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 / Sarah Allwood-Spiers	**Post Held:**	MR Safety Expert
Department:	**Imaging**	**Date (Initial Review):**	**02/04/2020**

Subject of Assessment: E.g.: hazard, task, equipment, location, people

Lone working for clinical and research scanning of patients in MRI

Hazards (Describe the harmful agent(s) and the adverse consequences they could cause)

- There is a risk that a member of staff could become restrained or seriously injured as a result of the static magnetic field.
- A staff member could be assaulted by either an intruder or by a patient.
- If a patient or research subject takes ill the staff member may require urgent support and medical assistance in order to move and treat the patient.
- The MRI department is a controlled access area, meaning staff in the department are quite isolated. Any serious incidents occurring within the department might not be noticed by other members of staff for several hours.

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.

Any staff member working in MRI on their own is at risk from a number of circumstances.

If a ferromagnetic object is taken into the MRI scan room, the staff member and patient are at risk of serious injury as the object is strongly attracted to the scanner and becomes a missile. A person could get trapped against the scanner or become incapacitated by a ferromagnetic object.

There are checklists and procedures in place to avoid this situation, however the risk of it occurring is higher if a staff member is working alone with a patient. The resulting injury could be more serious because there would not be a second person to immediately raise the alarm and to press the quench button if necessary.

A staff member could be assaulted by an intruder or by a patient.
If a patient or research subject takes ill the staff member may require urgent support and medical assistance in order to move and treat the patient.
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Existing Precautions	**Describe how they might fail to prevent adverse outcomes.**

Lone working in MRI when scanning patients or volunteers is not advisable. A second MR authorised person should be present in the MRI department.	Pressures on the MRI service may lead to managers pressing for lone working in MRI to be allowed. Managers need to be fully aware of the risks to staff and ensure appropriate provision and staffing is in place such as to ensure lone working does not occur.

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

Likelihood	Impact/Consequences				
	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