

Risk Assessment Form

GUIDANCE ON COMPLETING THE FORM

HAZARD = source of potential harm or damage or a situation with potential for harm or damage;

RISK = is a combination of the likelihood and severity of a specified event (accident or incident).

The Management of Health and Safety at Work Regulations 1999, supports the Health and Safety at Work etc. Act 1974. A breach of these Statutory Regulations is a criminal offence.

This form is used to undertake an initial risk assessment of work related activities within your department. The Risk Assessor should determine the potential severity or outcome of each work activity. The objective of risk management is to reduce the LIKELIHOOD of incidents occurring that could have significant consequences (SEVERITY) for staff, patients or the Trust. Following this initial assessment of the Work Risk Rating, the assessor may need to carry out a more in-depth assessment using the appropriate risk assessment form.

There are no correct/incorrect/absolute values for risk rating, different people will have different perception of risk based on their experiences. The risk assessor should consult with all persons carrying out the tasks concerned so that a reasonable agreed figure is obtained. Carrying out effective risk assessment and applying appropriate control measures together with training can help minimise the potential for injury and/or damage. The RISK LEVEL ESTIMATOR (over page) will help with this process.

The completed form must be kept in the Directorate/Department Health and Safety file and a copy at the location where the work activity is carried out. A copy of the assessment must be available at all times.

ADMINISTRATION DETAILS – Hospital, Directorate/Department and Location

The location is the area where the risk assessment applies e.g. Ward A6, Radiology, etc.

DESCRIPTION OF WORK ACTIVITY TASK

Write down a brief description of the work activities undertaken within the department. This can be done for each room, area or task e.g. using display screens, manual handling, potential for violence and/or aggression, using substances, using or operating equipment, ionising radiations, etc.

LIST EXISTING CONTROL MEASURES

Enter details of existing control measures which are always in place, remember a control could be 'suitably trained'.

PLR X PSR = WRR

Use the information and existing knowledge so far obtained to estimate the 'Probable Likelihood Rating (PLR)', being the likelihood in which a work activity task could go wrong and result in possible injury. The 'Potential Severity Rating (PSR)' is the estimate for how significant the resulting outcome could be. Simply calculate: $PLR \times PSR = WRR$. Remember to consider how the patient or non-employee could be injured. Actual working risk rating (WRR) must reflect how the activity is currently undertaken.

RISK ASSESSMENT FORMS

The last column requires the Risk Assessor to note the most appropriate assessment required. It is important that the working risk assessment is suitable and sufficient and therefore must be carried out under the most relevant piece of health and safety legislation e.g. Manual Handling Regs, Management Regs, COSHH Regs, DSE Regs, Asbestos Regs, IR Regs etc. Manual handling, COSHH and DSE have specific forms other risks should be recorded on the MHSW forms.

ASSESSORS

The risk assessor should be a 'senior member' of staff who has undertaken the Trust's/College's 'Working Safely Course' and the 'Risk Assessment' module. The activity should be reviewed whenever there is a change in the process, equipment etc, or following an incident. The review period for most activities will be at least annually, there may be occasions when a more frequent review is necessary. The assessor should enter the 'Review Period' in the appropriate box e.g. Annual, 6 monthly etc. and in the 'Dates of Review Box' the assessor carrying out the annual review should date and initial the box

RISK LEVEL ESTIMATOR/WORKING RISK RATING (WRR)
LIKELIHOOD of Adverse Event Occurring X SEVERITY of Outcome = Working Risk Rating

Likelihood (PLR) Severity (PSR)	Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Catastrophic 5	25	20	15	10	5
Major 4	20	16	12	8	4
Moderate 3	15	12	9	6	3
Minor 2	10	8	6	4	2
Insignificant 1	5	4	3	2	1

1 LIKELIHOOD

Taking account of the controls in place and their adequacy, how likely is it that such an incident could occur? Score according to the following scale:

Score	Descriptor	Description
5	Almost Certain	Likely to occur on many occasions
4	Likely	Will probably occur but is not a persistent issue
3	Possible	May occur occasionally
2	Unlikely	Do not expect it to happen but it is possible
1	Rare	Can't believe that this will ever happen

2 CONSEQUENCE

Taking account of the controls in place and their adequacy, how severe would the consequence be of such an incident? Apply a score according to the following scale:

Level	Descriptor	Actual or potential impact on individual	Actual or potential impact on organisation	Number of persons affected	The potential for complaint/litigation
5	Catastrophic	DEATH Toxic offsite release	National adverse publicity Possible investigation	Many e.g. cervical screening disaster, evacuation etc	Litigation expected/certain
4	Major	PERMANENT INJURY Loss of body part(s). Misdiagnosis - poor prognosis. RIDDOR reportable injury	Service closure RIDDOR reportable Long term sickness	Moderate number (eg loss of specimens etc)	Litigation expected/certain
3	Moderate	SEMI-PERMANENT INJURY/DAMAGE Eg injury taking up to 1 year to resolve	Needs careful PR RIDDOR reportable MDA Reportable Short term sickness	Small numbers Eg 3-10	Litigation possible but not certain High potential for complaint
2	Minor	SHORT TERM INJURY/DAMAGE Eg injury that has been resolved in 1 month	Minimal risk to organisation	One	Complaint possible Litigation unlikely
1	Insignificant	NO INJURY OR ADVERSE OUTCOME	No risk at all to the organisation	0-1	Unlikely to cause complaint Remote risk of litigation.

RRN Score	RISK LEVEL	ACTION AND TIMESCALE
1 - 5	LOW	No action is required, Form 1A should be kept which demonstrates an awareness of a potential hazard and assessment of risk. No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
6 - 10	MODERATE	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where there is a moderate risk further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures. The appropriate risk assessment form MUST be completed for all work related activities falling into this category.
11 - 25	UNACCEPTABLE	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken. A very detailed risk assessment will be required and a safe system of work implemented and regularly monitored.

**MANAGEMENT OF HEALTH AND SAFETY
RISK ASSESSMENT FOM**

Hospital Directorate/ Department Location

RISK - WORK ACTIVITY Brief Description (clinical and non-clinical)	LIST EXISTING CONTROL MEASURES	ASSESSMENT OF RISK				Risk Assessment to be made on the appropriate form e.g. MHSW-1B; MHO2, DSE, VRA1, etc. if RRN is more than 4
		Probable Likelihood Rating (PLR)	X	Potential Severity Rating (PSR)	Risk Rating Number (RR)	

Assessors Name Signature Position

Date Review Period Dates of Review

