

**Part 1 – Must be completed by the recruiting manager**

**New Employee Risk Identification**

Post: ...ICRAS Nurse Practitioner.....

Employee Name.....Date of Birth.....

Ward/Department: ICRAS Community.....Trust/Employer Mersey Care.....

**The manager must identify risks relevant to the post which may require Occupational Health involvement. PLEASE REFER TO THE RISK IDENTIFICATION MANAGERS GUIDANCE – WHERE BASELINE HEALTH SURVEILLANCE IS INDICATED, THE IDENTIFIED ELEMENTS OF THIS ROLE MUST NOT BE UNDERTAKEN UNTIL ADVICE RECEIVED FROM OCCUPATIONAL HEALTH**

The job will or may involve (please tick ✓ as appropriate):-

1	Contact with patients ( <i>involved in direct patient care</i> )	Yes	<input checked="" type="checkbox"/>
2	Contact with patients (social contact in clinical environment)	<input checked="" type="checkbox"/>	No
3	Undertaking exposure prone procedures	Yes	<input checked="" type="checkbox"/>
4	Working with biological agents	Yes	<input checked="" type="checkbox"/>
5	Working with those who are at risk of blood borne infections	Yes	<input checked="" type="checkbox"/>
6	Working in a renal dialysis unit	<input checked="" type="checkbox"/>	No
7	Drivers: Excludes: Driving to and from work	Yes	<input checked="" type="checkbox"/>
8	Drivers (vocational drivers)	<input checked="" type="checkbox"/>	No
9	Working in confined spaces	<input checked="" type="checkbox"/>	No
10	Working with Electrical Wiring	<input checked="" type="checkbox"/>	No
11	Working with extremes of hot and cold temperature	<input checked="" type="checkbox"/>	No
12	Working at heights	<input checked="" type="checkbox"/>	No
13	Working in isolation	<input checked="" type="checkbox"/>	No
14	Working night shifts	Yes	<input checked="" type="checkbox"/>
15	Working within a noise area	<input checked="" type="checkbox"/>	No
16	Working with respiratory sensitisers	<input checked="" type="checkbox"/>	No
17	Working with skin sensitisers	Yes	<input checked="" type="checkbox"/>
18	Working with vibrating tools	<input checked="" type="checkbox"/>	No
19	Food Handling/Preparation	Yes	<input checked="" type="checkbox"/>
20	Manual Handling	Yes	<input checked="" type="checkbox"/>
21	Requirement to perform control and restraint procedures	<input checked="" type="checkbox"/>	No
22	Working with Display Screen Equipment.	Yes	<input checked="" type="checkbox"/>
23	Any other occupational hazards, please state:	<input checked="" type="checkbox"/>	No

Risks have been identified which require new employee baseline health surveillance	Yes	<input checked="" type="checkbox"/>
<b>Recruiting Manager:</b> (please print) Kathy Baxter		
<b>Ward / Department:</b> ICRAS		
<b>Contact Telephone Number:</b> 07825852068		
<b>Signature:</b> <i>KG Baxter</i>	<b>Date:</b> 10/10/2019	

**EMPLOYMENT SERVICES:**

Base Line health surveillance form sent with risk identification to new employee for completion and return to Occupational Health (see Managers Guidance)	Yes	No
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## Managers Process Guidance Sheet

### To Be Used In Conjunction with New Employee Risk Identification Form

Accurate and specific information about the job role is required to determine whether a Health & Wellbeing assessment will be required to undertake any immunisation assessment or baseline health surveillance measurements.

**In all cases the recruiting manager should identify work related risks on the 'New Employee Risk Identification' form (see above).**

**In all cases, the new employee must not undertake the specific duties for which baseline health surveillance is required until the Health & Wellbeing assessment has been completed.**

No	Risk	Manager Action
1	<p><b>Contact with Patients – Involved in direct patient care</b></p> <p>Significant period of time in close proximity with patients e.g. nurses, midwives, doctors, allied health professionals including laboratory workers</p>	<p>Baseline health surveillance required; Health &amp; Wellbeing assessment required.</p> <p>Manager to remind the new employee to provide written evidence of immunisation details to the Health &amp; Wellbeing department with the 'New Employee Health Questionnaire'.</p>
2	<p><b>Contact with Patients – Social Contact in Clinical Setting</b></p> <p>This includes non clinical and ancillary staff who may have social contact with patients but are not directly involved in patient care. This group would include receptionists ward clerks and cleaners etc</p> <p><i>DH Health Clearance for Serious Communicable Disease in New HCW March 2007</i></p>	<p>Baseline health surveillance required; Health &amp; Wellbeing assessment required.</p> <p>Manager to remind the new employee to provide written evidence of immunisation details to the Health &amp; Wellbeing department with the 'New Employee Questionnaire'.</p>
3	<p><b>Exposure prone procedures.</b></p> <p><u>Definition:</u> Exposure –prone procedures (EPPs) are those where there is a risk that injury to the worker may result in exposure of the patient's open tissues to the blood of the worker. These procedures include those where the worker's gloved hands may be in contact with sharp instruments, needle tips or sharp tissues (spicules of bone or teeth) inside a patient's open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.</p> <p><b>This applies to:-</b> Surgeons, some doctors and nurses in A&amp;E and theatre (including anaesthetics), midwives, dentists and some podiatrists</p>	<p>Baseline health surveillance required; Health &amp; Wellbeing assessment required.</p> <p>Manager to remind the new employee to provide written evidence of immunisation details to the Health &amp; Wellbeing department with the 'New Employee Questionnaire'.</p>

	<i>DH Health Clearance for Serious Communicable Disease in New HCW March 2007</i>	
<b>4</b>	<p><b>Biological agents</b></p> <p>Examples of potential biological exposure includes:-</p> <ul style="list-style-type: none"> <li>Blood borne viruses e.g. Hepatitis B, Hepatitis C and HIV (e.g. Healthcare workers)</li> <li>Tetanus (e.g. Gardeners)</li> <li>Legionella (e.g. Estates Staff)</li> <li>Typhoid (e.g. Plumbers, Lab workers)</li> <li>Diphtheria (e.g. Lab workers)</li> <li>Hepatitis A (e.g. Lab Workers, Plumbers)</li> </ul> <p><b>Ref: COSHH Regulations 2002</b></p>	<p>Baseline health surveillance required; Health &amp; Wellbeing assessment required</p> <p>Manager to remind the new employee to provide written evidence of immunisation details to the Health &amp; Wellbeing department with the 'New Employee Questionnaire'.</p> <p>Manager must ensure COSHH risk assessment up to date and appropriate training provided for new employee</p>
<b>5</b>	<p><b>Blood Borne Infections</b></p> <p>Working with those who are at risk of blood borne infections e.g. HIV, Hepatitis 'B' or Hepatitis 'C' as a result of handling or contact with blood, body fluids and or tissue. This includes new employees who work with sex workers, IV drug users and the homeless</p> <p><i>DH Immunisation Against Infectious Diseases</i></p>	<p>Baseline health surveillance required; Health and Wellbeing assessment required.</p> <p>Manager to remind the new employee to provide written evidence of immunisation details to the Health &amp; Wellbeing department with the 'New Employee Questionnaire'.</p>
<b>6</b>	<p><b>Dialysis Unit</b></p> <p>Working in a renal dialysis unit</p>	<p>Baseline health surveillance required; Health &amp; Wellbeing assessment required. (would require Hep B Sag)</p>
<b>7</b>	<p><b>Drivers</b></p> <p>Excludes: Driving to and from work. Includes: Car driving where a new employee is required to drive a Trust vehicle or transport patients in their own car.</p>	<p>Baseline health surveillance required; Occupational Health assessment required.</p>
<b>8</b>	<p><b>Drivers (vocational drivers)</b></p> <p>Group 2 drivers (LGV / PCV) are required by law to undergo medical assessments at set intervals. It is good practice for Fork Lift Truck drivers to undergo medical assessments at pre defined intervals.</p> <p>Please state what type of vehicle e.g. car, fork lift truck, LGV etc. and whether carrying passengers.</p>	<p>Baseline health surveillance required; Occupational Health assessment required.</p>

9	<p><b>Working in confined spaces</b></p> <p>Where access and exit is restricted and physical movement to do tasks is limited (e.g. ducting, vats).</p> <p><b>Ref: Confined Spaces Regulations 1997</b></p>	<p>Baseline health surveillance required; Health &amp; Wellbeing assessment required where identified by risk assessment.</p> <p>Manager must ensure risk assessment up to date and appropriate training provided for new employee.</p>
10	<p><b>Working with electrical wiring</b></p> <p>Working with, repairing, or maintaining electrical wiring where colour differentiation is required.</p>	<p>Baseline health surveillance required; Health &amp; Wellbeing assessment required.</p>
11	<p><b>Working with extremes of hot and cold temperature</b></p> <p>Extremes of temperature may be physically hazardous.</p> <p><b>High temperatures</b> (particularly if combined with a heavy physical workload, high humidity or low air speed) may lead to dehydration, exhaustion or even collapse.</p> <p><b>Low temperatures</b> may cause hypothermia in inactive people.</p> <p>A <b>hot</b> environment is one that would involve working at temperatures towards the higher comfort zone and above (i.e. kitchens, boiler houses, laundries)</p> <p>A <b>cold</b> environment is one that would involve working at the lower comfort levels and below (i.e. outside workers, some catering staff etc).</p> <p><b>Ref: The workplace (Health, Safety &amp; Welfare) Regulations 1992, Regulation7</b></p>	<p>Manager to ensure health and safety risk assessment up to date and employee made aware of residual risks.</p> <p>Manager to provide PPE as appropriate.</p>
12	<p><b>Working at height</b></p> <p>A place is 'at height' if a person could be injured falling from it. For example working on ladders, cherry pickers, scaffolding etc.</p> <p><b>Ref: The Work at Height Regulations. 2005.</b></p>	<p>Baseline health surveillance required; Health &amp; Wellbeing assessment required.</p> <p>Manager must ensure COSHH risk assessment up to date and appropriate training provided for new employee.</p>
13	<p><b>Working in isolation</b></p> <p>Lone workers are those who work by themselves without close or direct supervision. Persons are considered to be working alone if they have neither visual nor audible communication with someone who can summon assistance in the event of an incident.</p> <p><b>Ref: Trust Lone Worker Policy</b></p>	<p>Manager must ensure isolated worker risk assessment undertaken prior to any lone or isolated working.</p>

14	<p><b>Working night shifts</b></p> <p>Night Work: A period of work which is at least seven hours including the period from 11pm to 6 am. Night workers are entitled to a voluntary annual health assessment.</p> <p>You are a night worker if you regularly work for at least three hours during the night time period either:</p> <ul style="list-style-type: none"> <li>• on most of the days you work</li> <li>• on a proportion of the days you work, which is specified in a collective or workforce agreement between your employer and the trade union</li> <li>• often enough to say that you work such hours on a regular basis (eg a third of your working time could be at night, so you would be a night worker)</li> </ul> <p><b>Ref: Working Time Directive 1988 amended 2003</b></p>	<p>Manager to make new employee aware of offer of night worker health screening at local induction.</p>
15	<p><b>Exposure to noise (<i>above 80dB(A)</i>)</b></p> <p>If people have to shout or have difficulty being heard clearly by someone about 2 metres away, there may be a noise problem. Noise can be compounded with the use of equipment and loud radios.</p> <p>Guide:-  Normal conversation 50-60dB  Loud radio 65-75 dB  Heavy lorry 7 metres away 95-100dB  Chain saw 115-120dB</p> <p><b>Lower exposure action values:</b>  daily or weekly exposure (average) of 80 dB peak sound pressure (maximum noise) of 135 dB</p> <p><b>Upper exposure action values:</b>  daily or weekly exposure of 85 dB peak sound pressure of 137 dB</p> <p><b>Exposure limit values (Must not be exceeded):</b>  daily or weekly exposure of 87 dB Peak sound pressure of 140 dB</p> <p><b>Ref: The Control of Noise at Work Regulations 2005.</b></p>	<p>Ensure up to date noise level assessment is undertaken.</p> <p>Ensure all action values identified.</p> <p>Provide PPE for all action levels.</p> <p><u>Upper exposure action values:</u>  Baseline health surveillance <u>required</u>; Occupational Health assessment required for new employees</p> <p><u>Lower exposure action values:</u>  Baseline health surveillance should be <u>offered</u> to new employees during local induction who will be working at or above the lower exposure action values. Managers to refer to OHS if required.</p>
16	<p><b>Exposure to respiratory irritants and or sensitisers</b></p> <p>Certain fumes and dusts if inhaled have the potential to cause harm to health.</p> <p>Dusts e.g. Plaster dusts  Wood dusts – Woodworkers sanding  Silica</p> <p>Fumes e.g. Cadmium - Soldering</p>	<p>Baseline health surveillance required; Health &amp; Wellbeing assessment required.</p> <p>Manager must ensure COSHH risk assessment up to date and appropriate training and where required PPE provided</p>

	<p>Hardwood &amp; Softwood have a maximum exposure limit (MEL) of 5mg/m (8 hour time weighted average)</p> <p><b>Please refer to HSE Guidance Note EH40 for exposure limits for different fumes and dusts or contact Occupational Health or Risk Management.</b></p> <p>Asbestos is a naturally occurring fibrous silicate used in manufacturing/production of building insulation materials, fire proofing devices and brake liners. If inhaled it can potentially lead to chronic lung disease, skin problems, gastro intestinal complaints and death.</p> <p><b>The Control of Asbestos at Work Regulations 1987, amended 1988 and HSE occupational exposure limits</b></p>	for new employee.
17	<p><b>Exposure to skin sensitisers</b> Direct contact with chemicals, solvents or oils identified through COSHH risk assessment as requiring skin health surveillance</p> <p><b>Ref: NHS Plus Dermatitis Occupational Aspects of Management</b></p>	<p>Baseline health surveillance required; Health &amp; Wellbeing assessment required.</p> <p>Manager must ensure COSHH risk assessment up to date and appropriate training and where required PPE provided for new employee.</p>
18	<p><b>Vibration exposure</b></p> <p>Vibration is widespread in the workplace, and often accompanies noise. It can be whole body (truck drivers) or local (hand held tools e.g. plaster saw, pneumatic drill, chainsaws, powered lawnmowers &amp; trimmers or some power tools).</p> <p>There are simple, non technical and common sense measures which can be introduced to reduce exposure to vibration at work.</p> <p><b>Vibration at Work Regulations</b> Exposure action value of 2.5m/s<sup>2</sup> A (8) at which level employers should introduce technical and organisational measures to reduce exposure.</p> <p>Exposure limit value of 5.0m/s<sup>2</sup> A (8) which should not be exceeded.</p> <p><b>Ref: Control of Vibration at Work Regulations 2005</b></p>	<p>Ensure up to date vibration risk assessment is undertaken.</p> <p>Strict power tools maintenance schedule must be adhered to. Provide PPE where appropriate.</p> <p><u>Exposure action value at or above 2.5m/s<sup>2</sup></u> Baseline health surveillance <u>required</u>; Health &amp; Wellbeing assessment required for new employees.</p>
19	<p><b>Food Handling/ Preparation</b></p> <p>A food handler is defined as a person 'employed directly in the production and preparation of foodstuffs including the manufacturing, catering, and retail industries.' Those undertaking maintenance work or repairing equipment in food handling areas should also meet the same health and hygiene standards as those involved directly in handling food.</p> <p>Jobs would include the preparing/cooking/serving food.</p>	Baseline health surveillance required; Health & Wellbeing assessment required.

	<p>Does not include carrying food to patients or handling of pre-wrapped, canned or bottled foods</p> <p><i>Ref: Fitness for Work – The medical aspects Third edition. R.A.F. Cox et al. 2000 reprinted 2004. Food handlers fitness to work. D of H 1995</i></p>	
<b>20</b>	<p><b>Manual Handling - Movement of any load/person by lifting, pushing, pulling etc.</b></p> <p>There is an element of manual handling in all roles, managers have a duty under legislation to minimise manual handling tasks, to assess the risks and provide the appropriate training and information.</p>	<p>Manager must ensure manual handling risk assessment is up to date and appropriate training provided for new employee.</p>
<b>21</b>	<p><b>Performing control and restraint procedures</b></p> <p>Control and restraint should create a safe working environment for self and others to safely manage violence and physical aggression with the absolute minimum of force necessary.</p>	<p>Manager must ensure health and safety risk assessment up to date and appropriate C&amp;R training provided for new employee.</p> <p>Where new employee working in area where ability to undertake C&amp;R is <u>essential</u>, base line health surveillance required.</p>
<b>22</b>	<p><b>Working as a regular screen equipment user:</b></p> <p>A user is defined as one who habitually uses display screen equipment as a significant part of their normal work, or uses it more or less daily or have to transfer information quickly to and from display screen equipment.</p>	<p>Manager must ensure VDU Self Assessment / DSE Assessment is completed and is up to date for new employee.</p>
<b>23</b>	<p><b>Any other occupational hazards</b></p>	<p>Seek further advice from the Health &amp; Wellbeing Service</p>