

CIPHER Medical Standard Risk Assessment Form

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|-------------------------------------------|-------------|-----------------------|-----------------------------------|-------|------------|
| 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: | | Fire Risk Assessment | | | |

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 signs are in operation. Stairs have clear markings on the end so are 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 | |
| Emergency Lightning | 2 | Staff unsure of where fire exits are located. | 3 | 6 | Emergency Lighting is use around the building leading to all fire exits. | | | | |
| Fire Alarm | 2 | Staff unaware of the fire evacuation procedure | 3 | 6 | Monthly fire alarm checks carried out. Annual check in place and test by competent contractor. Fire alarm checked weekly for errors. Call points around the building which are clearly identifiable. | | | | |
| Fire Assembly Point | 2 | Staff unaware of where the fire assembly point is | 3 | 6 | Fire assembly point clearly labelled and staff made aware of where this is. | | | | |
| Fire Extinguishers | 2 | Staff aware how to use a fire extinguisher | 3 | 6 | Staff not to use a fire extinguisher unless trained to do so. Extinguishers are dotted around the building. | | | | |
| Smoking | 2 | Staff smoking in the incorrect areas | 3 | 6 | All staff are aware to smoke outside of the building and not near any medical resources/gases/consumables/vehicles | | | | |
| Storage | 2 | Unsecure storage of items causing danger | 3 | 6 | Logistics and admin staff aware of how to securely store items. | | | | |

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|-----------------------------------|---|-----------------------------|------------|--|----------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| Medical Gases | 3 | Medical gases stored onsite | 3 | | In correct cage and secured in case of fire or explosion. Medical gas signs near storage area and on both entry points. | | | | |
| 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. | | | | | | | | | |
| Due for Review | | | 02/02/2024 | | | | | | |