

## HEALTH SURVEILLANCE RISK ASSESSMENT & METHOD STATEMENT

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<b>Clinical Approver</b>	Health Surveillance Clinical Lead	<b>Quality Approver</b>	Training & Quality Officer
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<b>Parent Policy</b>	N/A		

REVISION	CHANGED SECTIONS	UPDATE SUMMARY OF CURRENT VERSION	EFFECTIVE DATE
2	All	RA and Method statement reviewed. Previously carried out by external H&S consultants. Updated to change of company name and responsible individuals, Drug and Alcohol testing. Fire Extinguishers included in all vans and Manual Handling Training.	30/01/2024

### DESCRIBE THE WORKS

A Occupational Health Technician (OHT) will attend a prearranged appointment on clients site. During the visit to the client site the OHT will carry out a number of pre-arranged Health Surveillance service appointments from either a designated room on the clients site, or a Mobile Medical Unit (MMU).

### SEQUENCE / METHOD OF WORKS

#### SETTING OUT

1. OHT will arrive at main entrance to client site prior to arrival time and link in with either client contact 1 or 2 to facilitate any pre-arranged induction/sign-in etc required at site.
2. OHT will make site contact aware that it is the client who must ensure that the employee(s) arrives for their time slot in a timely manner.
3. All Health Surveillance carried out are **NOT** high risk but are 'Non Routine' and as such should not fall within any Permit to Work scheme, however if required to do so e.g. due to work area etc that the MMU is parked in, the OHT will comply.
4. As a minimum the OHT will require an induction:
  - Emergency/Fire Evacuation Procedures
  - First Aid Arrangements
  - Alarms and Signals
  - Any PPE requirements
  - Any specific risks or hazards to their working area
  - Where to report any concerns with regards to H&S (if not their site contact)

5. Following any induction, if a MMU has been taken to the site, the OHT will discuss with their site contact the locating of the MMU in an appropriate area away from any areas of extreme noise or vibration as this can have an effect on conducting testing. The client may need to provide a banksman to guide the OHT and MMU if required.
6. All mandatory signs externally and internally will be obeyed.
7. The OHT will also require access to a welfare toilet and if available any on-site canteen facilities to use microwave etc if on-site for longer than 1 hour.
8. For site visits longer than 1 hour, the OHT will also require access to a 240v mains electric socket to provide power to the MMU in order to run various pieces of equipment.
9. MMU's come supplied with relevant cable reels and mains residual current detectors (RCD's) 2 cable reels are onboard giving the capability of operating approximately 50m from the electrical socket. It is incumbent on the client to try and site the MMU as close to a 240v power source to avoid creating any unnecessary trip hazards. Any spare cable at the MMU plug in point must be loosely gathered and placed under the MMU to avoid any trip hazard.
10. All electrical reels **WILL BE COMPLETELY UNREELED** to avoid any electrical heat build-up in tightly coiled electrical cables.
11. The MMU carries warning cones. Once electrical cable is routed the OHT will place warning cones at any key hazard points, but these should be minimised where possible.
12. Once MMU is sited and power established the OHT will proceed to setup relevant equipment. As a minimum this will normally involve a laptop and a printer then relevant kit for Health Surveillance e.g. spirometry equipment, audiology kit etc.
13. CoSHH – No drugs or medication are held in the MMU. Domestic cleaning products, hand sanitiser and relevant vehicle top up fluids are held/used to maintain clinical standards.
14. If not using the MMU the OHT will assess the room provided by the client for the delivery of Health Surveillance services. This will include checking that it provides aural and visual discretion to allow the appointments to take place appropriately, the ambient noise level is within the accepted levels for the conduct of audio tests, if they are being done, the room provides sufficient light and heat to the OHT to allow comfort for the duration of their time on site and that the room, its location, set up and any equipment does not create a danger to any of its occupants.

#### COMMENCING TASKS

15. Once setup the OHT will perform a final check with site contact to establish timings, any breaks, language issues (if applicable and has per confirmation of appointment email sent to client prior to visit) and possible translation help.
16. The OHT will then commence Health Surveillance test as agreed with the client.

#### COMPLETION OF TASKS

17. Once all Health Surveillance has been completed the OHT will carry out their administration closedown procedures and provide a verbal summary of the tests carried out to the nominated site contact **ONLY** to comply with GDPR.
18. If in a MMU, the OHT will then unplug from the premises mains power and recover/rewind all electrical cable reels ensuring they are rewound correctly. All cones are recovered, and all kit is packed away safely in relevant storage areas within the MMU. If not using the MMU the OHT will gather and repack their kit and transfer it to their means of transport.

## CLOSE OUT

19. The OHT will comply with any signing out procedures from client site.
20. All vehicle/personal passes, permits, keys etc issued to the OHT will be returned prior to the OHT departing from site.

## SITE PREPARATION

Risk Assessments and Method Statements to be reviewed and understood between LATUS Group and Client before commencing work. LATUS Group employee (where in place) to be site inducted and made aware of the evacuation procedures in the event of emergency within the premises. All required equipment and PPE for task is checked and transported to site. All PPE is checked by OHT and if required site contact before commencing work on site.

## SET-UP THE EQUIPMENT

Ensure all electrical cabling is correctly routed to minimise trip hazards. Where high areas of risk are identified these should be marked with cones etc. Cab of the MMU is to be secured and keys retained with OHT when Health Surveillance is being carried out in rear of the MMU.

## REINSTATE THE SITE

When all work is completed ensure area is left in a tidy condition ensuring any rubbish, black bags, cardboard from consumables is placed in appropriate waste receptacles.

## RESOURCES REQUIRED

### OPERATIONAL PERSONNEL

<b>OPERATIVES</b>	All LATUS Group Occupational Health Technicians (OHT).
<b>COMPETENCIES</b>	All Occupational Health Technicians (OHT) are trained to carry out Health Surveillance as per task/activity.
<b>SUB-CONTRACTORS</b>	No Occupational Health Technicians (OHT) are sub-contractors.

### VEHICLE AND EQUIPMENT

- Mobile Medical Unit (MMU) – Large fitted van to facilitate medical Health Surveillance
- Lap-top
- Printer
- Spirometer
- Vision Kit
- Blood Pressure Monitor
- Audiometer
- Otoscope
- Alcohol Breathalyzer
- Consumables for above equipment

## SIGNIFICANT RISKS

- Electricity
- Lone Working
- Permit to Work (if required)
- Working in a live environment
- Slips, Trips and Falls
- Inclement weather
- Confrontation, Violence and Aggression

## ADDITIONAL CONTROLS

<b>PERMITS</b>	Permit to work must be obtained if client instructs for particular site.
<b>ASBESTOS SURVEY</b>	Even though LATUS Group processes do not involve anything to do with the fabric of the premises, if the MMU is placed inside a premises (e.g. warehouse, garage etc) where there is a confirmed high asbestos risk identified then OHT should request an alternative location to minimise any exposure. If required consult the asbestos register before agreeing final MMU location.
<b>FIRE ARRANGEMENTS</b>	As per buildings emergency procedures these are to be explained by client to the OHT's at induction.
<b>ACCESS FOBS/KEYS/PASSES</b>	Should any access keys, passes or fobs be required these must be returned when leaving.
<b>ADDITIONAL MEASURES</b>	As per client information.

## PERSONAL PROTECTIVE EQUIPMENT

OHT'S are issued/should be in possession of/have access to:

- Thermal high viz jacket
- High viz vest
- Safety footwear
- Ear defence in mandatory areas
- Insulated gloves
- Safety glasses when on-site
- Head protection where required

TEMPORARY AND AMENDED SYSTEMS	
<b>SEGREGATION AND SITE SECURITY</b>	LATUS Group must where possible/as required at site segregate MMU by use of onsite barriers/cones.
<b>TRAFFIC ROUTES</b>	Mandatory signs and speed limits must be obeyed when on-site, ensuring that parking does not block exits to building.
<b>ATTACHED SKETCHES</b>	If required (complex/large sites etc) client can be contacted for relevant maps or drawing to aid OHT to be at correct location. These may be provided as part of induction for complex sites.

EMERGENCY ARRANGEMENTS AND INCIDENT RESPONSE	
<b>NEAREST HOSPITAL &amp; TELEPHONE No:</b>	To be provided at sites as part of the induction
<b>NAME OF FIRST AIDERS/APPOINTED PERSONS:</b>	To be provided at sites as part of the induction
<b>LOCATION OF FIRST AID FACILITIES:</b>	First Aid Box in all MMU

POLLUTION /ENVIRONMENTAL RECOVERY PLAN
The work of the OHT, in a MMU or otherwise does not produce any environmental waste as part of their processes, however will comply with any particular local arrangement.

FIRE EVACUATION PROCEDURES
As per site emergency procedures.

EMERGENCY RESCUE PROCEDURES
As per site emergency procedures.

MONITORING AND COMPLIANCE
The named contact can carry out their site/activity audits to ensure compliance.

METHOD STATEMENT RISK ASSESSMENT COMMUNICATION
<p>This document will be reviewed and updated as necessary by Ideagen Management Systems controlled by the LATUS Group Management Team.</p> <p>Significant changes that may necessitate an update to this document include:</p> <ul style="list-style-type: none"> <li>• Additional Health Surveillance is being undertaken</li> <li>• Changes in work areas, vehicles, equipment, security, etc.</li> <li>• Change to personnel for Health Surveillance/work areas etc.</li> </ul> <p>All OHTs are briefed on this document and refreshed at relevant periods.</p>

This document has been compiled to reflect a typical site task carried out at a client site by a LATUS Group Occupational Health Technician in a Mobile Medical Unit.

Whilst all care has been taken to cover as many typical areas as possible for these Health Surveillance visits all may not be covered in this document and should be agreed/discussed with the client before Health Surveillance commences. If in doubt please contact the Management Team at the LATUS Group.

DATE	EVENT	REMARKS	REVIEWED BY
30/01/2024	Initial Method Statement	Agreed by Management Team & H&S Consultant	Head of Governance & Compliance, H&S Consultant, LATUS Group

## GENERAL RISK ASSESSMENT

### HAZARD - ASSESSMENT

General – Conducting Health Surveillance Using the Mobile Medical Unit (MMU)

### LOCATION / WORK AREA

Clients Premises

### RISKS IDENTIFIED

Poor work area/Incorrect MMU placement on the unsafe area or uneven ground etc
Night or unorthodox hours working/Disturbance of natural sleep patterns
Mental & Physical fatigue and operational stress.
Inclement Weather
Heat & Cold Extremes
Lack of Welfare Facilities
Falls from working at height e.g. from or out of the back doors of the MMU
Lack of proper CoSHH controls in place
Incorrect manual handling techniques e.g. during setup, carrying/placing or picking up warning cones, deploying or recovering electrical reels.
Violence and aggression from other persons on site
Lone working activities were not assessed thoroughly
Poor vehicle condition due to lack of servicing
Road traffic collisions
Damage to equipment and stock whilst in transit in the MMU
Display Screen Equipment user issues such as long-standing periods, lack of proper seating, poor posture/upper limb disorder/back pain etc
Lack of equipment or PPE

### Persons at Risk (enter a ✓ in the box of those affected)

Employees (MMU OHTs)	✓	Young Persons (Under 18 years /individual assessment)	
Contractors/Visitors/Customers		Pregnant Worker (individual assessment required)	
General Public		Others (e.g., Disabled Workers)	

## EXISTING RISK CONTROLS

Before MMU placement OHT will receive induction and a brief from the site contact as to vehicle placement. OHT and site contact should agree then MMU is placed accordingly with the aid of a banksman if required.

All OHTs complete a Health Surveillance document and should inform their line manager if there are any medical conditions which preclude them from conducting relevant Health Surveillance duties.

Some Health Surveillance requires out of core working hours e.g. to catch night shift workers etc. Normal hours or shift length will be discussed with OHT and the allocations team to ensure that timings can be met.

All Health Surveillance is managed to reduce mental and physical fatigue whilst on site. Relevant comfort and food breaks for OHTs are arranged within a scheduled visit to a client site.

In extreme weather such as heavy snow, frost, flooding etc the OHT will decide whether a site visit can be made given the current weather circumstances. The line manager should be consulted/informed of any decisions. Safety is paramount.

Thermal high-viz jackets are provided to OHTs. All vans have fitted heaters/air conditioning as well as an electrical blow air heater.

As a minimum at the client site basic staff welfare facilities are arranged/utilised by OHTs on site such as a toilet, a kettle, a microwave to heat food etc.

All MMU's are equipped with baseline equipment and consumables to complete all Health Surveillance required. This can include:

- Audiology
- Spirometry
- Vision Screening
- Otoscope
- Blood Pressure Monitor
- Alcometer
- Drug & Alcohol Testing Kit
- Relevant consumables for this equipment

Equipment is checked monthly, and a relevant return is submitted by the OHT to the line manager. Any deficiencies are recorded and reported and rectified promptly either locally by the OHT or through/with the help of the Office Support Staff .

All relevant Health Surveillance kit is calibrated as required by the manufacturer's guidelines to ensure maximum efficiency when used.

The MMU comes equipped with a mobile step which is deployed during setup on flat ground to gain access/egress into the rear of the MMU or there can be a fitting step to the rear chassis of the MMU. There are grab handles fitted at the rear doors to aid persons entering or leaving the vehicle safely.

All OHTs are trained and refreshed in correct Manual Handling for setup and recovery of equipment for the MMU e.g. cones, electrical reels etc.

Any instances of violence and aggression are reported to the client contact and the OHT line manager at the earliest opportunity. OHTs are advised not to verbally escalate a potentially violent or aggressive situation and to maintain a calm demeanour extracting themselves from the situation and reporting and recording the incident.

There is a lone working policy in place and RA which is available to all OHTs.

All MMUs are MOT'd, taxed and insured as per current road legislation. Any issues mechanically and the MMU is withdrawn, and issues rectified. MMU check is carried daily when be operated.

There is a road risk policy which covers all aspects of driving the MMU and includes actions on being involved in a road traffic collision.

Driving licences are checked on a minimum of annual basis, more frequently dependent upon the number of points on a licence, to comply with current vehicle insurance policy conditions. All drivers must inform their line manager if there is a change of status regarding their driving status or licence condition e.g. medical condition, medication, loss of licence etc. Random Drug and Alcohol screening is carried out on drivers.

All equipment is stowed securely in cupboards, fitted bins etc before MMU is driven to prevent any damage to the vehicle or equipment or affect the driving handling performance of the vehicle e.g. sound booth door swinging whilst the MMU is in motion.

All MMUs are equipped with fire extinguishers and online training is provided to OHTs on their use.

Manual Handling training is provided to all OHTs.

**TAKING INTO ACCOUNT THE EXISTING RISK CONTROLS.** Select from the table below the likelihood of harm and the severity of the harm. (Enter a ✓ in the relevant boxes)

### RISK EVALUATION KEY

		CONSEQUENCES				
		Insignificant - 1	Minor - 2	Moderate - 3	Major - 4	Catastrophic - 5
Likelihood	Rare - 1	Low	Low	Low	Low	Medium
	Unlikely - 2	Low	Low	Medium	Medium	Medium
	Moderate - 3	Low	Medium	Medium	Medium	High
	Likely - 4	Low	Medium	Medium	High	High
	Almost Certain - 5	Medium	Medium	High	High	High

Likelihood of Harm/Injury	Almost Certain	5	Likely	4	Moderate	3	Unlikely	2	✓	Rare	1
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Severity of Harm/Injury	Catastrophic	5	Major	4	Moderate	3	✓	Minor	2	Insignificant	1
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**LIKELIHOOD OF HARM / INJURY x SEVERITY OF HARM / INJURY = RISK RATING**

**Risk Rating** (enter a ✓ in the relevant box below)

2	x	3	=	6	Very High Risk 15+	Medium Risk 5-14	✓	Low Risk 1-4
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**Now you have established the risk level consider how frequently the risk is likely to arise**  
(enter a ✓ in the relevant box below)

Continual	Frequent	Minimal	✓
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**Now you have completed your initial assessment answer the question below:-**

Do you consider the risk controls adequate?	Yes	✓	No
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Initial Assessment completed by:	Name:	Signature:	Date:
	Steven Tait, Citation	S. Tait	01/12/2022

Assessment review completed by:	Name:	Signature:	Date:
	Jeremy Rouch	<i>Jeremy Rouch</i>	30/01/2024
Reason for review:	Annual Review:   ✓	Changes:   ✓	Accident/Incident:
Comments:			