

CIPHER Medical Standard Risk Assessment Form

Person Completing:	Adam Howell	Role/Title:	Logistics Team Leader/H&S Officer	Date:	02/02/2023
Review required on or before:	02/02/2024	Director Responsible:	Andrew Thomas		
Task/Hazard/Practice being Risk Assessed:		5 Limeoak Way - Ambulance Bay			

1. Consequence Impact Assessment

1) Measure Consequence					
Choose one of the descriptors below, consider each domain and section and judge what the most realistic scenario would be if the event occurred. The most serious consequence identified determines the score.					
Score	1	2	3	4	5
Domain	Insignificant	Minor	Moderate	Major	Catastrophic
Patient Experience	Unsatisfactory patient experience and directly related to patient care.	Unsatisfactory patient experience readily resolvable.	Mismanagement of patient care	Serious Mismanagement of patient care	Totally unsatisfactory patient outcome or experience
Injury	No apparent injury. Minor injury not requiring first aid	Minor injury. First aid treatment e.g. laceration/sprain, anxiety with < 3 days off work	Medical treatment required. Temporary incapacity, injury or harm, e.g. short term monitoring Injury requiring > 3 days sickness RIDDOR/Agency reportable	Permanent injury or harm. Injury requiring major clinical intervention long term incapacity/disability Long term staff sickness > 4 weeks	Death or major permanent incapacity
Complaints/Claims	Locally resolved complaint (informal)	Formal complaint possible. Justified complaint peripheral to clinical care	Formal complaint likely - regarding delivery of care. Litigation possible	Serious complaint anticipated with multiple issues. Litigation expected Multiple justified complaints	Multiple claims or single major claim expected
Adverse Publicity/Reputation	Not expected	Local media - interest possible but short term	Local media - potential for long term adverse publicity	Probable national media interest (short term). Public confidence undermined.	National media interest >3days. Public confidence undermined. Extreme adverse publicity for Trust
Service/Business Interruption	Interruption which does not impact on delivery of service	Short term disruption <1hr - minimal impact on delivery of service.	Non permanent loss of ability to provide service >1hr < TBA Some disruption to delivery of service	Sustained loss of service >TBA, with major impact. Major contingency plans invoked	Permanent loss of core service or facility. Disruption to service leading to significant 'knock on' effect across health economy

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Finance	Small loss	Loss >0.1% of Trust budget	Loss >0.25% of Trust budget	Loss >0.5% of Trust budget	Loss >1% of Trust budget
Inspection/ Audit	Small number of recommendations which focus on minor improvement/non compliance issues - can be addressed by a department	Minor recommendations made which can be addressed by low level of management action	Challenging recommendations made but can be addressed with appropriate action plan. Potential for minor negative impact on Performance Ratings	Enforcement action expected. Critical report. Significant negative impact on performance ratings	Prosecution expected. Severely critical report Will lead to rating of 'Weak' in Quality or Use of Resources
Staffing	Short term low staffing level (<= 1 day) where there is no actual disruption to service delivery)	Ongoing low staffing level resulting in minor disruption to service/delivery of care	Ongoing problems with level of staffing leading to delay/moderate disruption to service delivery/patient care. Minor errors resulting	Serious ongoing problems with staffing levels leading to serious disruption in service delivery , Serious errors resulting	Non delivery of service due to lack of staff. Non delivery of key or service objectives due to lack or loss of key staff.
Objectives/ Projects	Insignificant cost increase/schedule slippage. Barely noticeable reduction in scope or quality	> 5% over budget, schedule slippage. Minor reduction in quality/scope	10% over budget, schedule slippage , reduction in scope/quality. Moderate business interruption	10-25% over budget, schedule slippage. Doesn't meet secondary objectives. Major business interruption	>25% over budge. Schedule slippage. Doesn't meet primary objectives. Reputation of the Trust severely damaged

2. Qualitative Measure of Likelihood Assessment

Score	Descriptor	Description
1	Rare	Not expected to happen again
2	Unlikely	May happen but in exceptional or unusual circumstances
3	Possible	The event may re-occur occasionally
4	Likely	The event will probably re-occur
5	Certain	The event is likely to re-occur on many occasions

3. Likelihood v Consequence Total Risk Rating

	Likelihood score				
Impact score	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5

4. Action to Be Taken

	LOW 1-6	MED 8-12	HIGH 15-25
Preventative Measures to be Taken or Planned	Manage by routine procedure. Implement any action that will eliminate the risk of the incident /risk occurring	Senior Management action needed. The responsible Director must be aware and Lead Manager must devise and implement an action plan to control, reduce or eliminate the risk. Risk must be inputted onto the Corporate Risk Register.	Immediate action required. The Risk Managers and Executive Management Team must be made aware and are responsible for ensuring an investigation and action plan is commenced immediately to reduce, control or eliminate the risk. The risk must be entered onto the Corporate Risk Register

5. Risks Identified

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Nature of Risk Identified	Likelihood Score	Potential Impact	Impact Score	Total Risk Rating	Existing Measures in Place	Action to Take	Owner of Action	Completion by	Complete Y/N Date
Slips, trips and falls	2	Injuries from slips, trips and falls include potential for back injuries, minor fractures to limbs, bruising and wounds and could potentially lead to a RIDDOR report. Slip down the stairs	3	6	Wet floor signage in situ. Non-slip mats around cleaning and fluid areas. Uniform policy- appropriate footwear. Clutter removed. Spill kit present. Suitable Lighting Tape over trip hazards. Vehicle Shore lines stored at a height and when these are plugged in staff aware of this hazard. Stairs have edges painted to clearly visible.	Standing water/fluid posing risk. Staff to be vigilant and report any spillages or clean them up. Shore lines to be stored away when not in use. Obstructions and hazards to be removed as and when identified.	All Staff (all have a responsibility for Health and Safety)	Ongoing/As and when required	Yes
Vehicle manoeuvring incident	1	Most vehicle incidents will be minor slow manoeuvring bumps or impacts leading to minor financial loss, however any incident involving a person could cause catastrophic injury even a low speed.	5	5	Driving policy implemented. Sound horn entering/leaving garage. Reversing siren on vehicles. 5mph speed limit in Ambulance Bay. Hazard lights to be used. Banks person must be used for reversing. Set parking bays for vehicles. Visibility tape to overhangs and pillars. Floor sleepers for reversing. Storage area chained off/coned. Strong Health and Safety culture amongst staff.	Staff to always be aware of moving vehicles in the Ambulance Bay and understand this is an operational area.	All Staff (all have a responsibility for Health and Safety)	Ongoing/As and when required	Yes
Skin/eye contamination from COSHH substances	2	Risk of skin irritation or eye damage from use of chemicals e.g. vehicle wash/screen wash/oil/ Chlorine	3	6	PPE provided- gloves, apron and eye protection. COSHH cupboard. Uniform policy First aid kit. Signage	Eye wash station and actions signage COSHH Data Sheets to be made available to all staff	Graeme AH	01/04/2021 01/04/2021	Yes

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Manual handling	2	Risk of injury to back from handling large deliveries or moving heavy equipment. Storage area up a flight of stairs. Storage at height.	2	4	Manual handling training. Manual handling signage / reminder O2 cylinder barrow. Staff aware to only handle manageable loads and ask for assistance if required				Yes
Fire	1	In the event of fire staff could suffer catastrophic injury or death.	5	5	Fire training on induction. Fire alarms maintained and tested. Fire alarm points sign posted. Fire exits signed. Fire extinguishers. Spill kits provided and spillage to be cleaned up immediately. No clutter. Staff aware of fire procedures and the actions to take in discovering a fire.				Yes
Electrical Shock	1	Staff could potentially receive electrical injuries/burns.	5	5	Periodic testing of all electrical items and log maintained.				Yes
Legionella	2	Potential for Legionella Disease/poisoning.			All taps within the building are used regularly by staff. Monthly flushing of all water outlets will take place. Staff reminded about their responsibilities in regards to legionella. Safety checks to be carried out on all water outlets. Due to the use the water outlets get they are low risk and don't have the potential to cause any risk to users. There is no redundant pipe work in the building.				Yes – Separate risk assessment
Signature of completing manager			Date		Designation				
A Howell			02/02/2023		Logistics Team Leader / Health and Safety Officer				

Signature of Responsible Director



02/02/2023

CEO/Consultant Paramedic

Due for Review

02/02/2024