

Guidance Notes for Managers - Job Profile Questionnaire

The person organising recruitment, or someone familiar with the duties of the post must complete the job profile risk assessment form. In exceptional circumstances, if the form is being completed on behalf of a department or directorate, the person must consult the line manager to obtain the necessary information. If you are unsure of how to answer, or what details should be included seek advice from the Occupational Health & Wellbeing Department on 01536 452334

Where the answer to any of the questions on the job risk profile form is 'yes' please provide information on the specific activities, tasks and/or materials involved, including an indication of its importance in the person's work. Occupational Health needs this information to help assess the suitability of the prospective employee to undertake the job without risk to themselves, other employee's, patients and the public.

Specific guidance to job profile risk assessment questions :-	
1. Contact with patients	Working in clinical areas. Answer 'NO' if clerical, administration staff who do not have regular face-to-face contact with patients
3. Use of Personal Protective Equipment (PPE)	Examples include: variety of gloves, goggles, visors, safety shoes
4. Working with hazardous substances requiring assessment/ Health Surveillance (state work activity)	The line manager should know where this applies. Health Surveillance may be required for some work involving use of respiratory sensitisers e.g. Tristel, methyl methacrylate, hardwood dusts, asbestos or pathogens e.g. tuberculosis
6. Regular night work	Answer 'YES' if regularly required to work between 11pm and 7am
7. Driving vehicles (Grey Fleet)	Private vehicles that are owned by staff/volunteers or on a private lease agreement, and who are authorised to drive these vehicles on Trust business including conveying colleagues and or/clients.
8. Drives Trust Fleet cars or Car club cars (Vehicles leased through the Trust use individual use by the staff member).	All staff are to undertake a Drivers Medical with the trusts Occupational Health department prior to being authorised to drive Trust Fleet Vehicles or any Car Club Car users where they are being used to transport patients. For new staff this should take place during their pre-employment checks where they meet this criteria.
11. Use display screen equipment (DSE)	Answer 'YES' if normally use DSE for continuous or near continuous spells of an hour or more at a time and use it more or less daily and have to transfer information quickly to or from the display screen equipment
12. Working in unusual environmental conditions	Includes: working outdoors, working in very hot or cold conditions e.g., walk-in cold rooms/boiler houses, working at height e.g. ladders, working in confined spaces
13. Manual handling tasks	Includes: patient handling, handling of loads, working above shoulder/below waist height, excessive repetitive movements
14. Food handling	Answer 'YES' if the person's work will involve touching unwrapped foods to be consumed raw or without further cooking Answer 'NO' if only foods handled are drinks or wrapped e.g. packaged sandwiches and biscuits
15. EPP's – Exposure Prone Procedures	These include procedures where the worker's gloved hands may be in contact with sharp instruments, needle tips or sharp tissues (e.g., spicules of bone or teeth) inside a patient's open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times. Examples of procedures that are NOT exposure prone include: Taking blood (venepuncture), setting up and maintaining IV lines or central lines, minor surface suturing, the incision of external abscesses, routine vaginal or rectal examinations, simple endoscopic procedures. https://www.gov.uk/government/publications/emergency-healthcare-workers-exposure-prone-procedures
16. Is it a requirement of the post to undertake Prevention Management of Violence & Aggression	Includes Breakaway/Low Level Intervention/Teamwork training (please state)

Job Profile Risk Questionnaire

Please complete the form below and ensure it is included in the internal documents section when completing your vacancy request on the TRAC System.

Job title: Band 5 SLT

Send clearance to Name: Susan Foster

Line Manager Name: Richard Lindsley

Does the job require:	YES	NO	If YES, please give details (Continue on a separate sheet if necessary)
1. Contact with patients	Yes		Children and their families
2. Frequent hand washing	Yes		Between clients
3. Use of Personal Protective Equipment		No	
4. Working with hazardous substances requiring COSHH risk assessment/Health Surveillance (state work activity)		No	
5. Handling human blood/clinical specimens/clinical waste/potential infected materials/equipment		No	
6. Regular night work		No	
7. Driving vehicles (see guidance notes)	Yes		To and from places of work
8. Driving Trust Fleet Cars (see guidance notes)		No	
9. Working with children, immuno-suppressed patients.	Yes		
10. Will the role involve regular contact with pregnant women or young infants (under the age of 3 months) .		No	
11. Use of Display Screen Equipment (DSE)	Yes		
12. Working in unusual environmental conditions		No	
13. Manual handling tasks	Yes		Carrying toys and equipment and assessment for external visits
14. Food handling		No	
15. EPP's. Exposure Prone Procedures (see Guidance notes)		No	
16. Is it a requirement of the post to undertake prevention management of violence & aggression		No	
If any other role specific job requirements i.e., risks/standards are required please specify here:			
Please attach details of past sickness absence record from references:			

To be completed by recruitment, upon notification of successful candidate(s):

Candidate name: _____ Vacancy No. _____

Proposed start date: _____ Date form completed: _____