

## RISK ASSESSMENT FORM



SITE	Ref no.
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<b>DIRECTORATE</b>	Unscheduled	<b>WARD/DEPT</b>	Stroke Unit (Ward )
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<b>1 HAZARD</b> (something with the potential to cause harm)  <small>Include patient's name &amp; hospital number if applicable</small>	<h3 style="margin: 0;">Telemedicine - Telecart</h3>
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<b>2 RISK / HAZARD EFFECT</b> - who might be harmed and how		
<b>Type of risk - identify each separate risk associated with the above hazard</b>		<b>3 Persons at risk</b> [ <input type="checkbox"/> ]
<b>A</b> Breech of patient confidentiality		S[ <input type="checkbox"/> ] V[ <input type="checkbox"/> ] P[ <input checked="" type="checkbox"/> ] O[ <input type="checkbox"/> ]
<b>B</b> Slips, Trips & Falls - causing cuts bruising and abrasions		S[ <input checked="" type="checkbox"/> ] V[ <input checked="" type="checkbox"/> ] P[ <input checked="" type="checkbox"/> ] O[ <input type="checkbox"/> ]
<b>C</b> Violence, abuse & aggression – causing physical injury or mental stress		S[ <input checked="" type="checkbox"/> ] V[ <input type="checkbox"/> ] P[ <input type="checkbox"/> ] O[ <input type="checkbox"/> ]
<b>D</b> Equipment, striking against stationary object – causing cuts, bruising, possible crushes, traps or nips		S[ <input checked="" type="checkbox"/> ] V[ <input type="checkbox"/> ] P[ <input type="checkbox"/> ] O[ <input type="checkbox"/> ]
<b>E</b> Manual Handling – causing strains & sprains		S[ <input checked="" type="checkbox"/> ] V[ <input type="checkbox"/> ] P[ <input type="checkbox"/> ] O[ <input type="checkbox"/> ]
<b>F</b> Lack of staff/resources – causing stress to all staff in area		S[ <input checked="" type="checkbox"/> ] V[ <input type="checkbox"/> ] P[ <input type="checkbox"/> ] O[ <input type="checkbox"/> ]
<b>G</b> Electrical equipment – causing electrocution or shocks, cabling		S[ <input checked="" type="checkbox"/> ] V[ <input type="checkbox"/> ] P[ <input type="checkbox"/> ] O[ <input type="checkbox"/> ]
<b>H</b> Infection control		

**S = Staff V = Visitor P = Patient O = Other**

<b>4 EXISTING CONTROL MEASURES</b> - What is already in place for each risk.	
<small>Insert A B C D or E to refer back to the above risks</small>	
<b>A</b>	Trust Policy
<b>B</b>	Use of wet floor signs, prompt attention to spillages, & raising staff awareness
<b>C</b>	Zero tolerance policy, raise staff awareness and improve communication
<b>D</b>	No controls – ensure staff are aware of correct movement of cart
<b>E</b>	Hospital policy, staff updates and raising staff awareness
<b>F</b>	Policy for reporting issues to next line of management
<b>G</b>	Safety checks as require, raising risk awareness, ensure correct storage and care of cabling
<b>H</b>	Control of infection guidelines

<b>5 GAPS IN CONTROLS AND ASSURANCE</b>	
<small>Insert A B C D or E to refer back to the above risks</small>	
<b>A</b>	
<b>B</b>	
<b>C</b>	
<b>D</b>	
<b>E</b>	
<b>F</b>	
<b>G</b>	
<b>H</b>	

<b>6 EVALUATING RISK</b> (see guidance on back of form for definition of rating system)					
Risk	Consequence (1 - 5)	X	Likelihood (1 - 5)	=	Level of risk (1-25)
A	4	X	2	=	8
B	2	X	2	=	4
C	2	X	2	=	4
D	2	X	2	=	4
E	2	X	2	=	4
F	2	X	2	=	4
G	4	X	1	=	4
H	2	X	2	=	4

<b>7 RESIDUAL RISK</b> (Impact of controls implemented)					
<b>Risk</b>	<b>Consequence (1 - 5)</b>	<b>X</b>	<b>Likelihood (1 - 5)</b>	<b>=</b>	<b>Level of risk (1-25)</b>
<b>A</b>		X		=	
<b>B</b>		X		=	
<b>C</b>		X		=	
<b>D</b>		X		=	
<b>E</b>		X		=	

<b>8 ACTION PLAN</b> - are existing precautions adequate or is further action required to eliminate/reduce the risk? Insert A B C D or E to refer back to the above risks.		<b>Person Responsible</b>	<b>Action date</b>
<b>Risk</b>	<b>Further Action/Training Required To Control Risk</b>		
<b>A</b>	Raise staff awareness, make sure policy is available	Ward Manager	
<b>B</b>	Raise staff awareness, make sure policy is available	Ward Manager	
<b>C</b>	Raise staff awareness, make sure policy is available	Ward Manager	
<b>D</b>	Raise staff awareness, make sure policy is available	Ward Manager	
<b>E</b>	Raise staff awareness, make sure policy is available	Ward Manager	
<b>F</b>	Raise staff awareness, make sure policy is available	Ward Manager	
<b>G</b>	Raise staff awareness, make sure policy is available	Ward Manager	
<b>H</b>	Raise staff awareness, make sure policy is available	Ward Manager	

<b>9 INTERNAL/EXTERNAL ASSURANCES ON CONTROLS</b> (e.g. CQC, NHSLA, Blood Report) Insert A B C D or E to refer back to the above risks	
<b>A</b>	
<b>B</b>	

<b>10 SOURCES OF THE RISK</b> (e.g. Risk/GN/DIV/INC/FIN) Insert A B C D or E to refer back to the above risks	
<b>A</b>	
<b>B</b>	

<b>11 SIGNATURES</b>			
Assessor's Name		Manager's Signature	
Assessor's Signature		Date signed	
Date of Assessment			
<b>Local Monitoring Performed By:</b>			
<b>Review:</b> (please circle)	Continuous daily weekly monthly quarterly yearly and <b>after significant change</b>		
<b>8 Review Dates:</b>			

## SIMPLE RISK QUANTIFICATION

AS/NZS 4360:1999 Risk Management Standard defines risk as "The chance of something happening that will have an impact on an objective. It is measured in terms of consequences and likelihood".

<b>Risk = Consequences x likelihood</b>
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A simple approach to quantifying risk is to define qualitative measures of consequences and likelihood such as the exemplars given below. This allows construction of a Risk Matrix, which can be used as the basis of identifying acceptable and unacceptable risk.

### CONSEQUENCE – GRADE

Consequence Grade	1 LOW	2 MINOR	3 SERIOUS	4 MAJOR	5 DISASTER
<b>Patient Safety Incident</b>	Incident that may or may not require first aid	Extra observation or minor treatment	Moderate increase in treatment, significant but not permanent harm	Permanent injury	Directly resulting in the death of a patient
<b>Staff Safety Incident</b>	Incident that may or may not require first aid	Injury or illness that requires medical attention	RIDDOR/ Agency reportable	Injuries or long term incapacity/ Disability	Death or permanent incapacity
<b>Other Adverse event (Adverse publicity, financial, environmental)</b>	Rumours, Low financial loss	Local media attention short term, minor effect on staff morale. Moderate financial loss. Low environmental impact	Local media long term, significant effect on staff morale. Moderate financial loss. Moderate environmental implications. Moderate loss of reputation	National Media < 3 days./High financial loss. High environmental implications. Major loss of reputation	National Media > 3 days. MP concern (questions in the House)
<b>Complaints</b>	No direct impact or disruption of patient care	Minimal impact or disruption to patient care/treatment	Some impact or disruption to patient care/treatment	Excessive impact or disruption to patient care/treatment	Failure or delay in treatment leads to death(s) of patient(s)
<b>Claims</b>	No permanent injury	Minimal injury	Significant injury	Permanent injury/disability	Directly resulting in death of a patient

### LIKELIHOOD GRADES

Score	1	2	3	4	5
<b>Descriptor</b>	Rare	Unlikely	Possible	Likely	Almost certain
<b>Frequency</b>	Not expected to occur for years	Expected to occur at least annually	Expected to occur at least monthly	Expected to occur at least weekly	Expected to occur at least daily
<b>Probability</b>	Will only occur in exceptional circumstances	Unlikely to occur	Reasonable chance of occurring	Likely to occur	More likely to occur than not

CONSEQUENCES	Likelihood	Rare	Unlikely	Possible	Likely	Almost Certain
		1	2	3	4	5
Low - 1		1	2	3	4	5
Minor - 2		2	4	6	8	10
Serious- 3		3	6	9	12	15
Major - 4		4	8	12	16	20
Disaster- 5		5	10	15	20	25

**Key:**

Low risk

Moderate risk

Significant risk

High Risk

