

Operational Procedures

Risk Assessment – Mortuary Body Handling

User Department: OP&A

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Document History

A review of this risk assessment will be undertaken at specified time intervals, following any accident, injury or near miss or where no longer deemed relevant.

Version	Date of Issue	Author(s)	Reason for Issue
1.0	31 st March 2020	Ian Simpson	Recent request from SCG on the 27/03/20. The request was to support temporary mortuaries for movement of deceased from recovery vehicles into the mortuary cells.

Generic Controls

The following generic assumptions have been made:

- Personnel involved in the activity will have received **information, instruction & training** in the safe use of the equipment, vehicles and safe systems of work.
- All equipment will be available for use, and where required will have been tested and maintained, and has been deemed as fit for purpose, by a competent person.
- All personnel will recognise situations where slips, trips and falls may occur.
- All personnel have been trained and are competent in Manual Handling techniques.
- There will be enough personnel available to complete the task.
- All personnel will be fit and well.
- Suitable and sufficient PPE has been issued, is in good repair, is being worn correctly and is fit for purpose.
- All Hazards and risks where personnel are expected to work will be identified and the appropriate control measures implemented.
- Safety event will be reported using the appropriate methods.

Persons affected by the hazard are as follows:-

- **A** – LFB personnel involved in the activity.
- **B** – Partner agency personnel.
- **C** – Others.

RISK ASSESSMENT

<p>Description of activity, process or equipment assessed and associated documentation:</p>	<p>This risk assessment covers Body Handling and personnel trained on equipment used for handling bodies arriving from domestic properties, hospital and public mortuaries, in a recovery vehicle, to be transferred into the mortuary cells. . It gives the control measures to be implemented to ensure the risks that LFB personnel are exposed to are as <u>low as reasonably possible (ALARP)</u>.</p> <p>Activities undertaken are:</p> <p>Movement of body bag onto body recovery vehicle. Movement of body bag into refrigerator at the mortuary.</p>	<p>Date prepared:</p>	<p>April 2020</p>
<p>Associated documentation:</p>	<p>Policy Note 542 Dynamic Risk Assessment. Policy Note 584 Firefighter Decontamination. Manual Handling Guidance - http://hotwire-live/Operations/Health_and_safety/Pages/Manual-Handling.aspxManual Handling/</p> <p>Specific documents relating to this activity:</p> <p>Description of duties for a member of body handling team. (Operational Guidance- Mortality Management – Body Handling) Managing Infection Risks when Handling the Deceased (HSG283) List of PPE required to undertake the role of body handling.</p>	<p>Review Date:</p>	

				Initial Rating –No Controls				Amended Rating - Controlled				ALARP Y/N		
Activity	Hazard(s)	Consequence/ Impact	Person at Risk	Sev	L	R	Rating H,M,L	Control Measures	Sev	L	R			Rating H,M,L
Attending unfamiliar venues for training or to operate from.	Unfamiliarity with building layout and facilities.	Slip, trips and falls.	A,B	1	3	3	L	Guided tour of building. Safety brief including evacuation points, access and egress routes, evacuation alarm testing regime and house rules. Identification of welfare facilities, including toilets and canteen facilities. Access cards or keys to be issued if required. Car parking and /or public transport facilities to be confirmed.	1	1	1	L	Y	

				Initial Rating –No Controls				Amended Rating - Controlled				ALARP Y/N	
Activity	Hazard(s)	Consequence/ Impact	Person at Risk	Sev	L	R	Rating H,M,L	Control Measures	Sev	L	R		Rating H,M,L
Attending to casualty.	Exposure to multiple deceased.	Negative effect on welfare (stress) and associated mental health issues.	A, B	4	3	12	M	<p>Pre screening by LFB Counselling and Trauma Services (C&T) and /or HML.</p> <p>Mailshot (email, text or letter) to all personnel undertaking this role giving signpost information to services both internal and external.</p> <p>Briefing and initial training on process in HQ. Meet and greet at all venues at first shift by LFB SC.</p> <p>Phone call debrief by welfare officers at end of first shift.</p> <p>After initial debrief, future frequency of contact determined by mutual agreement. Consider referral to C & T.</p> <p>7 day decompression when this role finishes. Self isolation rules apply if deemed appropriate.</p>	4	2	8	M	Y

				Initial Rating –No Controls				Amended Rating - Controlled				ALARP Y/N	
Activity	Hazard(s)	Consequence/ Impact	Person at Risk	Sev	L	R	Rating H,M,L	Control Measures	Sev	L	R		Rating H,M,L
Handling casualty.	Contact with bodily fluids through absorbtion, ingestion, or inhalation.	Transmission of infectious diseases.	A, B	4	3	12	M	<p>All activities will be under supervision by competent person</p> <p>Ensure any pre-existing injuries are protected or consider taking person OTR if satisfactory level of protection cannot be guarenteed</p> <p>Vaccination for some diseases (Hepatitis B as a priority). All personnel will be contacted by HML to confirm current level of immunity and to arrange vacination if required</p> <p>Designated PPE (as noted in list of PPE required to undertake this role) to be worn correctly and throughout the activity</p> <p>Workwear to be worn under PPE</p> <p>Follow appropriate decontamination procedures. Spare PPE to be available</p> <p>Ensure correct disposal method of used PPE is followed.</p> <p>If contact with bodily fluids is made, in the first instance, wash with detergent, follow appropriate decontamination procedures and seek advice from LAS and inform HML.</p> <p>Avoid/limit contact with others. Ensure social distancing takes place. Use wipes and gel to disinfect after any contact and at the end of each task.</p>	4	1	4	L	Y

				Initial Rating –No Controls				Amended Rating - Controlled				ALARP Y/N		
Activity	Hazard(s)	Consequence/ Impact	Person at Risk	Sev	L	R	Rating H,M,L	Control Measures	Sev	L	R			Rating H,M,L
Equipment and casualty movement.	Moving and lifting of casualties of unknown weight. Moving and transporting equipment.	Musculoskeletal injuries.	A,B	3	3	9	M	Dynamic manual handling risk assessment to be undertaken if the load presents significant challenges with the team. Consider requesting extra resources in some scenarios (e.g. bariatric casualties). Team lifting and moving. Ensure vehicles carrying equipment are parked as close as possible to where equipment is required.	3	2	6	L	Y	
Equipment use and operation.	Cross contamination from equipment. Failure of equipment	Infection with viruses such as Covid 19. Physical injury	A,B A,B	4 3	2 2	8 6	M L	All procedures related to being part of mortuary body handling team to be followed. All equipment and hard surfaces in the working area to be wiped with alcohol wipes or other suitable product after each task, and at the end of shift or as necessary. All equipment is visually inspected prior to use Any malfunctions are to be reported and equipment to be taken out of use until confirmed safe to use. Any equipment that requires legislative certification will have indated certificates.	4 3	1 1	4 3	L L	Y	

Ranking risks is necessary in order to identify their relative importance. The degree of risk associated with a particular hazard depends on the likelihood of it causing an accident and the probable severity of the consequence of such an accident. The focus in applying this methodology is the risk faced by a single typical member of the Occupation responsible for carrying out the task giving rise to the hazard.

This ranking system involves classifying likelihood (in terms of frequency) and severity each on a five point scale and then multiplying them both together to give the risk ranking as follows:

This matrix gives possible ranking values as follows:

RISK = SEVERITY x LIKELIHOOD

The ranking values can then be grouped into three broad classes of risk:

		RATING
Critical Risks	16 – 25	HIGH
Significant Risks	8 – 15	MEDIUM
Minor Risks	1 – 7	LOW

		SEVERITY				
		5 Single or multiple fatalities	4 Major disabling injury	3 Injury resulting in 3 or more days off	2 Minor Injury	1 Accident or near miss with no harm arising
LIKELIHOOD	5 Very likely to occur	25	20	15	10	5
	4 Probable	20	16	12	8	4
	3 Possible	15	12	9	6	3
	2 Remote	10	8	6	4	2
	1 Improbable	5	4	3	2	1

RISK TERMINOLOGY

Term	Definition
Accident	An unplanned and uncontrolled event which gives rise to harm.
Consequence or impact	The outcome of an accident.
Controls	Measures that may be introduced with the intention of reducing risk.
Harm	Any kind of safety loss, including fatalities and injuries
Hazard	Anything with the potential to cause harm (or loss).

Term	Definition
Likelihood (L)	The number of occasions on which a given event is expected to occur over a given time.
Mitigation	Reduction in risk due to the introduction of risk controls.
Rating	The rate given to the control measures associated with the hazard and risk; either High, Medium or Low
Result (Res)	The result based on the existing control measures or prior to implementing further control measures, in order to reclassify the rating to achieve the desired result. Being either: <ul style="list-style-type: none"> ▪ 'H' High Risk ▪ 'M' Medium Risk ▪ 'L' Low Risk
Risk (R)	A combination of the likelihood of the harm occurring and the severity of the consequences.

Incident/ Near miss	An unplanned and uncontrolled event that does not give rise to harm, but which under different circumstances could have resulted in an accident.
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Severity (Sev)	A measure of the significance of consequences.
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