



The
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Staff
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SOHS_2a: Risk Assessment Check List

Job Title:

Position Number:

Department:

Checklist completed by:

Personnel completing form:

To be completed by the Recruiting Manager based on the departmental risk assessment.

Health Surveillance

If Health Surveillance is identified, for example working with noise and sensitisers, SOHS will place the employee onto Health Surveillance statistics and will invite the employee in for a Health Surveillance assessment. This will not delay the recruitment process but is important to capture the correct surveillance from the beginning of employment.

Specialist clearance

If further specialist clearance is required, **highlighted in red**, this may delay the process as extra information is required. Immunisation clearance is typically a lengthy process as various records and evidence of immunity is required.

Tick the relevant letter and give further information as appropriate

A <input type="checkbox"/>	Activities where there is a potential to handle food , or where work involves regular contact with equipment used in the preparation of food.
B <input type="checkbox"/>	Work involving a significant level of manual activity including, frequent (e.g. average of 10 hours per week) lifting and handling of moderate or heavy loads (e.g. 10kgs and over). This is guidance only. Referral should be at the manager's discretion and based upon risk assessment with all factors taken into consideration.
C <input type="checkbox"/>	"Night Workers" . This is defined by the Working Time Directive Regulations (1998) as those who are required to work at least three hours between 11pm and 6am on a regular basis.
D <input type="checkbox"/>	Worker is required to drive Fork Lift Trucks or University vehicles.
E <input type="checkbox"/>	Activities where there is likely to be regular exposure to skin irritants or sensitisers such as oils, fluxes or detergents.
F <input type="checkbox"/>	Workers at risk of significant noise exposure (over 80 decibels).
G <input type="checkbox"/>	Workers who handle asbestos .
H <input type="checkbox"/>	Lone Workers .



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I <input type="checkbox"/>	Activity which requires an employee to wear self contained breathing apparatus .
J <input type="checkbox"/>	Activities where there is direct contact with animals (including insects, fish, birds) <i>(Animal Worker clearance required-provided by SOHS department in hard copy)</i>
K <input type="checkbox"/>	Genetic modification work at level 1, 2 and 3 (see policy).
L <input type="checkbox"/>	(High Risk) EPP – Exposure Prone Procedures are those invasive procedures 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 include procedures where the worker’s gloved hands may be in contact with sharp instruments, needle tips or sharp tissues (e.g. bone or teeth fragments) 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. <i>(Immunisation clearance required-specialist questionnaire available via e-Recruitment).</i>
M <input type="checkbox"/>	(Moderate Risk) Activities where there is a risk of blood contamination on a regular basis, but safe systems of work should normally provide adequate protection against blood borne viruses (ie.use of suitable and appropriate personal protective equipment). <i>(Immunisation clearance required-specialist questionnaire available via e-Recruitment)</i>
N <input type="checkbox"/>	(Patient Contact) – Non High Risk, Non Research Passport Activities where there is contact with patients will require a general immunisation clearance. <i>(Immunisation clearance required-specialist questionnaire available via e-Recruitment)</i>
O <input type="checkbox"/>	Activities which involve performing research within the NHS, “Research Passport” ie direct contact with adult patients/service users such as vulnerable adults, contact with children either as part of a care team or providing prevention, diagnosis or treatment. In a wider healthcare setting but not providing prevention, diagnosis or treatment such as focus groups. <i>(Research Passport clearance required-please contact your designated HR operations team who will provide the relevant forms for completion, this is a separate process).</i>
P <input type="checkbox"/>	Workers at risk of respiratory disease through exposure to respiratory sensitises (including chemicals, cleaning agents)
Q <input type="checkbox"/>	Workers at risk of Hand Arm Vibration through exposure to hand held vibration tools.
Y <input type="checkbox"/>	Any activity not mentioned above where risk assessment identifies a potentially significant risk of harm to an employee’s health. Please identify the activity:
Z <input type="checkbox"/>	I confirm that this post does not include any of the above activities

The above information provides part of the health assessment process. Please ensure you have identified at least one of the above categories. Assistance on completing this check list can be obtained from either SOHS or Safety Services.



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Document Control

Web Link - <http://www.shef.ac.uk/hr/recruitment/erecruitment/jobregguide.html>

Last updated 10/11 updated 01/02/2012

Next review due 02/2013