



**PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F. (Ed))**

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager

This form **must** accompany any referral to the Occupational Health Service for the pre-employment medical clearance of a candidate for appointment. Copies must be forwarded to the Personnel Team with a completed Notification of Appointment form.

**CONFIDENTIAL**

School/Establishment	
Post / job title	
Description of main activities the employee will be required to undertake (or attach job description)	
Please see attached	
Form completed by: (print name)	

**A. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

Managers should note that if any of the following 10 activities are involved, there is an **automatic requirement for a pre-employment** assessment by Occupational Health and, possibly, for **subsequent Health Surveillance**.

1	Work at heights ( <i>eg over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i> ).	YES/NO
2	Work in excessively noisy environments above statutory control limits ( <i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i> ).	YES/NO
3	Work in unusual environmental conditions ( <i>eg where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i> ).	YES/NO
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome ( <i>eg percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc.</i> ).	YES/NO
5	Driving or transporting others in own vehicle ( <i>to include <b>only</b> those driving HGVs over 7.5 tons, PCVs, minibuses (ie requiring MIDAS qualification) and anyone regularly transporting, as part of their normal duties, more than 3 other persons</i> ).	YES/NO
6	Some contact with hazardous substances ( <i>eg chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i> ).	YES/NO



7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	YES/NO
8	Work with lead or lead-based products (eg some paints).	YES/NO
9	Food handling/preparation (of raw or uncooked food only).	YES/NO
10	Occupational fieldwork or work in extreme conditions (eg involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).	YES/NO

**B. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

If employees require advice concerning any of the risks identified, they should consult with their Line Manager.

11	Face to face contact with the public / service users (eg at sensitive front line posts re abuse, aggression, assault).	YES/NO
12	Working in isolation / lone working.	YES/NO
13	Work with electrical wiring (eg colour blindness).	YES/NO
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (eg site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	YES/NO
15	Work that may bring the employee into contact with rats; rat contaminated ground or other animals or livestock (eg risk of weils disease, other animal borne diseases, zoonoses).	YES/NO
16	Manual handling (other than routine office / administrative lifting and carrying eg assisting / moving service users with mobility problems, portering type activities).	YES/NO
17	Working with vulnerable service users (eg children with disabilities; the elderly; children / adults with learning difficulties; alcohol / drug abusers).	YES/NO
18	Work involving repetitive movements or forced posture (eg twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	YES/NO
19	Work as a regular display screen user (where more than 1/3 <sup>rd</sup> of a person's time is spent using DSE continuously over any 1 month period).	YES/NO

Any other occupational hazards / comments that you consider to be relevant to the post which are not included above:

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**Name of Headteacher/Head of Service/Line Manager (please print)**

**Telephone Number:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_