

New Employee Risk Identification

Post:	Personal Assistant – Band 4		
Employee Name:		DOB:	
Ward / Department:	Hartley Hospital	Location:	Administration Team

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 (involved in direct patient care)		•
2	Contact with patients (social contact in clinical environment) YES	Yes	No <input type="checkbox"/>
3	Undertaking exposure prone procedures		•
4	Working with biological agents		•
5	Working with those who are at risk of blood borne infections		•
6	Working in a renal dialysis unit		•
7	Drivers: Excludes: Driving to and from work		•
8	Drivers (vocational drivers)		•
9	Working in confined spaces		•
10	Working with Electrical Wiring		•
11	Working with extremes of hot and cold temperature		•

12	Working at heights		•
13	Working in isolation		•
14	Working night shifts		•
15	Working within a noise area		•
16	Working with respiratory sensitisers		•
17	Working with skin sensitisers		•
18	Working with vibrating tools		•
19	Food Handling/Preparation		•
20	Manual Handling		•
21	Requirement to perform control and restraint procedures		•
22	Working with Display Screen Equipment	Yes <input type="checkbox"/>	
23	Any other occupational hazards, please state:		•

Risks have been identified which require a new employee baseline health surveillance		No <input type="checkbox"/>
Recruiting Manager: (please print) Julie Lenehan		
Ward/Department: Local Services		
Contact Telephone Number 07795092466		
Signature:	<i>Julie Lenehan</i>	Date: 1 6 23

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 <input type="checkbox"/>	No <input type="checkbox"/>
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