

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			
General Anaesthetic Sessions in the MRI magnet room			
Hazards (Describe the harmful agent(s) and the adverse consequences they could cause)			
<p>GA sessions in the MRI room present several hazards. Of greatest concern is the impact on the static magnetic field on objects brought into the magnet room which have the potential to become fatal missiles. This has been covered in a distinct risk assessment relating to O2 cylinders in the magnet room. Similarly, consideration of the BBraun spacestation has been documented elsewhere. Therefore, this risk assessment will cover other aspects pertaining to the presence of other equipment in the magnet room during and GA service in MRI. As well as considerations of missiles as a result of the static magnetic field, the imaging gradients and MRI scanner RF has the potential to interfere with the operation of medical equipment.</p>			
Description of Risk			
Additional equipment brought into the room may pose a risk to patients and staff. Objects brought into the room if not used properly may become missiles or malfunction.			
Existing Precautions		Describe how they might fail to prevent adverse outcomes.	
<p>All equipment to be used in the MRI room for GA sessions must be marked as either MRI safe or MRI conditional where if the object or equipment is MRI conditional, these conditions must be clearly shown.</p> <p>Staff involved in performing GA sessions in MRI undergo an annual MRI safety update. Additional support is available as necessary, for example, if new equipment becomes available.</p> <p>As part of the annual safety update the anaesthetic staff also perform simulated exercises on emergency scenarios.</p> <p>These staff members shall also read and sign a copy of the local rules for MRI safety relating to their roles.</p> <p>Red or Red and white lines are marked on the magnet room floor. Some of the conditions for safe use of equipment in the magnet room are that the equipment is not brought over this line. This is documented on appropriate pieces of equipment.</p> <p>If equipment is required to be serviced, the equipment should be removed from the magnet room such as to allow the engineer to work safely on the kit.</p>		<p>There is always the potential for human error or lapses in concentrations. Team working aims to ensure staff look out for one another and are available to support one another to ensure safe working practices.</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