

JOB DESCRIPTION

JOB DETAILS	
Job Title	Safeguarding Specialist - Operational Lead
Reports to	Associate Director of Safeguarding
Band	Band 8a
Department/Directorate	Corporate Nursing

JOB PURPOSE
<p>As the Safeguarding Specialist - Operational Lead at the Royal Devon University Healthcare NHS Foundation Trust (Royal Devon), you will assume a senior role in ensuring the compliance with the safeguarding legislative and regulatory requirements of Royal Devon.</p> <p>The safeguarding of both adults and children is seen as 'core business' within the Trust and is a fundamental part of all service delivery. The safeguarding team has a proactive approach towards safeguarding and priority is given to developing confidence and competence in safeguarding matters for all staff groups. Safe and effective care & quality assurance is central to the team's working.</p> <p>The Safeguarding Specialist – Operational Lead position provides leadership and management to the Safeguarding Team. The post holder will work with the specialist nurses for safeguarding adults and children to ensure that all aspects of development of the service, skill mix, reviews and effective resource management is proposed and implemented in the context of defined budgets. The post holder will also attend meetings as required and will work closely with the Head of Safeguarding and Associate Director of Safeguarding in the development of the service. There will also be a requirement to maintain close working relationships with the MCA team, all Care Directorates within the Trust and multi-agency partnerships.</p> <p>The post holder will have an extensive and in-depth knowledge of safeguarding adults and children and be able to support and direct the specialist safeguarding nurses and clinical staff as appropriate.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>The post holder will:</p> <ul style="list-style-type: none"> • Operationally lead and manage a safeguarding team to ensure the service provides a dynamic and responsive approach in supporting the clinical staff, with whom the team work alongside to meet the safeguarding statutory and regularity responsibilities of the Royal Devon. • Promote a high-quality evidence-based service, developing effective inter-disciplinary and inter-agency relationships to improve the outcomes for people with care and support needs and those at risk of abuse and/or neglect. • Lead in liaising with partner agencies for safeguarding enquiries under Section 42 of the Care Act 2014; ensuring clear and concise Terms of Reference are agreed between the Trust and the Local Authority and supporting joint working with Adult Social Care professionals. • Support the wider safeguarding responsibilities associated with Prevent, Modern Slavery, Domestic and Sexual Violence. • With the Head of Safeguarding and Associate Director of Safeguarding, develop services within the Royal Devon for all aspects of child protection and early help outlined in Working Together 2023 including providing specialist advice to enable staff to provide support for families and children. • With the Head of Safeguarding and Associate Director of Safeguarding ensure the Royal Devon meets its statutory responsibility under Section 11 of the Children Act 2004.

- Work with the Associate Director of Safeguarding, Head of Safeguarding, and HR colleagues to provide specialist advice, support and clinical leadership when allegations and/or disclosures are made of abuse by staff towards patients or other staff members. Support investigations, assessments and referrals as part of the LADO and PiPPoT process including multi-agency referrals.
- With the Head of Safeguarding and Associate Director of Safeguarding will develop and update clinical protocols, policies and SOPs and Epic processes relating to safeguarding to provide a quality evidence-based service.
- Provide safeguarding support and supervision to the safeguarding specialist nurses and MCA leads in conjunction with the Head of Safeguarding and Associate Director of Safeguarding
- Review performance and workloads across the safeguarding team, ensuring where relevant the agreed priorities of the work plan are met and will escalate additional requests to the Head of Safeguarding and Associate Director of Safeguarding in their absence.
- Be responsible for developing and leading actions within the Safeguarding Adults and or Children Workplans.
- Support the Head of Safeguarding and Associate Director of Safeguarding Head in responding to requests for information relating to Safeguarding Adults Reviews (SAR) and Domestic Homicide Reviews (DHR), Children Rapid Reviews (RR) and Child Safeguarding Practice Reviews (CSPR) ensuring appropriate senior signoff of information has been achieved and where appropriate and/or delegated, to attend the review meetings representing the Trust.
- As and when delegated by the Head of Safeguarding and Associate Director of Safeguarding regularly participate as a member of the Safeguarding Partnership's sub-groups and task and finish groups for specific programmes of work.
- Support the Safeguarding team to fulfil their multi agency responsibilities as required by the Torbay and Devon Safeguarding Adult Partnership (TDSAP) and Devon Safeguarding Children Partnership (Devon SCP) strategic plans including supporting the sub groups and producing any reports as required.
- Be responsible for producing and presenting core safeguarding reports to the Safeguarding Adults Operational Group, Safeguarding Children Operational Group, Domestic Abuse Operational Group, Prevent Operational Group and Safeguarding Committee for assurance.
- Hold line management responsibilities for the safeguarding team practitioners and ensuring cover for service hours, training and manage annual leave requests and periods.
- Visibly support the Directors of Care Groups, Associate Directors Care Groups to disseminate learning from reviews and incidents to improve safeguarding assurance and shared learning practice across the Trust.
- Maintain accurate and legible notes (written and electronic) in accordance with local, national, legal, and professional policies and guidelines.
- Identify and assess risks related to adult and child safeguarding provision and escalate appropriately to the Head of Safeguarding and Associate Director of Safeguarding
- Promote the 'Think Family' agenda across all safeguarding work, working with the Named Professionals to embed the paramouncy of the child and making safeguarding personal.

The post holder will fulfil all the above tasks and work as an effective member of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the Safeguarding Lead.

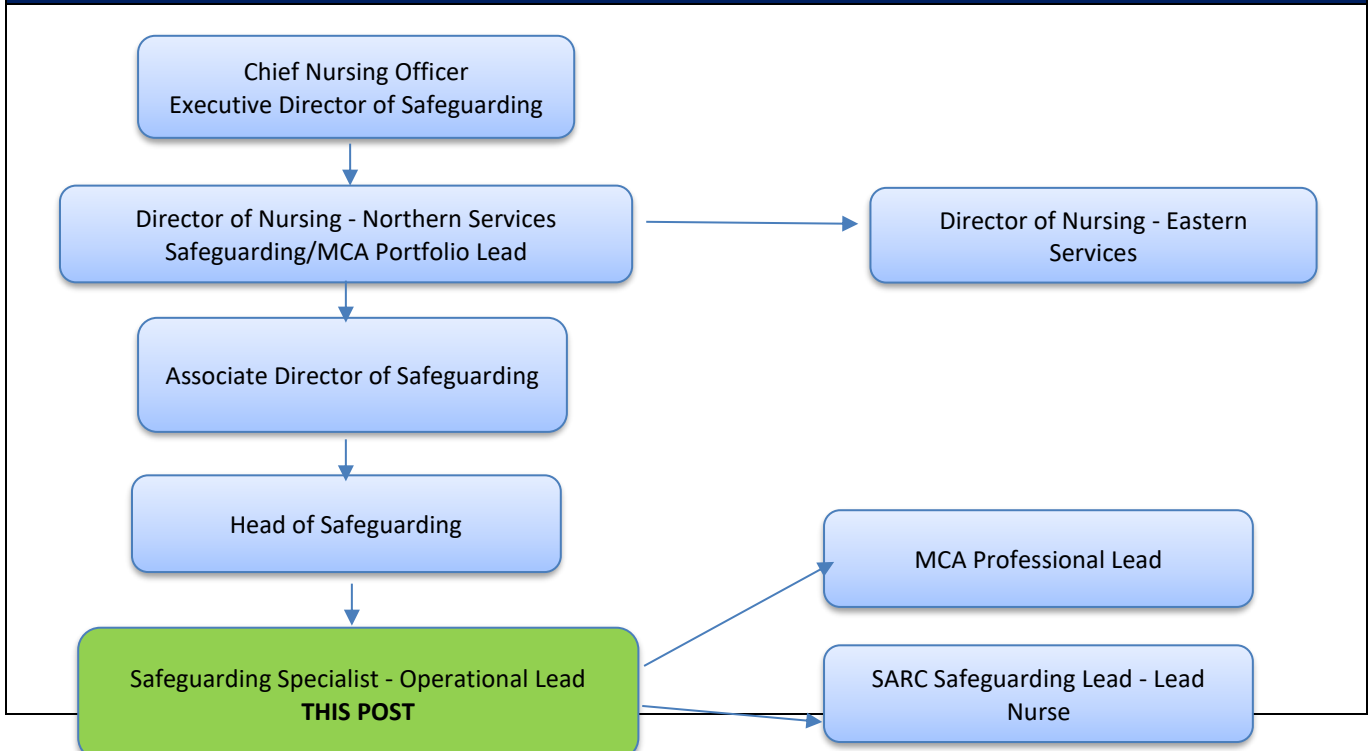
KEY WORKING RELATIONSHIPS

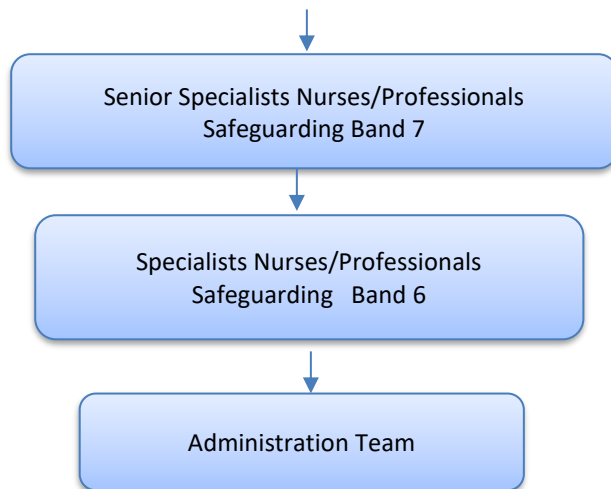
The post holder will have core working relationships with:

Internal to the Trust (Northern and Eastern Services)	External to the Trust

	<ul style="list-style-type: none"> • Associate Director of Safeguarding • Head of Safeguarding • MCA Professional Lead • Named Doctors for Safeguarding Children and Adults • Directors of Nursing - Northern and Eastern • Chief Nursing Officer • Directors and Associate Directors of Care Groups • Allied Health Professional Leads • Community Managers • Safeguarding Operational Group members • Emergency Departments • Communication Team • Legal Team • Directors of People/HR • Midwifery Services • Workforce Development 	<ul style="list-style-type: none"> • Integrated Safeguarding Teams across Devon and the Peninsula • Local Authority Safeguarding Hubs • Designated Safeguarding Nurses/ Doctors Devon CCG/ICS • Devon Safeguarding Children Partnership, and Torbay and Devon Safeguarding Adult Partnerships • Devon & Cornwall Police • Third sector organisations and stakeholders • Domestic Abuse Organisations. Fear Free NDADA including the Domestic and Sexual Violence Lead for Devon CCG • Safeguarding Leads in partner agencies and Education • Peninsula-wide Multi Agency Safeguarding Hubs and Early Help Leads • Domestic Abuse Multi Agency Risk Assessment Conferences/ Multi Agency Public Protection 	
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ORGANISATIONAL CHART





FREEDOM TO ACT

The post holder will:

- Provide expert advice, guidance and support to all staff in the Trust on all aspects of safeguarding.
- Have the ability to interpret local and national policies and advise the service and organisation on how these should be implemented.
- Work with a high degree of autonomy, as part of the Integrated Safeguarding Team/ senior management team, organising their own day-to day activities and manage complex on-going projects and responsibilities.
- Assist the Trust in contributing to Devon's Safeguarding Children Practice Reviews /Safeguarding Adult Reviews /Domestic Homicide Review processes and the dissemination and implementation of the findings and recommendations.
- Be accountable for their own professional actions, whilst supervising and leading others.
- Utilise expert knowledge and understanding of the major political, social, environmental and lifestyle factors that influence safeguarding concerns.

The post holder will be expected to know when to escalate and have an in-depth knowledge of case resolution and the formal processes in Devon.

COMMUNICATION/RELATIONSHIP SKILLS

The post holder will:

- Be able to communicate in verbal, written and electronic format; demonstrating excellent communication skills and the ability to listen and respond appropriately in managing staff issues and the management of change. Communication will be with a wide range of individuals and groups, both internal and external to the Trust and involve communicating highly complex, highly sensitive information with parents and families, carers, members of the public and across all levels within the Trust, offering empathy and reassurance.
- Ensure effective communication between senior management, senior service managers and all team members by reporting back at team meetings.
- Liaise with key external safeguarding partners in Devon e.g. Police, Social Care, Education, other health providers, CCG etc. to ensure robust relationships.
- Collaborate with the senior medical team appropriately for professional support and guidance.
- Support safeguarding team members to attend Multi Agency Risk Assessment Conference (MARAC) meetings as required.
- Liaise with other lead nurses across the Trust and develop good communication networks.

- Act as the Deputy Chair for Safeguarding Children and Adult Operational Groups.
- Attend safeguarding strategy meetings and case conferences as needed.
- Ensure all staff maintain clear and accurate records as per Trust policy, adhering to governance processes.
- Be able to influence others from partner agencies and represent the Trust without any direct authority.
- Promote and facilitate 'Contextual Safeguarding' for children and adults accessing acute and specialist services in collaboration with multi-agency partners.
- Liaise with the Associate Director of Safeguarding and Head of Safeguarding as required to make informed decisions which impact on Trust safeguarding processes and procedures.
- Deal with complaints in a calm, courteous manner ensuring wherever possible, complaints are dealt with efficiently and locally.
- Promote the best interest of patients, colleagues and the organisation through knowledge, effective communication and advocacy.

ANALYTICAL/JUDGEMENTAL SKILLS

The post holder will:

- Use judgement to assess risks and manage solutions safely and appropriately to safeguard service users, both adult and children.
- Make judgements on complex facts requiring interpretation and comparing options.
- Have an in-depth knowledge of the relevant legislation, policy framework and systems for safeguarding and MCA practice.
- Have an in-depth understanding of the impact of complex trauma and multiple factors that affect victim/survivors' experiences.
- Have the knowledge and skills to identify and provide appropriate interventions for psychological/vicarious trauma in staff working within the teams.
- Analyse national and local data in relation to safeguarding children and adults to ensure the teams are alerted to developments and informed of changes.
- Work with senior nurses to ensure active assessment of the professional and clinical skills of all staff including the development of training opportunities for all staff.
- Work with the Associate Director of Safeguarding and Head of Safeguarding to regularly review the admin and clerical provision in supporting the clinical team.

PLANNING/ORGANISATIONAL SKILLS

The post holder will:

- Be responsible for contributing to planning the safeguarding service provision including Work Plans for Adults and Childrens Operational groups in consultation with the Associate Director of Safeguarding and Head of Safeguarding.
- Work in collaboration with Devon & Cornwall Police to contribute to police operations into criminal exploitation, modern slavery and sexual exploitation of adults by organised criminal gangs across the Peninsula.
- Provide support and direction to Trust staff when making statements consisting of several complex factors and also supporting staff when attending court cases.
- Work closely with safeguarding professionals in other health organisations to share good practice and strengthen opportunities for development and networking within the field of safeguarding and MCA.
- Work closely with the Associate Director of Safeguarding, Head of Safeguarding and all Safeguarding and MCA team members, continually reviewing services.
- Support the implementation of the service specifications with local and national initiatives.

- Ensures standards of care are monitored and maintained, acts as necessary where there are concerns or deficits; in particular ensuring provision of staffing is maintained and skill mix is appropriate to the clinical area and will escalate to Safeguarding Lead as appropriate.

PATIENT/CLIENT CARE

The post holder will:

- Be required to have face-to-face contact with adults and their families where there are concerns and a need to be sensitive, professional and focussed throughout.
- Ensure that confidentiality is maintained and that all patient details are dealt with sensitively and in accordance with statutory requirements.
- Provide highly specialist safeguarding advice to Senior Trust Staff and specialist safeguarding nurses and MCA leads in regard to patients and their families.
- Work closely with designated and named safeguarding professionals in other health organisations to share good practice and to strengthen their opportunity for development and networking within the field of safeguarding children/adults.
- Support and guide staff involved in child/adult safeguarding processes.
- Provide highly specialised advice and support and facilitate debriefing for staff involved in complex safeguarding children/adult cases.
- Undertake Individual Management Reviews in relation to safeguarding children/adults.
- Provide briefing and highly specialised advice and guidance sessions to staff on safeguarding children/adults, child sexual/criminal exploitation, sexual abuse and violence, MCA (Mental Capacity Act).
- Ensure all record keeping in relation to safeguarding children/adults is appropriate, accountable and defensible.
- Empower and support staff in enabling service users to gain maximum benefit from our services both in the acute presentation phase and on their therapeutic journey towards recovery.
- Work fully within the Clinical Governance Framework for the service and Trust, including risk management, audit and evaluation at senior levels.
- Ensure any information sharing within the service/Trust and with other organisations is proportionate, necessary and relevant.
- Ensure that practice is patient-centred prioritising the perspective of the child/adult and the promotion of anti-discriminatory practices are incorporated in line with national and local guidelines.
- Provide specialist advice, support and clinical leadership in areas of domestic violence sexual violence and abuse. Support the MARAC process and provide supervision and specialist advice to the safeguarding team to advise and support complex DVSV cases in conjunction with the Head of Safeguarding and Associate Director of Safeguarding.
- Provide expert safeguarding support, supervision and guidance to clinical staff throughout the Trust.
- Lead on complex safeguarding cases for both adults and children across the Trust; ensuring that outcomes for service users are personal and patient focused.
- Provide advice and guidance with regard to PREVENT, Modern Slavery and the Trusts' Female Genital Mutilation processes and procedures.

POLICY/SERVICE DEVELOPMENT

The post holder will:

- In partnership with the Executive for Safeguarding, Senior Managers, Clinical Directors; develop and implement policies within the SARC service as well as Trust wide.
- In conjunction with the Associate Director of Safeguarding and Head of Safeguarding develop, implement and evaluate innovative working practices within the service.
- In conjunction with the Associate Director of Safeguarding and Head of Safeguarding develop Policies, Procedures and Guidelines for the management of safeguarding children/adults.

- Contribute and implement developments to safeguarding children/adult services to meet the needs of continuing local and national requirements.
- Ensure the development of robust quality assurance systems to monitor and evaluate safeguarding practice across the Trust.
- Have the ability to positively and creatively challenge current thinking in order to develop new and improved policy and working practices.
- Support and keep the team involved and motivated in service improvement initiatives, utilising suggestions from the team.
- Contribute to the production of appropriate and necessary written material for the department and for patients.
- In conjunction with the Associate Director of Safeguarding and Head of Safeguarding, the postholder will be responsible for health and safety, risk management, infection control, ensuring the development of link nurses as appropriate.
- Contribute to the development of relevant SOP's, guidelines, and policies.
- Be responsible for leading the safeguarding team to ensure the safeguarding pages on the Trust intranet (HUB) ensuring content is up to date, evidenced based and focused on supporting practice.
- Participate in national and local initiatives to protect children and adults from harm and ensure that changes in legislation, learning, information and ideas are disseminated.
- Facilitate excellent standards of record keeping, report and statement writing.

FINANCIAL/PHYSICAL RESOURCES

- The post holder will work with the Associate Director for Safeguarding and Head of Safeguarding to ensure that all aspects of service development and skill mix reviews are proposed and implemented within the defined budget. The Specialist Safeguarding Operational Lead role does not hold a budget, but is an authorised signatory for a budget up to £500.

HUMAN RESOURCES

The post holder will:

- Be responsible for the human resource management of the Safeguarding team. Working within Trust policies and NMC code of conduct; the post holder as a senior team member will provide support, in depth knowledge and advice to staff.
- Work with the Associate Director of Safeguarding and Head of Safeguarding to develop and promote integration of safeguarding services across the whole Trust.
- Provide specialist training within the trust in relation to safeguarding.
- Ensure the development of staff working in the safeguarding team identify training and development needs.
- Lead on the selection, recruitment and retention of staff as part of the safeguarding team.
- Have responsibility with the Head of Safeguarding for the leadership and management of the Safeguarding Team; providing regular supervision, monitoring and management of sickness absence including complex HR issues and disciplinary procedures and addressing any HR issues, some of which may be highly sensitive and contentious.
- Support, guide and provide specialist supervision for all staff within the Integrated Safeguarding Team.
- Work in accordance with the NMC Professional Code of Conduct.
- Assist staff in undertaking their safeguarding role as appropriate, with an emphasis on staff development.
- Have responsibility for planning, accessing and actively participating in your own safeguarding supervision.
- Maintain a professional portfolio and actively reflect on practice.

- Work with senior nurses to ensure active assessment of the professional and clinical skills of all staff including the development of training opportunities for all staff.
- Ensure the development of processes i.e. competencies for induction and orientation of newly appointed staff.
- Have responsibility for the monitoring and authorisation of study leave, annual leave and similar requests.
- Be expected to lead and participate in pre and post registration training, within the service, both Trust wide and externally. They will contribute to expert, robust and flexible safeguarding training for all Trust staff as well as providing expert specialist knowledge and advice to all trust staff consistent with national and local safeguarding policies and processes.
- To provide specialist safeguarding supervision, training and to act as a source of specialist advice to both members of the organisation and multi-agency partners.

INFORMATION RESOURCES

The post holder will:

- Support the Associate Director of Safeguarding and Head of Safeguarding to ensure standards of clear accurate record keeping are maintained by the Integrated Safeguarding/MCA teams.
- Provide written reports as required to the Executive Lead responsible for Safeguarding, Trust Senior Leaders, Associate Director of Safeguarding and Head of Safeguarding.
- Have responsibility for the handling of statistical information, recording own information, entering data, using computer software, analysing information, monitoring the processing and presentation of extensive and complex data on a regular basis.
- Monitor the quality of services by way of audit, ensuring all staff work within trust policies and health and safety practices.

RESEARCH AND DEVELOPMENT

The post holder will:

- Ensure the development of robust quality assurance systems to monitor and evaluate safeguarding practice across the Trust and within the TDSAP & DCFP as required.
- Develop, monitor progress and lead on safeguarding audits.
- Partake in the monitoring of services to ensure they are effective and respond to feedback from service users as appropriate.
- Establish and maintain with the Associate Director of Safeguarding and Head of Safeguarding robust monitoring and audit process for documentation which identifies areas for improvement, good practice and development needs.
- Maintain a high level of knowledge of research processes, implements and leads on current evidence-based practice in conjunction with lead clinicians.
- Be responsible for the early investigation of complaints and concerns and will have a lead role in the investigation and resolution of incidents and local governance issues.
- Oversee management of risk and incident electronic systems, working operationally within the Safeguarding team to give timely advice and support to Trust staff.

PHYSICAL SKILLS

- Advanced keyboard skills as responsible for typing of reports and personal records.
- Have good time management skills with active listening skills.

PHYSICAL EFFORT

- Frequent travel across the County.

MENTAL EFFORT

- Ability to switch focus as a result of managing multiple strands of work due to interruptions and/or arising situations requiring urgent attention.
- Periods of prolonged concentration are required when analysing information, writing reports and formulating policies, some of which may be complex.
- Long periods of concentration and complex decision-making.
- Ability to meet high level deadlines within a limited timescale.

EMOTIONAL EFFORT

- Be able to respond to criticism and challenge in a positive, constructive and appropriate manner.
- Frequent exposure to distressing or emotional circumstances
- The post holder will require emotional resilience and maturity when exposed to highly distressing or highly emotional circumstances for example in working with staff, patients and their families on an occasional basis.
- Occasional assertive and pro-active communication about potentially distressing matters with other external agencies.
- Provide regular safeguarding supervision to the specialist nurses within the Safeguarding team and have the ability to support and guide staff with individual cases on a regular basis most of which will be highly sensitive, often complex and can be extremely distressing for staff.

WORKING CONDITIONS

- Occasional exposure to adverse environmental conditions such as noise, stressful situations, aggressive behaviour and a busy environment.
- Requirement to carry laptop computer and/or projection equipment.
- Frequent use of display screens.

OTHER RESPONSIBILITIES

- Take part in regular performance appraisals.
- Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.
- Contribute to and work within a safe working environment.
- You are expected to comply with Trust Infection Control Policies and conduct yourself at all times in such a manner as to minimise the risk of healthcare associated infection.
- As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to the role.

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and supporting staff engagement in delivery of the service.

- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Safeguarding Specialist - Operational Lead
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING <ul style="list-style-type: none"> Current professional registration: NMC, AHP, Social Work. Masters level qualification or evidence of continued professional development at Level 7. Evidence of working in safeguarding at a senior specialist level. Recognised post registration Teaching Qualification or equivalent post graduate evidence of continuing education or experience. Recognised Leadership Qualification equivalent post graduate evidence of continuing education. Significant experience in Safeguarding Supervision. Evidence of continuing professional development. 	E E E E D D E	
KNOWLEDGE/SKILLS <ul style="list-style-type: none"> Understanding of safeguarding issues across disciplines & agencies. Track record of evidence-based practice and policy development within the speciality. Knowledge and understanding of Safeguarding standards and guidelines. Ability to promote understanding & incorporation of equality and diversity within safeguarding. Role model best practice in safeguarding individuals. Reflective approach to practice. Be able to communicate clearly and succinctly both verbally and in writing. To have an in-depth knowledge of Safeguarding Adults / Child Protection and all forms of abuse against children and adults. Have an ability to innovate, develop policy and lead change. Knowledge and understanding of the legal systems pertaining to Family and Court of Protection. Extensive knowledge of all external statutory and non-statutory agencies in relation to Domestic Abuse and Safeguarding. Excellent knowledge of latest safeguarding legislation Experience of undertaking safeguarding investigations and reports which support Rapid Reviews, IMR's for SAR's. Knowledge of Safeguarding and MCA legislation. Competency in safeguarding advice and processes. 	E E E E E E E E E E E E E E	

EXPERIENCE <ul style="list-style-type: none"> • Clinical experience of managing both children and adult safeguarding cases and highly sensitive information. • Experience of managing safeguarding cases. • Evidence of working across agencies and boundaries. • Effective multi-disciplinary/multi-agency working. • Evidence of continuous professional development. • Experience of supervising staff. • Innovative, able to problem solve and to produce effective improvement strategies. • Experience of designing and delivering training. • Sound knowledge of confidentiality and legal issues relating to Safeguarding. 	E E E E E E E E E	
PERSONAL ATTRIBUTES <ul style="list-style-type: none"> • Enthusiastic, highly motivated and committed to developing the service in the best interests of all users. • Able to be assertive when necessary and remain calm in a busy and pressured environment. • Able to work proactively and constructively, independently and within a multi-disciplinary team. • Compassionate and empathetic. • Excellent communication and negotiation skills. • Excellent organisational skills, ability to prioritise appropriately. • Ability to demonstrate high levels of motivation and commitment to the role and teams with a strong determination to succeed. • Ability to travel across the County. • Flexible in working arrangements. 	E E E E E E E E E	
OTHER REQUIREMENTS <ul style="list-style-type: none"> • The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. • Ability to travel to other locations as required. 	E E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g. isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	N				
Driving	Y			X	
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y	X			
Mental Effort	Y			X	
Emotional Effort	Y				X
Working in isolation	Y		X		
Challenging behaviour	Y			X	