

Generic Risk Assessment
Scottish Health Technical Note 00-01
Appendix F

SHTN
00-01

Version 2.0 - August 2024

Appendix F Generic Risk Assessment

Table F.1 - Key Information

Site name	[insert]	Block name	[insert]
Site address	[insert]	Block number	[insert]
Postcode	[insert]	Block type	[insert]
NHS Board	[insert]	Surveyor name	[insert]
Site Reference Number (SRN)	[insert]	Survey date	[insert]
Site type	[insert]	NHS Board	[insert]

Generic risks

Table F.2 - Generic Risks

Hazard	Control measure
Remote sites	<p>Some of the sites within the NHS estate are remotely located, particularly in the NHS Western Isles, NHS Orkney and NHS Shetland areas. These will create their own unique challenges in terms of carrying out inspections, and surveyors will require to be flexible and adaptable when scheduling visits to these locations as the staff may become storm or fog bound, despite the best intentions of the ferry or flight operators. As such all surveyors should carry the following items at all times for any remote locations:</p> <ul style="list-style-type: none"> • mobile phones and chargers • cash to facilitate unexpected additional overnight stays or delays • spare warm clothing • emergency rations, such as food, drinks, chocolate and so on • fully stocked first aid kit <p>In addition, when inspecting remote sites, all surveyors should contact their office once survey is complete, and when back at main base.</p>
Lone working	<p>All inspections to be carried out by minimum two surveyors, although they can split up to cover various locations while on site. The only exception to this would be very small sites, where it is not cost effective to send two surveyors. In these instances, the Survey Partner will ensure their Lone Working policy is enforced.</p>

Hazard	Control measure
Working at height - access	All building appraisals will generally be undertaken from ground level, but where safe access is available, for example parapet walls or barriers over 1,100mm high, flat or pitched roof areas can be surveyed, access to these areas will be strictly in accordance with any roof permits issued by the local NHS Board.
Site access	All survey teams will be briefed in local health and safety matters by the local site contact and advised of any particular site specific hazards. All surveyors will strictly comply with these rules.
Possible hazardous materials	All surveyors should obey any statutory signs at premises warning of hazardous materials and comply with all instructions and safety measures detailed.
Suspect asbestos containing materials (ACMS)	All surveyors should familiarise themselves with any available site asbestos management plan and be aware of any locations where asbestos may be present.
Personal Protection Equipment (PPE)	All surveyors will be issued with appropriate PPE, such as high visibility vests and so on, these should be worn at all appropriate times.
Restricted hospital areas	All surveyors will access any restricted areas, such as intensive care wards, operating theatres strictly by local agreement, and will wear any required additional clothing such as gowns, masks and so on.
Infection control	All surveyors will utilise hospital provided hand wash facilities before entering and leaving all ward areas. In addition, no ties will be worn during surveys to minimise risk of cross infection. No surveyor will enter any wards where winter vomiting or similar are present.
Manual handling	No manual handling will be involved with this survey exercise.
Client vehicles	All surveyors should be aware that certain areas within the hospitals will have heavy vehicular traffic such as accident and emergency, delivery areas and so on, as such they will require extra vigilance in these areas where electric powered vehicles are present. All surveyors will wear high visibility vests for all external area at all times.
Fire suppression systems	All surveyors should seek advice from local NHS contacts in the event of any areas having gaseous or similar fire suppression systems. All surveys should then be undertaken strictly in accordance with written procedures.

Hazard	Control measure
General fire and safety procedures	When inspecting occupied buildings, all surveyors should familiarise themselves with local procedures, locations of fire exits, timing of weekly alarm test and so on.

Site specific risks

Table F.3 - Site specific risks

Hazard	Control measure
[insert]	[insert]
[insert]	[insert]
[insert]	[insert]
[insert]	[insert]

Sheet to be reviewed and signed by all Surveyors

Table F.4 - Sheet to be reviewed and signed by all Surveyors

Date	Name	Signature
[insert]	[insert]	[insert]
[insert]	[insert]	[insert]
[insert]	[insert]	[insert]
[insert]	[insert]	[insert]

Note – if a blank editable template is required of the above tables, please contact: NSS.DEandAMTeam@nhs.scot