

NSS Health and Safety Risk Assessment Form

Task / Activity / Area: Moving Session Equipment or Taking Session Equipment to and from a Venue			Date: 23 SEP 2025	Assessment No: NAT H&S RA 212 02			
<u>IDENTIFY HAZARD</u> Refer to the Hazard Category List.	<u>ASSOCIATED RISKS</u> Refer to the Individual Category List, identify individuals who are likely to be at risk of injury or ill health from the hazards identified. Briefly describe how that harm could be realised and to what extent.	<u>CURRENT CONTROL MEASURES</u> Provide details of current measures designed to remove, reduce or control the risk so far as is reasonably practicable, using the hierarchy of controls e.g. engineering controls, work process, administrative controls, training, PPE	<u>RISK SCORE</u> Calculate the residual risk level for each individual hazard, using the matrix on the back of this form.	<u>FURTHER CONTROLS REQUIRED</u> Where risks are not adequately controlled provide details of further action to reduce the risks to an acceptable level.	<u>ACTION PLAN</u> Any outstanding actions to be monitored and reviewed on the Directorate H&S action plan.		
Hazard Category.	Who Could be Harmed and How?	What is Currently Being Done?		What Else Needs to be Done?	By Whom	By When	Done
5. Slips and Trips	NSS Staff Donors Public Risk of slip associated with wet/icy snow-covered surface/floor Risk of slip associated with falling leaves covering surface Risk of trip on uneven surface	Venue assessment carried out to ensure assessment of environment conditions to include adequate lighting as per NATS COL 040 Ensure phone ahead is carried out – NATF 343 and pre-session inspection completed When conditions are icy the venue car park / pathway entrances are gritted for the staff & donors Cages provided for transporting all equipment from lorry to site of use PPE - safety gloves, safety shoes and High Visibility Vest is provided for use when moving and handling and must be worn at all times Manual Handling Training: Check route and assess environment before cages are taken off and pushed into the venue Ensure clear area and path for task before proceeding. Any boxes that are heavy on removal of	Risk Rating: 8 (Amber)	N/A	N/A	N/A	N/A

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		cage a two-man lift should be employed using manual handling technique					
11. Environment	NSS Staff Exposed to cold and / or wet weather Adverse weather (heavy rain, snow etc) staff could suffer ill affects due to being wet/damp	The issue of SNBTS uniforms – fleece, waterproof coat, gloves Hot drinks supplied Venue assessment carried out to ensure assessment of environment conditions Conditions for unloading and loading should be assessed by the team manager before unloading commenced. Assess any weather which may affect walking surface or object to be moved. Eg Rain, Snow. If necessary, clear a path. Ensure clear area and path before proceeding with moving and handling of cages in / out of venue	Risk Rating: 4 (Green)	N/A	N/A	N/A	N/A
14. Moving and Handling of Roll Cages	NSS Staff Donors Public Musculoskeletal injuries Work Related Upper Limb Disorder Repetitive Strain Injury Strains, Sprains, Falls, Crush. Dislocation	All staff undergo statutory Manual Handling training Individual responsible for each task performed. Individual to assess the task at hand, personal physical capabilities, the environment surrounding the task, and the object to be moved. Use correct handles on cages PPE issued to be worn on moving of any equipment	Risk Rating: 8 (Amber)	N/A	N/A	N/A	N/A

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	Pushing, pulling, and manoeuvring roll cages into and out of venues with a slight camber including doorways, ramps and narrow entrances Cuts from damaged roll cages Donors and visitors at risk from being struck by a roll cage in the vicinity	If the assessment requires another person to perform the movement, eg if contents particularly heavy items have shifted during transit, then assistance must be obtained. A two-man lift must be employed using manual handling technique for any heavy cages / boxes Supervision of loading and unloading of cages Sufficient time allocated to allow for the loading / unloading If unsure, then seek advice and help. Any staff with underlying health conditions or restricted duties as per OH assessment to be removed from any heavy duties as agreed by line manager Venue assessment carried out to ensure assessment of environment conditions Adequate time allocated for loading / unloading vehicle session equipment Session is set up before a session begins and taken down after the session Staff following NATS COL 085 – Operation of a roll cage Directing any donors or public away from the vicinity of unloading and loading					
14: Moving and handling of trolley bags	SNBTS Staff Musculoskeletal injuries Repetitive Strain Injury Pushing, pulling, lifting on and off staff bus / car	Individual responsible for manual handling the trolley bags to assess the weight and personal physical capabilities.	Risk Rating: 4 (Green)	N/A	N/A	N/A	N/A

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18. Other	SNBTS staff / Public Accident due to faulty cage – broken mesh, damaged wheels	Cages have a 6 monthly maintenance check carried out and any fault reported using the appropriate paperwork.	Risk Rating: 4 (Green)	N/A	N/A	N/A	N/A
Risk Assessor: Approve via QPulse	Signature: see IQM	Name: [REDACTED]	Assessment Review Date:				
Line Manager: Approve via QPulse	Signature: see IQM	Name: [REDACTED]					

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HAZARD CATEGORY LIST		INDIVIDUAL CATEGORY LIST	RISK ASSESSMENT SCORING MATRIX					
1	Fire / Explosion *	1. NSS Staff	RISK RATING					
2	Electrical	2. Other NHS Staff	If the residual risk score is 15 or above (RED) then further control measures need to be implemented in order to reduce the risk to an acceptable level before work can continue.					
3	Work vehicles & Plant	3. In house Maintenance Staff	OUTCOME	LIKELY	PROBABLE	POSSIBLE	REMOTE	IMPROBABLE
4	Moving Machinery	4. External Contractors	FATAL Any injury or ill health effect reportable under RIDDOR which results in a fatality	25	20	15	10	5
5	Slip or Trip Hazards	5. Donors	MAJOR INJURY Any injury reportable under RIDDOR, requiring hospital treatment or resulting in permanent disability	20	16	12	8	4
6	Working at height	6. Patients	HEALTH EFFECT Any ill health condition reportable under RIDDOR, requiring hospital treatment or resulting in permanent disability	15	12	9	6	3
7	Noise / Vibration *	7. Visitors	MINOR INJURY Any injury which is not reportable under RIDDOR, the effects are short term and only First Aid treatment is required	10	8	6	4	2
8	Hazardous Materials *	8. Emergency Services Staff	PROPERTY/EQUIPMENT Any damage to property, fixtures, fittings or equipment	5	4	3	2	1
9	Tools & Sharps etc	<u>VULNERABLE PERSONS</u>						
10	Radiation / Ultra Violet Welding / Hot Work etc	9. Young Persons						
11	Environmental Issues	10. New or Expectant Mothers						
12	Confined Space/ Restricted Access	11. Children						
13	Dust/ Fumes/ Vapours *	12. Disabled Persons						
14	Moving & Handling *	13. Other						
15	Hygiene Issues							
16	Lone Working							
17	Psychosocial (Workplace Stress)							
18	Other							

Likelihood	
LIKELY	Almost certain to occur
PROBABLE	Not surprised if it were to occur
POSSIBLE	Reasonable Chance it May Occur
REMOTE	Unlikely though still conceivable
IMPROBABLE	Extremely Unlikely

* Indicates there may be a requirement for an additional specific risk assessment to be carried out, e.g. COSHH etc