

### 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>	17/3/2015
<b>Subject of Assessment:</b> E.g.: hazard, task, equipment, location, people			
Supervision of domestic cleaning staff			
<b>Hazards</b> (Describe the harmful agent(s) and the adverse consequences they could cause)			
The static magnetic field has the potential to be highly dangerous should ferromagnetic objects be taken into the MR Environment.			
<b>Description of Risk</b> 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.			
Domestic staff must not take ferrous objects or any object not marked as MR Safe or MR Conditional into the MR Environment. To do so would pose a significant projectile risk to this member of staff and to anyone else who may be in the MR Environment at the time.			
Domestic staff may have MR Conditional or MR Unsafe implants.			

**Existing Precautions**

Summarise current controls in place	Describe how they might fail to prevent adverse outcomes.
<p>All domestic staff appearing for the first time at an MRI unit must be taken through the full safety checklist and cleared by an appropriate member of staff that they are safe to enter before they are allowed to enter the MR Environment. As with all staff, domestic staff must be required to update their safety checklist annually or after any changes to their medical history.</p> <p>All domestic staff must be given MRI safety training including:</p> <ul style="list-style-type: none"> <li>- The location of the MR Environment</li> <li>- An explicit warning of the hazards of MRI and particularly the ferromagnetic missile effect.</li> <li>- The significance of the MR Controlled Access Area and MR Environment</li> <li>- The effect of the magnetic field on implants, prostheses and personal effects such as credit cards and watches</li> </ul> <p>We recommend domestic staff complete the Turas Learn MHRA Category C module annually.</p>	<p>A lapse in concentration or human error is possible.</p> <p>High turnover of staff presents a risk</p>

It is vital to make it clear to them that *the magnetic field is never turned off.*

All domestic staff must be under constant supervision whilst they have access to the MR Environment.

As far as possible avoid the use of ferromagnetic cleaning items - use plastic mops and buckets and so on. If ferromagnetic cleaning items are necessary, each item must be cleared for use in the Magnet Room by an MRI physicist, MR Lead Radiographer or Designated Person and given an appropriate MR safety label. Any equipment that is unlabelled must not be taken into the MR Environment.

**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
<b>Almost Certain</b>	Medium	High	High	V High	V High
<b>Likely</b>	Medium	Medium	High	High	V High
<b>Possible</b>	Low	Medium	Medium	High	High
<b>Unlikely</b>	Low	Medium	Medium	Medium	High
<b>Rare</b>	Low	Low	Low	<u>Medium</u>	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.

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

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

<b>Report up management chain for action</b>	
<b>Report to Estates for action</b>	
<b>Contact advisers/specialists</b>	

Alert your staff to problem, new working practice, interim solutions, etc	
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**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