SOP · DIS-SOP-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 46.2

At a glance

- The assessment covers natural hazards, technical failures, violence, outbreaks and the effects of climate change (DIS-FRM-001).
- Each hazard is scored for likelihood and impact.
- The assessment is updated each year and after any event or change in risk.
- Climate risks are assessed with the climate and health emergency risk assessment (FAC-SOP-003).
- Stop and get help straight away if: a hazard that has happened at the facility is not in the current assessment.

1. Purpose

To find the hazards the facility faces, and how badly each would affect patients and services (46.2).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

Hospitals face different hazards: floods, earthquakes, heat, power loss. A regular hazard assessment, including climate and utilities, shows which ones matter most.

5. Responsibilities

Role	Responsibility	Competence
Incident lead	Leads the assessment and keeps it current	Hospital director
Facilities manager	Assesses technical and utility hazards	Incident lead

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. List.

- List the hazards: natural, technical, violence, outbreak and climate-related (FAC-SOP-003).

Key point: Listed.

Step 2. Score.

- Score each hazard for likelihood and impact on patients and services (DIS-FRM-001).

Key point: Scored.

Step 3. Act and update.

- Set a control or plan for each high-scoring hazard.
- Update the assessment each year and after any event.

Key point: Updated.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Hazards in the current assessment	100%	Yearly	Incident lead	Complete the assessment within 30 days
High-scoring hazards with a control or plan	100%	Yearly	Incident lead	Escalate to the hospital director

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
DIS-FRM-001	Hazard and vulnerability assessment record	Record
FAC-SOP-003	Climate and health emergency risk assessment (existing, reused)	SOP

17. Evidence

Reference	Note
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- **Emergency Preparedness and Fire Safety** (T-10)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

Download this document as PDF

Download this document as an editable Word file