



THE PEACE AND HOPE TRUST

RISK ASSESSMENT AND METHOD STATEMENT

Prepared by the Peace and Hope Trust (PHT)
in relation to collection of ex-NHS equipment

Prepared by:	Tim Smith	[05-05-14]
Authorised by:	Mike Gibbins	[06-05-14]
Distribution:	PHT staff concerned; NHS or other interested parties as requested.	

PURPOSE

The purpose of this statement is to minimise the risk to property or persons in connection with the collection of ex NHS equipment from NHS premises (or similar stores) and the safe transit of the same from the site. This is achieved by considering the hazards, risks and appropriate mitigations, the latter to be incorporated into a Method Statement. **NB** reference to PHT staff refers to staff and/or volunteers selected for the task.

RISK

The principle hazards are considered to be:-

- Injury from Slips, Trips and Falls within the collection site
- Injury from dropped equipment onto hands or feet.
- Injury from overloading individual persons whilst carrying/lifting equipment
- Injury from falling equipment, poorly stored or manhandled
- Infection from tainted medical equipment
- Injury from hidden sharps, or from sharp edged equipment or loose attachments.
- Road accident caused by poorly stacked equipment in vehicles
- Injury to members of the public as a result of careless handling

Quantitative evaluation of the risks from these hazards is not considered appropriate, but they each present a moderate risk which can be mitigated by good practice as follows:-

- PHT staff to be briefed on the risks and mitigation.
- PHT staff will be selected as being reasonably fit and used to carrying heavy loads.
- PHT staff will be briefed in the tail-gate lifting mechanisms of the vehicles, and internal securing of equipment on board.
- PHT staff will be briefed on site by local NHS (or others) on the extg. storage arrangements and specific site safety issues.
- PPE to be issued and used (non-slip gloves, hi-vi tabards, 'toe-tector' boots or trainers). Bump hats or hard hats may be necessary in high level storage areas.
- The requirements of the 'manual lifting' regulations will be referenced and observed.
- Loose attachments to medical equipment will be removed and separately handled.
- Assurances will be sought from NHS that the equipment is free from harmful bacteriological contamination.
- Drivers will hold current 'clean' driving licences and vehicles will be properly maintained or will be hired from reputable commercial suppliers.

METHOD STATEMENT

1. PHT managers will select staff who are reasonably fit and healthy and able to lift/carry heavy loads and will discuss this method statement in advance and brief them as to the risks of the work to be undertaken.
2. PHT managers will maintain PHT vehicles in a serviceable condition and with current insurance OR will hire vehicle(s) from reputable sources, seek advice and training on on-board lifting devices and securing systems, and train staff accordingly
3. PHT managers will seek assurances from NHS or other local staff that the equipment is reasonably free from serious contamination. Where such assurance cannot be given PHT staff will carry out a superficial inspection for obvious contamination and take precautions as necessary.
4. PHT staff will, on request, provide NHS or other relevant parties with confirmation of the PHT public liability insurance.
5. PHT staff will be issued with and will wear non-slip gloves, hi-vi tabards and toe-tector boots/shoes. Bump hats or hard hats will also be available should that be deemed necessary on site.
6. PHT managers will be familiar with the manual lifting regulations and train/advise staff accordingly.

ON SITE

7. On arrival PHT staff will acquaint themselves with the safety environment of the store and public areas (and access) and receive all safety briefings from NHS or other staff.
8. PHT staff will follow all advice on lifting/carrying given by responsible NHS or other staff
9. PHT staff will seek to minimise distances for carrying all equipment, which will be carried and lifted on the vehicle(s) without temporary storage points which could cause a nuisance or hindrance to others on site or to the general public.
10. PHT Staff will inspect each load for loose attachments and sharp edges before lifting and will either remove or secure such in a safe manner.
11. Where PHT staff will be working in public areas of hospitals or streets, they will conduct themselves with extra caution and due consideration and courtesy towards others.
12. PHT staff will safely lift, store and secure each piece of equipment on board the vehicle(s) and carry out a final check before departure.