Risk Assessment

NHS
Hull Clinical Commissioning Group

Please type in the pale lilac boxes, or print blank form and complete by hand. See guidance notes on page 4.

Information about the Task and the Assessor

Work Area/Location:

Date of Assessment:

Name of Assessor:

Task:

Who could be harmed?

How could they be harmed?

State any significant hazards or issues:

Existing Control Measures

What current control/risk reduction measures are already in place?

Current Risk Rating:
Use the matrix below to calculate the risk with exiting controls in place.

LIKELIHOOD	x	SEVERITY	=	RISK

Assessing the Risk:

RISK MATRIX		LIKELIHOOD				
		1 **RARE**	**2** **UNLIKELY**	**3** **POSSIBLE**	**4** **LIKELY**	**5** **ALMOST CERTAIN**
S E V E R I T Y	**1** **NEGLIGIBLE**	**1** Green	**2** Green	**3** Green	**4** Yellow	**5** Yellow
	2 **MINOR**	**2** Green	**4** Yellow	**6** Yellow	**8** Amber	**10** Amber
	3 **MODERATE**	**3** Green	**6** Yellow	**9** Amber	**12** Amber	**15** Red
	4 **MAJOR**	**4** Yellow	**8** Amber	**12** Amber	**16** Red	**20** Red
	5 **CATASTROPHIC**	**5** Yellow	**10** Amber	**15** Red	**20** Red	**25** Red

If the risk is Green (1-3):
Very low risk scenario. No further action needed

If the risk is Yellow (4 – 6):
Low risk scenario. Yellow risks are generally easily resolved at area/department level. Unresolved risks should be reported to a speciality meeting. If the risk is still unresolved following meeting, refer to Line Manager/Business Unit Meeting. Identify trends.

If the risk is Amber (8 – 12):
Medium/Moderate risk scenario. Management action needed to reduce risk, as soon as reasonably possible. Report unresolved risks to Business Unit Meeting. Identify Trends

If the risk is Red (15 – 25):
High risk scenario. Immediate action needed. These represent serious risk issues that may require assistance from specialists within the organisation, or members of the Risk & Governance Team. Report to Line Manager/Business Unit Meeting and Head of Risk & Integrated Governance.

Advice may be sought from the Risk & Integrated Governance Team on any aspect of the risk assessment process, not just those identified as red.

Additional Control Measures Needed to Lower Risk

Further control measures needed to reduce the risk.

Hierarchy of Risk Control Measures

A hierarchy of control measures can be applied to all hazards as follows:

1. **Eliminate Hazard**
2. **Substitute Hazard**
3. **Reduce Exposure**
4. **Adapt Methodology**
5. **Restrict Access**
6. **Personal Protective Equipment (last resort!)**

See page 4 for more information

Expected date when the additional control measures will be in place:

Remaining Risk

Amended Risk Rating:
Use the matrix to calculate the risk with additional controls in place.

LIKELIHOOD	x	SEVERITY	=	RISK

*If the remaining risk is still **amber or red**, then the risk needs to be brought to the attention of your line manager/senior management team and requires recording on the organisational risk register.*

Sign Off and Review

Signature of Assessor:

Date for Review:

Risk assessments should be reviewed at least annually, but immediately if there is a change to the task, the equipment or the environment.

Risk Assessment Guidance

- Although many staff are competent to carry out risk assessments on their own, it is always helpful to seek the views of others, particularly those working in the same area.
- Use manufacturer's instructions to help you decide what is needed. Chemical Data sheets may also contain relevant information.
- Remember to consider medium and long term hazards to health, not just immediate risks.
- A risk assessment may not be perfect, but it must be suitable and sufficient. You need to be able to show that:
    - a proper check was made
    - you asked who might be affected
    - you dealt with all the significant hazards, taking into account the number of people who could be involved
    - the precautions are reasonable, and the remaining risk is low
    - you involved your staff or their representatives in the process

Task:	Give a clear, but not overly complicated description of the task to be covered by the Risk Assessment.
Who could be harmed?	Consider all people who may be harmed by the task, not just CHCP staff. Be realistic, are there patients and/or visitors who may be exposed to the task being assessed? Do not list them all by name, but clearly identify a group (such as staff working in the clinic, people in the waiting room etc.) If you share a workplace with others, think about how your actions might affect them too.
How could they be harmed?	Give a full description of the possible harm that could be caused by the task, not just to the staff member, but to anyone else who could be exposed to the task. Remember to consider those who may have particular needs, such as expectant mothers, young workers and the disabled.
Significant hazards or issues?	A hazard is something that may cause harm, such as working at height, electricity, chemicals etc.
Current controls and risk reducing measures already in place.	Remember, PPE is the last resort. What else has been put in place to ensure that the task is carried out as safely as possible? Are staff adequately trained for the role? Have they been provided with the necessary equipment for the task (such as a trolley for moving loads)? Use the 'Hierarchy of Risk Control Measures' table to help you list the measures already in place.
Current Risk Rating?	What is the risk rating for the task *with the existing control measures in place*?
Further control measures required?	List anything further that could be done to reduce the risk identified. Could additional training reduce the risk, or a different process? Is there anything new on the market that could reduce the risk (alternative product, better PPE?) Consider the timescale and cost to introduce any additional proposed measures. Do they make the risk reduction worthwhile? You must consider the phrase 'reasonably practicable'.
Expected date for additional control measures?	Be realistic. If you are ordering new equipment, when will it arrive and when will staff be trained to use it? If it is a matter of training, how soon can all of the staff be trained?
Amended risk rating?	What is the risk rating reduced to if the further control measures are implemented?