

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:	COVID Secure Assessment for HQ Building – 5 Limeoak Way				

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. COVID Overview

5.1 COVID 19 has played an enormous part in the landscape of medical response, planning and impacted the wider public health and health systems for the last 2 years. Response to the pandemic has been fluid, and guidance has taken several forms Regular updates from <https://www.gov.uk/guidance/covid-19-information-and-advice-for-health-and-care-professionals> is reviewed as and when published, and staff issued with bulletins detailing changes to be made.

5.2 CIPHER HQ has sufficient space to adopt social distancing when required. This has been followed when advised, however rules on social distancing has since been relaxed.

5.3 Therefore, the risk assessment below will form the nucleus of safe operations operating from this unit in conjunction with ever changing advice.

6. Risks Identified

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
COVID 19 Transmission	2	All patient facing staff of CIPHER Medical have received their primary COVID 19 vaccines. Many have also gone on to receive further booster doses and are encouraged to receive further booster doses as they are offered.	2	4	Staff should follow local application of government guidance. Currently there is no requirement for social distancing or the wearing of face coverings.				
Lateral Flow testing	2	Lateral flow testing is the responsibility of the individual staff members. LFT's are available via the government website for health care workers.	2	4	Testing in place as required.				
Staff symptoms and spreading	2	Staff potentially could spread COVID 19 in the workplace. This could increase sickness and operational support. There is also a risk of spreading covid-19 to patients.	2	4	Screening questions at start of shift for all staff. Staff are not permitted to come to work if they are displaying symptoms of respiratory illness unless they can demonstrate a negative LFT.				
Visitors to site	2	Visitors attending site are a potential source for COVID 19.	2	4	<ul style="list-style-type: none"> - Will be asked to declare clear from symptoms. - Can wear a mask if social distancing can not be maintained. - If possible have a negative lateral flow before coming on site. 				

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Handwashing	2	All staff and visitors require regular access to handwashing facilities.	2	4	<ul style="list-style-type: none"> - Various handwashing facilities around the site. - Various handsanitising station around site. - Various Signs around the site encouraging handwashing. 				
Medical Staff PPE	2	Available Medical staff PPE	2	4	PPE is not mandatory for standard care. Should respiratory illness be suspected, level 2 PPE can be worn. Level 3 PPE should be worn for patients with suspected/confirmed covid 19 when delivering AGP's				
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				
d. J. S.									
Due for Review			02/02/2024						