

New Employee Risk Identification Form

Job Title: Health Records and Receptionist

Location: COCH

This form must be completed by the manager to 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 X as appropriate):-

		Yes	No
1	Drivers (not to and from work)		x
2	Vocational Driving		x
3	Food Handling/Preparation		x
4	Manual Handling	x	
5	Contact with patients (involved in direct patient care)		x
6	Contact with patients (social contact in clinical environment)	x	
7	Working with those who are at risk of blood borne infections		x
8	Undertaking exposure prone procedures. <i>Exposure Prone Procedures are those procedures where the worker's gloved hands may be in full contact with sharp instruments, needle tips or sharp tissue (e.g. 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.</i>		x
9	Exposure to respiratory sensitisers		x
10	Working with biological agents		x
11	Working at heights		x
12	Working in isolation		x
13	Exposure to skin sensitisers		x
14	Exposure to noise above 80dB(A)		x
15	Working with vibrating tools		x
16	Working with electrical wiring		x
17	Working in confined spaces		x
18	Working night shifts		x
19	Working with extremes of hot and cold temperature		x
20	Requirement to perform control and restraint procedures		x
21	Any other occupational hazards		x

Please indicate if risks have been identified which require new employee baseline health surveillance:	N/A	
Food handlers:	Respiratory surveillance:	
Skin surveillance:	Hand Arm Vibration surveillance:	

Recruiting Manager: Nichola Poole

Department: Health Records and Outpatients

Contact details: 2398

Date: 24.1.19