from another hospital there is a risk of an object, implant or piece of equipment that is not MRI safe being brought into the magnet room. This may lead to an incident involving the high static magnetic field or a piece of equipment malfunction which may impact on the care and safety of the patient.			
Existing Precautions		Describe how they might fail to prevent adverse outcomes.	
<p>All staff entering the MR controlled area must always be screened for their own safety before entering the MRI environment.</p> <p>The radiographers in charge of the session will ensure that any assisting staff have been duly checked and that all accompanying equipment is MRI conditional and that the conditions are followed. This may include ensuring the equipment does not enter the projectile zone marked out on the floor of the room with a red or red and white line.</p> <p>A trolley check should also be performed, patients should only be brought into the MRI magnet room on an MRI safe trolley. The radiographer must also check that there are no hidden metal devices or supports underneath the patient such as for orthopaedic support.</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 <small>List the actions required. If action by others is required, you must send them a copy</small>	By Whom	Start date	Action due date

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