

Procedure for the Completion of Risk Assessments

Risk assessment is a tool, which an organisation can use to assess the potential outcome of any identified risk and to establish a prioritised risk treatment plan to reduce the risk to the most reasonably practicable level.

1.0 Consultation

Once the need for a risk assessment has been identified risk assessors will be appointed by the relevant line manager. The need for a risk assessment can be identified in a number of ways;

- Following an untoward incident, complaint or claim
- Through the analysis of data relating to untoward incidents, complaints or claims
- In response to external or internal audit or review
- Prior to significant operational change
- At the commencement and throughout the life Trust projects
- Prior to the introduction of new equipment, materials or processes

Wherever possible risk assessments will be carried out in teams of at least two people and consist of a trained risk assessor as well as a person(s) who are aware of the activity, conditions and/or equipment involved.

2.0 Establish Context

The first step is to set the context of the risk by viewing it first hand (site visit) and collating all relevant data available. Documentation to be considered might include (although not exclusively) relevant:

- Legislation
- Authorised codes of practice
- Guidance notes
- Manufacturers instructions/training
- Current protocols
- Reviews
- Audits
- Industry specific guidance
- Incident statistics
- Interviews with some of the people involved

The team can now review the data enabling them to build a picture of the risk and complete the details requested on the coversheet of the assessment.

3.0 Identify Hazards

The team can then identify all of the hazards associated with the subject of the risk assessment. A hazard is defined as something

which has the potential significantly and adversely affect the Trusts stakeholders, facilities, environment, reputation etc. Wherever possible plain language should be used to describe a hazard.

Give a brief description of what you consider to be the potential outcome if a particular hazard were to be realised. This should be the most reasonable outcome not the most extreme you can imagine as you are unlikely to be able to remove the hazard completely and therefore your scoring will be skewed if unreasonable assumptions are made. If dealing with chemicals it is important to ensure that all possible routes of entry i.e. ingestion, absorption and inhalation are examined and accounted for within this section.

Identify those groups at risk e.g. employees, patients etc consider are there any additional risk to those under 18 years of age and/or pregnant workers.

4.0 Analyse the Risk

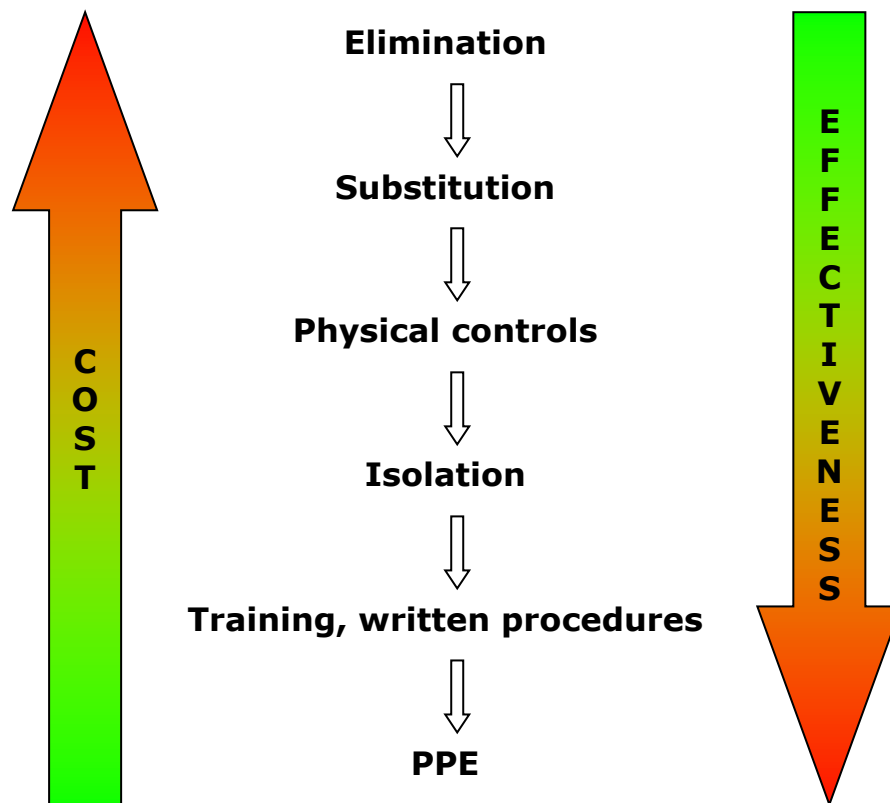
Now identify the existing control measures where possible directly referencing the relevant documentation e.g. internal procedures, manufacturers instructions, safety guidance, training etc. Ensure that any control measure mentioned actually reduces the risk without adding additional more serious risks.

5.0 Evaluate the Risk

Risk is the likelihood of a hazard being realised. Evaluate the risk using the Risk Severity Rating as described in the Risk Management Strategy this is the means of qualifying the severity of risk taking into account all current controls and estimating the **likelihood** of the hazard being realised and the **severity** of the outcome identified. Ensure that the hierarchy of controls is used when evaluating the effectiveness of any control measures.

The aim of the control measures is to reduce the outcome rating as low as is possible. Elimination is the most effective control with PPE etc the least effective. Please note that controls with lower effectiveness but easier implementation may be used to control hazards for limited periods while permanent solutions are sought and combinations of control are always advisable.

Hierarchy of control measures:



Note any additional controls, which may reduce the risk posed remembering to use the hierarchy if controls

6.0 Treat the Risk

Now with the relevant line manager create and agree a prioritised list of actions

- which are within the power of the line manager to achieve
- and
- which will reduce the risk to the most reasonably practicable level
- and
- which does not introduce any additional unacceptable risk.

Reassess the risk to demonstrate the projected improvement produced through the introduction of the additional controls

If the overall score cannot be reduced to the RSR very low then the assessment and all relevant information should be sent to the next level of management for consideration.

7.0 Monitor and Review

In all cases the completed risk assessment (electronic and paper copies) and supporting documentation must be forwarded to the Risk Manager for review and addition to the risk register and risk assessment shared folder. The Risk Manager must also be advised on the completion of any action within the agreed treatment plan or any agreed changes to the risk treatment plan.

Risk assessments will be reviewed

- during any investigation into a related untoward incident,
- as a result of a significant change in related equipment and/or procedures,
- before the introduction of any equipment, medicine or procedure new to the Trust
- any other occasion which might mean that the existing risk assessment would not be considered to be suitable and sufficient.