

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):	17/3/2015
Subject of Assessment: E.g.: hazard, task, equipment, location, people			
Fire in the MRI Unit			
Hazards (Describe the harmful agent(s) and the adverse consequences they could cause)			
The main hazards to staff and patients from fire in the MRI magnet room are the effect of the magnetic force on ferromagnetic materials worn or carried by fire fighters, and the smoke produced by burning materials in the MRI magnet room such as plastic cladding foam etc.			
Description of Risk Describe the work that causes exposure to the hazard, and the relevant circumstances. Who is at risk? Highlight significant factors: what makes the risk more or less serious – e.g.: the time taken, how often the work is done, who does it, the work environment, anything else relevant.			
Fire can cause serious burns or death. Smoke from fire can also lead to death.			

Existing Precautions

Summarise current controls in place	Describe how they might fail to prevent adverse outcomes.
<p>There are secure doors that contain the MRI Controlled Access Area (CAA), with instructions for fire fighters explaining the risks of bringing metal objects or having implants.</p> <p>MRI Local Rules have a section “What to do in the event of a fire in the MRI unit”. Local Rules are available for all the MRI staff.</p> <p>Only fire extinguishers clearly marked as MR Safe (non-ferromagnetic) are within the CAA.</p> <p>There is annual fire training of MRI staff and staff working in MRI to remind staff of the dangers involved. This training includes; how to raise the fire alarm, how to evacuate the MR Unit, and stresses that staff should not enter the CAA until the system has been declared safe by a suitably qualified person.</p>	<p>Fire fighters might proceed to the CAA, though it should be noted the CAA is not easily accessible i.e. there are secure doors that restrict access.</p> <p>Staff might fail to evacuate.</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 List the actions required. If action by others is required, you must send them a copy	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