

Risk Assessment – TMS Clinic

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Company name: Peninsula Ultrasound **Date of risk assessment:** 01.03.2019 *Updated: 03.03.2020 Updated 25.11.20*

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep access to and clinic areas clear and uncluttered allowing safe access to couch. Machines are set up and ready prior to patient entering the clinic room.		All staff, ME to monitor		
Trips or falls on stairs	Trips or falls while using stairs to access clinic room 3.	Stairs are well lit. Handrail is at an appropriate height and wooden to contrast with the white wall to which it is attached. Stairs are carpeted so no hard edges exist. Nothing is stored on the stairs and stairs are free of trip hazards or obstacles. Patient mobility and stability is assessed and assistance is offered if required.	Covering will be changed to slip resistant material with a clear edge.	ME	30.11.20	
Manual handling of portable ultrasound machine	Staff risk injuries or back pain from handling mobile scanning units.	Machine is contained in a bag on wheels to reduce the need for lifting. Machine is of a size (cabin luggage) that is appropriate to be lifted and carried by one person including upstairs.	Staff to report any changes to physical capacity which might make them more likely to sustain an injury while handling the machine.	All staff, ME to monitor		

<p>Injury to patient or staff during access to the couch</p>	<p>Patient risks injury while climbing on to the couch. Staff injury in supporting a patient to access the couch.</p>	<p>Rise and fall couches are used in all clinic rooms with the weight restriction being adhered to. Staff report any near misses or incidents that may result in injury to either party to management team in order for practice to be reviewed. Referral form gives information on additional mobility needs that patients may have and forms where 'mobility needs' are ticked, are returned to referral team for forwarding to the hospital where hoists are available.</p>		<p>All staff, ME to monitor</p>		
<p>Breach of patient confidentiality</p>	<p>Staff and patients, company reputation</p>	<p><i>Daily patient lists are shared only with practice receptionist and stored behind desk face down.</i> Patient files are routinely closed between appointments with both the sonographer and clinical assistant responsible for ensuring this action takes place. Patient DOB and full name checked prior to commencement of scan. Secure computer systems are in place and the NHS policy and procedure for using IT equipment is followed i.e. keycard system and the appointment results are returned to the appropriate surgery directly via Soliton minimising the transfer of information and subsequently the risk of a breach. In upstairs clinic room 3, office doors are kept closed to protect patient and staff confidentiality. Telephone users use handsets to enable reduced volume of speaking when using the phone.</p>	<p>Handsets to be purchased and used on a daily basis</p>	<p>All staff, ME to monitor</p>		

<p>Infection Control including risk of COVID-19</p>	<p>Staff and patients</p>	<p>Washing hands before and after scan is standard procedure. Sufficient couch roll is available in clinic rooms and is always and changed and disposed of after each scan. Couch and probe cleaned with appropriate cleaning materials after each scan. Fresh PPE (gloves, apron) is used for each patient and disposed of between patients. Masks are medical grade and changed twice a day or if they get wet. Clinic rooms are cleaned daily and between each patient. <i>Individuals who suspect that they may have contracted COVID-19 are advised by signage on surgery doors not to enter but to return home and contact 111 instead.</i> <i>Patients attend appointments alone and wear a mask for the length of the appointment.</i> <i>All staff informed by email on updated advice from Department of Health.</i> Clinical assistants screen patients for COVID symptoms on arrival for appointment. Temperatures are taken where it has been deemed there is a higher risk i.e. location or vulnerable staff. Additional Infection Control risk assessment to be followed</p>		<p>All staff, ME to monitor</p>		
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<p>Inadequate care of patients</p>	<p>Patients, staff could be subjected to harsh treatment, company reputation</p>	<p>Patient DOB and full name checked prior to commencement of scan including confirmation of reason for scan.</p> <p>Clear instructions are given regarding steps involved in scan in order to reassure patient.</p> <p>Modesty and dignity is maintained as door is always closed during appointments, privacy curtain is in place and adequate time is given to patients for changing and readying themselves before and after the scan.</p> <p>Two members of staff are available in clinics to ensure appropriate support for any patients who may experience distress.</p> <p>Clear instructions for next steps i.e. GP appointment are given and the surgery is informed if the patient might require further support. All details are recorded on Soliton.</p> <p><i>Complaints policy and procedure in place with updated learning points.</i></p> <p><i>Regular 1:1s with staff ensure that they are supported to offer patients the best care possible and identify any reasons why this would not be the case.</i></p>		<p>All staff, ME to monitor, through patient feedback</p> <p><i>Learning points from recent complaint being raised – LT, ME, KS</i></p>	<p><i>Next staff meeting</i></p>	
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