



London Ambulance Service **NHS**
NHS Trust

Health & Safety Risk Assessment Guidance

Date of Issue: May 2007	Review Date: November 2009
Risk Assessment Guidance	To Be Reviewed By: Senior Safety & Risk Advisor
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1.0 Introduction

This document provides guidance on how to report and assess risk, as contained in Risk Reporting and Assessment Procedure (TP/035).

The Management of Health & Safety at Work Regulations 1999 set out general duties which apply to almost all work activities within Great Britain. The Regulations are aimed at improving health & safety management and require all employers and self employed persons to carry out suitable and sufficient assessments of the risks to the health & safety of their employees and persons under their control. Employers have a similar responsibility to persons not in their employment that may be put at risk as a result of their activities/undertakings.

A suitable and sufficient risk assessment should identify the risks arising out of work. Trivial risks can usually be ignored, as can risks arising from routine activities associated with life in general. The assessment should aim to enable the employer to identify and prioritise the requirement to establish short, medium and long term control measures.

Assessments are required to be reviewed and revised at appropriate intervals.

This Guidance applies to all staff of London Ambulance Service NHS Trust and will affect all staff and visitors.

2.0 Aims

The aim of the Guidance is to ensure that risk assessments of all foreseeable risks arising out of work activities are undertaken in accordance with the Risk Reporting and Assessment Procedure (TP / 035) and to identify the requirements to be taken to establish short, medium and long term control measures.

3.0 Definitions

A **hazard** is defined in the Regulations as something with the potential to cause harm and can include chemical or biological substances, machines, methods of work, and other aspects of work organisation.

Risk is defined as the likelihood that the harm from a particular hazard is realised and reflects both the likelihood that the harm will occur, and its impact.

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4.0 Assessment Procedures

To comply with the Management (Health and Safety) Regulations 1999 the London Ambulance Service NHS Trust (LAS) requires all managers to control the significant risks in their workplace by first identifying the hazards, i.e. those aspects of the work, substances or equipment used, work process or work organisation that have the potential to cause harm.

Where risks from hazards exist, control measures presently in operation will need to be reviewed periodically.

Subject areas to be considered in a Risk Assessment should include;

- People
- Place
- Plant/ Equipment
- Policy and procedures

4.1 Generic Risk Assessments

Where a risk has been identified that is generic across the LAS, contact should be made with the Safety and Risk Department, to identify whether previous similar assessments have been undertaken. If there has not been an assessment carried out for the risk the Safety and Risk Department will advise on the further action that should be taken.

Copies of all generic risk assessments are held in the Safety and Risk Department.

Generic assessments include risks relating to;

- Work Equipment
- Manual Handling
- Violence and Security
- Hazardous Substances
- Infection Control

4.2 Local Risk Assessment

Risk assessments for local risks must be carried out by managers following the guidance in Appendix 1.

Examples of when Risk Assessments should be undertaken include:

- Station open days*
- LAS attendance at pre-planned external events*

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- New and expectant mothers
- External venues where there is a potential risk to LAS staff
- Special groups – contractors, young people etc
- Individual staff members with known medical conditions
- Any risks that have the potential to cause harm to LAS staff or any other persons that are not covered by a generic assessment
- Their may be local variances in manual handling tasks and these need to be assessed in line with the Manual Handling policy taking into consideration both ergonomic and safety and health issues.
- Both ergonomics and safety and health assessment/evaluations should be undertaken for all projects involving procurement of equipment and vehicles.

5.0 Responsibilities

Director of Human Resources and Organisational Development

The Director of HR and Organisational Development has overall responsibility for Health and Safety within the LAS.

Senior Safety and Risk Adviser

The Senior Safety and Risk Adviser has responsibility for the co-ordination of Risk Assessment policy and oversees generic risk assessment in the LAS.

The Ergonomics Advisor has the responsibility for the co-ordination of specialist ergonomic evaluation in the LAS – see Manual Handling Policy (H&S / 005).

Managers and staff

All other foreseeable risks should be assessed by managers and staff who have responsibility or have prior knowledge of their existence.

6.0 Risk Assessment Process

A Risk Assessment Reporting Form LA166(see Appendix 1) should be completed for each risk that is to be assessed. Each risk may have a number of different hazards that need to be considered as part of the assessment. Undertaking a risk assessment requires an assessment of each hazard. It is recommended where ever possible, the process should be undertaken by line manager and staff side representative.

* For all Station (Complex) and external public events form LA168 must be completed (see Appendix 5)

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Section 1

A brief description of the issue that is to be assessed should be recorded including, date of the event, name of the individual or other descriptor as appropriate.

Section 2

Each risk should be recorded in section 2. Hazards should also be reported in this section. Consideration should be given to the people, place, plant/equipment and policy/procedures that are linked to the risk that is being assessed.

Section 3

Identify who might be affected by the risk.

Section 4

In order to undertake a risk assessment there is a need to assess both the impact and the likelihood of the risk recurring. The risk impact description that forms part of the LAS risk matrix (Appendix 2) should be used for assessing the potential impact of each hazard that is associated with the risk. Advice on how to use the Risk Matrix is set out in detail in the Risk Reporting and Assessment Procedure. The descriptor, e.g. moderate, should be entered under the impact heading. The descriptor for the likelihood of the hazard recurring should be entered under the likelihood heading.

Section 5

The risk likelihood is defined either as: frequency or how often the occurrence of the risk is or probability of the risk occurring or recurring. The likelihood descriptor e.g. possible (in Appendix 3), should be entered in the column headed risk likelihood.

Section 6

The risk grading uses the matrix set out in Appendix 2. The grade band (colour) is identified at the point where the Impact category and Likelihood descriptor dissect a box.

Section 7

The risk score is identified at the point where the Impact category and Likelihood descriptor dissect a box. Any risk scoring 8 or more requires completion of a LA167 (see Appendix 4) which must be reviewed by your line manager and sent to the Governance Development Unit and copied to the Safety and Risk Department. This risk will then be considered for inclusion onto the Trusts' risk register.

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Section 8

In this section the assessor needs to consider, and record the existing controls that are in place. Controls may include existing procedures and guidance, equipment, safety measures, shared responsibilities, and training.

Section 9

In this section the assessor needs to consider other recommended controls that could reduce the risk to an acceptable level. This might include upgrading existing control measures or introducing new measures.

Some control measures in the generic assessments will require the assessor to undertake more detailed risk assessments e.g. staff working with Display Screen Equipment, Manual handling activities, Personal Protective equipment etc. Tasks identified as such will need more detailed risk assessments to be carried out by staff trained and competent to undertake these risk assessments e.g. DSE risk assessments, manual handling risk assessments. Some risk assessments may require the Trusts Ergonomist to undertake such risk assessments as the Trust competent person.

References : **Risk Management Policy TP / 005**
Risk Assessment and Reporting Procedure TP / 035
Manual Handling Policy H&S / 005
Display Screen Equipment Policy H&S / 009
LA forms 166, 167 and 168 are available on the pulse:
‘Online Forms>Health & Safety’

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Appendix 1

Section 1 RISK ASSESSMENT FOR:	LA166
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Section 2 RISK/HAZARD DESCRIPTION	Section 3 WHO MIGHT BE AFFECTED	Section 4 RISK IMPACT	Section 5 RISK LIKELIHOOD	Section 6 RISK GRADING	Section 7 RISK SCORE	Section 8 EXISTING CONTROLS	Section 9 RECOMMENDED UPGRADE OF CONTROLS AND TIMESCALE (ACTION PLAN)

Dated: Assessors Name/s: Assessors Signature/s:

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LAS RISK PROMPTS AND SCORING MATRIX

LAS RISK GRADING MATRIX

Risk Scoring					
Impact					
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
None / Insignificant	1	2	3	4	5
Descriptor	Rare	Unlikely	Possible	Likely	Certain
Frequency	Not expected to occur annually	Expected to occur at least annually	Expected to occur at least every 6 months	Expected to occur at least monthly	Expected to occur at least weekly
Probability	< 1%	1 – 5%	6 – 25%	26 – 60 %	>60%
	Will only occur in exceptional circumstances	Unlikely to occur	Reasonable chance of occurring	Likely to occur	More likely to occur than not
Likelihood of Recurrence					
Grading Bands	1-3 = LOW	4-6 = MODERATE	8-12 = SIGNIFICANT	15-25 = HIGH	

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Appendix 3

LAS Ambulance Service NHS Trust - Risk Scoring System (This should be read in conjunction with 'TP 005' for full explanation of its use)

Risk Impact Description

	1	2	3	4	5
Descriptor	Catastrophic	Major	Moderate	Minor	Insignificant
Injury (To anyone)	Death or major permanent incapacity	Major injuries, or long term incapacity / disability (loss of limb)	Reportable to external agencies / statutory bodies (e.g. RIDDOR, HSE, NPSA, etc)	Minor injury or illness, first and treatment needed	Minor injury not requiring first aid
Patient Experience	Totally unsatisfactory patient care / working practices	Serious mismanagement of patient care – major permanent harm / breach of working practices	Mismanagement of patient care requiring more than first aid treatment and is likely to take more than one month to recover / breach of working practices	Unsatisfactory patient experience involving first aid treatment – readily resolvable	Unsatisfactory patient experience no injury
Complaint / Claim Potential	Claims of large value	Multiple justifiable complaints. Claim above excess or significant value	Justifiable complaint involving lack of appropriate care / management. Claim below excess or smaller value claim	Justifiable complaint peripheral to clinical care / management	Locally resolved complaint
Objectives / Projects	>25% over budget / schedule slippage. Does not meet primary objectives	10 – 25% over budget / schedule slippage. Does not meet secondary objective(s)	5 – 10% over budget / schedule slippage. Reduction in scope or quality requiring approval	<5% over budget / schedule slippage. Minor reduction in quality / scope	Insignificant cost increase / schedule slippage. Barely noticeable reduction in scope or quality
Service / Business Interruption	Loss / interruption > 24 hours	Loss / interruption > 8 hours and < 24 hours	Loss / interruption >1 hour and < 8 hours	Loss / interruption > 1/2 hour and < 1 hour	Loss / interruption < 1/2 hour
Human Resources / Organisational Development	Non delivery of key objective / service due to lack of staff. Very high turnover. Critical error due to insufficient training	Uncertain delivery of key objective / service due to lack of staff (recruitment, retention or sickness). Serious error due to insufficient training.	Late delivery of key objective / service due to lack of staff (recruitment, retention or sickness). Minor error due to insufficient training. Ongoing unsafe staffing level(s)	Ongoing low staffing level reduces service quality	Short term low staffing level temporarily reduces service quality (<1day)
Financial	> £5M	> £1M<£5M	>£20k<£1M	>£2k<£20k	>£2k
Inspection / Audit	Prosecution Zero rating. Severely critical reports.	Enforcement action. Low rating. Critical report Multiple challenging recommendations. Major non-compliance with standards	Reduced rating. Challenging recommendations. Non-compliance with core standards. Reportable to associated external/statutory agencies.	Recommendations given. Non-compliance with standards	Minor recommendations. Minor non-compliance with standards
Adverse Publicity / Reputation	Public inquiry National meeting	National Media < 3 days. Local MP concern	Local Media – Long term	Local Media – short term	Rumors

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SINGLE RISK REPORTING and ASSESSMENT Form - LA167

PART 1 RISK IDENTIFICATION

This form is designed to help identify and assess risks that may affect the Trust. We can then prioritise actions so as to minimise the risks to staff, patients and the Trust itself. It is intended to be a positive way for you to contribute to the prevention, containment and control of risk and ultimately maximise the resources available for services and patient care. This form will be considered by the Risk Compliance and Assurance Group

Name of Individual completing the Form

Department / Station

Risk Description	Underlying cause / evidence

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Signature of person reporting: _____ Date: _____

PART 2 RISK EVALUATION

LAS Risk Scoring Matrix (as detailed in TP/ 035 Risk Reporting & Assessment Procedure

RISK IMPACT RISK LIKELIHOOD RISK GRADING RISK SCORE

RISK TREATMENT

Existing controls – Including any contingency arrangements

Recommended upgrade of controls and timescale (action plan)

(Continue on another sheet if necessary)

Signature of Assessor / Manager _____ Date _____

Print Name _____

FOR OFFICE USE ONLY

PART 3

Cost

(If appropriate/ known)

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Reversibility

(The extent to which the risk can be reduced)

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Does this impact on principal objectives?

(See Assurance Framework)

YES

NO

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RISK ASSESSMENT and CHECK LIST FOR LAS STAFF ATTENDING EXTERNAL PUBLIC EVENTS and SCHOOLS or visits by the GENERAL PUBLIC to LAS PREMISES and LAS MUSEUM.

This is an assessment of known foreseeable hazards associated with all external and internal Public or School Events and visits presented by the LAS Events & Schools Team, Museum Team or local LAS Ambulance Station staff, vehicles and associated equipment to be held at:

(name / location):.....on (date).....and has been undertaken for and on behalf of the LAS prior to the EVENT or visit by (name & service title):.....

For the purposes of this assessment the term 'EVENT' means visits to community organisations and schools by the LAS or, visits to the LAS Museum or Ambulance Stations for Open Day or Road-Show displays and demonstrations attended by the public.

This assessment [1 to 4] must be completed by a member of LAS staff prior to the EVENT. Column [5] details reason or recommended upgrade. Column [6] shows the new controls or measures are in place and have been 'CHECKED BY' on the day of the EVENT in column [7]. Any new risks or hazards identified should be noted on page 11 and detail what controls or measures are in place prior to the EVENT. For guidance, a list of potential hazards is outlined on page 11. This list is not exhaustive and other hazards may be identified by the person undertaking the Risk Assessment. These must be clearly documented and, as part of the Risk Assessment process, considered for inclusion in the generic assessment. Form **LA168A -Public Event / Notice of Attendance** should also be completed and faxed to the Emergency Operations Centre prior to the event detailing date of the event, staff names, base station, mobile phone numbers and RT callsigns.

When completed this assessment and checks form must be approved by (line manager).....(date)..... and held by the relevant DSO with Health & Safety responsibilities on the local Complex main station with a copy sent to the Events & Schools Team, Ilford Ambulance Station. Copies must also be sent to the Health, Safety and Risk Department at Pocock Street. If the Event is postponed or cancelled for any reason this must be reported to the Events & Schools Team, Ilford Ambulance Station at the earliest opportunity.

LAS RISK GRADING MATRIX

Risk Scoring					
Impact	5	10	15	20	25
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
None / Insignificant	1	2	3	4	5
Descriptor	Rare	Unlikely	Possible	Likely	Certain
Frequency	Not expected to occur annually	Expected to occur at least annually	Expected to occur at least every 6 months	Expected to occur at least monthly	Expected to occur at least weekly
Probability	< 1%	1 – 5%	6 – 25%	26 – 60 %	>60%
	Will only occur in exceptional circumstances	Unlikely to occur	Reasonable chance of occurring	Likely to occur	More likely to occur than not
Likelihood of Recurrence					
Grading Bands	1-3 = LOW	4-6 = MODERATE	8-12 = SIGNIFICANT	15-25 = HIGH	

Risk Impact Indicator

	1	2	3	4	5
Descriptor	Catastrophic	Major	Moderate	Minor	Insignificant
Injury (To anyone)	Death or major permanent incapacity	Major injuries, or long term incapacity / disability (loss of limb)	Reportable to external agencies / statutory bodies (e.g. RIDDOR, HSE, NPSA, etc)	Minor injury or illness, first and treatment needed	Minor injury not requiring first aid
Patient Experience	Totally unsatisfactory patient care / working practices	Serious mismanagement of patient care – major permanent harm / breach of working practices	Mismanagement of patient care requiring more than first aid treatment and is likely to take more than one month to recover / breach of working practices	Unsatisfactory patient experience involving first aid treatment – readily resolvable	Unsatisfactory patient experience no injury
Complaint / Claim Potential	Claims of large value	Multiple justifiable complaints. Claim above excess or significant value	Justifiable complaint involving lack of appropriate care / management. Claim below excess or smaller value claim	Justifiable complaint peripheral to clinical care / management	Locally resolved complaint
Objectives / Projects	>25% over budget / schedule slippage. Does not meet primary objectives	10 – 25% over budget / schedule slippage. Does not meet secondary objective(s)	5 – 10% over budget / schedule slippage. Reduction in scope or quality requiring approval	<5% over budget / schedule slippage. Minor reduction in quality / scope	Insignificant cost increase / schedule slippage. Barely noticeable reduction in scope or quality
Service / Business Interruption	Loss / interruption > 24 hours	Loss / interruption > 8 hours and < 24 hours	Loss / interruption >1 hour and < 8 hours	Loss / interruption > 1/2 hour and < 1 hour	Loss / interruption < 1/2 hour
Human Resources / Organisational Development	Non delivery of key objective / service due to lack of staff. Very high turnover. Critical error due to insufficient training	Uncertain delivery of key objective / service due to lack of staff (recruitment, retention or sickness). Serious error due to insufficient training.	Late delivery of key objective / service due to lack of staff (recruitment, retention or sickness). Minor error due to insufficient training. Ongoing unsafe staffing level(s)	Ongoing low staffing level reduces service quality	Short term low staffing level temporarily reduces service quality (<1day)
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Adverse Publicity / Reputation	Public inquiry National meeting	National Media < 3 days. Local MP concern	Local Media – Long term	Local Media – short term	Rumors

[1]	[2]				[3]	[4]	[5]	[6]	[7]
RISK/HAZARD DESCRIPTION	WHO MIGHT BE AFFECTED	Risk Impact (Score)	Risk Likelihood (Score)	Risk Grading (Score & Band)	EXISTING CONTROLS	CHECKED IN PLACE (Circle as appropriate. If 'No' or 'NA' give REASON)	REASON and RECOMMENDED UPGRADE	UPGRADE or MEASURES IN PLACE ON DAY OF EVENT Yes / No (If 'No' consider postponement / cancellation or give reasons to continue with EVENT)	CHECKED BY : (name)..... ON THE DAY OF EVENT <input checked="" type="checkbox"/> RELEVANT BOXES BELOW

PEOPLE No external or organisation Risk Assessment completed	Guests at the EVENT or Visitors to LAS property ↓				Events & Schools Team, Museum Team, nominated LAS staff, LAS Event organisers or nominated station staff to liaise with proposed host or visiting organisation about foreseeable hazards associated with the EVENT site, intended audience and whether EVENT licence applicable.	Yes / No <u>The external organiser's Risk Assessment must be inspected prior to the EVENT</u> If 'No' then Reasons [5] column must be completed		Yes / No	
	The LAS Trust - potential for litigation ↓				All LAS Event and Museum staff have passed LAS Operational driving course / test	Yes / No / NA		Yes / No	
					All LAS Operational staff undertake driver training during their initial training.	Yes / No / NA		Yes / No	

Injuries to members of public accessing LAS property, vehicles or, collision with moving vehicles or equipment / apparatus with moving parts, i.e. tail-lifts	↓ Guests at the EVENT or Visitors to LAS Property				All LAS vehicles will have handbrakes fully applied and if manual gear box, engaged in 1 st or 2 nd gear if facing uphill or placed in reverse facing downhill or if in 'Park' if automatic transmission. Wheel chocks to be placed under rear wheels of LAS vehicles if parked on incline. Motorcycle display set on centre stand with additional wooden block support under its stand.	Yes / No Yes / No			
Access to vehicles including climbing on motor cycles or other static equipment is NOT controlled	The LAS Trust- potential for litigation				Access prohibited to front (driver's seat / cab) of LAS vehicles by locking & securing all doors (front and rear) Or Supervision provided at all times by nominated LAS staff. This includes constant supervision in the driver's cab <u>and saloon</u> and at static motor cycle displays.	Yes / No/NA Yes / No / NA			
Lack of supervision at a school / educational establishment or Public EVENT					A minimum of 2 staff will be responsible for supervision at the EVENT (where a vehicle is to be used for display/demonstration purposes). Consideration should be given to numbers of staff needed at all EVENTS based on numbers of visitors/group size.	Yes / No		Yes / No	
Minor Injury to members of public, school	↓				EVENT host will provide First Aid	Yes / No		Yes / No	

children, staff or guests					cover for all minor injuries.				
Non recognition of LAS staff.	↓ Guests at the EVENT or Visitors to LAS property				LAS Staff will conform at all times with the LAS Dress Code for Uniformed Staff and carry a LAS identity card (ID) or, wear historical uniform and ID card	Yes / No		Yes / No	
LAS staff are NOT protected from verbal abuse or physically assault whilst in attendance at the EVENT					A uniformed member of the LAS Events & Schools Team, Museum Team or Ambulance Station staff will be in attendance at all times and/or, The EVENT organiser / host will be responsible for providing local discipline / security.	Yes / No / NA (Should an abuse incident occur at any EVENT, LAS staff must complete LA277- Abuse & High Risk Address Report)		Yes / No	
No access to suitable welfare facilities at the EVENT		The LAS Trust-potential for litigation				LAS staff have access to organiser / host facilities or, Visitors / guests at LAS premises will have access to facilities (Consider if wheelchair access is available)	Yes / No / NA		Yes / No
<u>PLACE</u> The EVENT location is NOT suitable.	↓					The area where the EVENT is to be held is a building or other suitable temporary enclosed space for the sole purpose of the EVENT (LAS Museum capacity for 20 persons + LAS staff)	Yes / No		Yes / No

Poor access to the EVENT	↓				Access to EVENT has clear signage or is clearly directed	Yes / No		Yes / No	
Inadequate security of area where EVENT is to be held		Guests at the EVENT or Visitors to LAS property			Main EVENT area secured by fencing / security guards / Marshals. LAS property / show stand supervised at all times by LAS member of staff.	Yes / No / NA Yes / No / NA		Yes / No Yes / No	
Vehicle / equipment parking / site arrangements NOT suitable	↓	The LAS Trust-potential for litigation			Hard standing for LAS vehicle and equipment parking is on a paved, gravel or tarmac surface	Yes / No / NA		Yes / No	
EVENT has environmental issues (i.e. exhaust fumes / engine / sirens noise, domestic waste)					EVENT host is responsible for on site domestic waste disposal. ----- Accidental spillages of fuel, oil etc. will be the responsibility of LAS	Yes / No / NA Yes / No / NA		Yes / No Yes / No	

Inadequate storage facilities available at EVENT location	Guests at the EVENT or Visitors to LAS property				All equipment not being exhibited or used will be secured in LAS Events van - secured on LAS property or, Events and Museum vehicles and equipment will be taken back to Ilford nightly or at end of each day. or, EVENT host will provide secure lock-up.	Yes / No / NA Yes / No /NA Yes / No /NA		Yes / No Yes / No Yes / No	
Inclement weather conditions.		↓			Events & Schools / Museum Team and LAS station staff are issued with operational high visibility weather resistant clothing. ----- Local arrangements provided by EVENT host and may include umbrellas, tarpaulin covers.	Yes / No Yes / No / NA		Yes / No Yes / No	
Inadequate Fire precautions.			The LAS Trust-potential for litigation			LAS Operational vehicles are fitted with appropriate AFFF foam extinguishers.	Yes / No (If 'No' LA52 must be completed)		Yes / No
				Approved independent free standing fire extinguishers will be provided by the EVENT host and these will be appropriately placed at the EVENT location with adequate fire exits and signage	Yes / No		Yes / No		
	↓				EVENT host to provide additional fire precaution equipment.	Yes / No (If 'Yes' detail type of additional equipment, e.g. fire blanket)		Yes / No	

<u>PLANT & EQUIPMENT</u> Equipment not inspected prior to use.	Guests at the EVENT or Visitors to LAS property ↓				All LAS designated high risk plant and equipment is monitored and inspected in accordance with LAS Work Equipment Procedure. ----- Dedicated Event and Museum vehicles checked and LA1 completed in accordance with LAS <u>Vehicle Daily Inspection Procedures OP/026</u> available via the pulse *** ----- Dedicated EVENTS LAS operational ambulances vehicles serviced on 6 monthly basis ----- Dedicated Museum ambulance vehicles used at EVENT serviced on 12 monthly basis ----- Operational ambulance vehicles used at EVENT serviced on a 6 weekly basis ----- Operational FRU/MRU vehicles serviced on 4 weekly basis ----- Operational PTS vehicles serviced on 6 monthly basis ----- Visual inspection of static equipment undertaken by Events and Museum, station staff prior to the commencement of the EVENT. ----- Drugs pack, paramedic or EMT bags to be locked in a secure place at all times <u>when not being supervised/used by LAS staff</u>	Yes / No / NA Yes / No / NA Yes / No / NA Yes / No / NA Yes / No / NA Yes / No / NA Yes / No / NA Yes / No / NA	Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No	
	The LAS Trust-potential for litigation ↓							

Unstable stand / hording	↓				Complete LA168A - Public Event / Notice of Attendance form and <u>fax to EOC</u> prior to event.	Yes / No		Yes / No	
	Guests at the EVENT or Visitors to LAS property				Supervising LAS staff to inspect prior to EVENTS commencement	Yes / No / NA			
<u>POLICY/ PROCEDURES</u>					LAS Employer's liability insurance	Yes / No			
No Insurance cover for LAS EVENT and/or Public or School EVENT	↓				LAS Public Liability insurance	Yes / No			
	The LAS Trust – potential for litigation.				Organisers EVENT Liability insurance	Yes / No /NA			
					All operational staff trained in accordance with <u>Handling Operations Procedure</u> available via the pulse **	Yes / No			
No COSHH control measures					All operational staff trained in <u>Infection Control Procedure</u> available via the pulse **	Yes / No			
					COSHH guidance see HS/005 <u>Control of Substances Hazardous to Health</u> available via the pulse** and Trust's COSHH Register available on station complex.	Yes / No			

** <http://thepulse/managing/1048156928.html>

*** <http://thepulse/operational/1048000442.html>

NEW OR ADDITIONAL IDENTIFIED RISKS OR HAZARDS

[1] RISK/HAZARD DESCRIPTION	[2] WHO MIGHT BE AFFECTED ↓	Risk Impact (Score)	Risk Likelihood (Score)	Risk Grading (Score & Band)	[3] EXISTING CONTROLS	[4] CHECKED IN PLACE (Circle as appropriate. .If 'No' or 'NA' give REASON)	[5] REASON and RECOMMENDED UPGRADE	[6] UPGRADE or MEASURES IN PLACE ON DAY OF EVENT Yes / No (If 'No' consider postponement / cancellation or give reasons to continue with EVENT)	[7] CHECKED BY : (name)..... ON THE DAY OF EVENT ✓ RELEVANT BOXES BELOW
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NEW OR ADDITIONAL IDENTIFIED RISKS OR HAZARDS

[1] RISK/HAZARD DESCRIPTION	[2] WHO MIGHT BE AFFECTED	Risk Impact (Score)	Risk Likelihood (Score)	Risk Grading (Score & Band)	[3] EXISTING CONTROLS	[4] CHECKED IN PLACE (Circle as appropriate. .If 'No' or 'NA' give REASON)	[5] REASON and RECOMMENDED UPGRADE	[6] UPGRADE or MEASURES IN PLACE ON DAY OF EVENT Yes / No (If 'No' consider postponement / cancellation or give reasons to continue with EVENT)	[7] CHECKED BY : (name)..... ON THE DAY OF EVENT <input checked="" type="checkbox"/> RELEVANT BOXES BELOW
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Remarks/Comments:

{Continuation on page 13 }

{continued from page 12}

Guidance on other potential hazards that may require consideration include: Slips, trips, and falls; trapping; contact with hot surfaces; sharp edges; clinical waste; entry into unauthorised areas; infection control; vehicle movement hazards etc.