

## CIPHER Medical Consultancy Standard Risk Assessment Form

Person Completing:	Chris Jones	Role/Title:	Head of Education and Governance	Date:	25/02/20
Review required on or before:	24/02/22	Director Responsible:	Andrew Thomas		
Task/Hazard/Practice being Risk Assessed:	Use of Tents & Gazebos at Events				

### 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


Impact score	Likelihood 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
<b>Preventative Measures to be Taken or Planned</b>	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**

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
Finger entrapment during erection	2	Finger entrapment is a rare possibility and likely to cause a moment of intense pain and bruising but is unlikely to lead to fractures, wounds or serious injuries	2	4	Staff given appropriate instructions prior to tent/gazebo erection. Follow existing policies.	None at present			
Slips, trips and falls	2	Staff or members of the public could trip on guy lines or weights. In wet weather the ground may be slippery leading to falls.	3	6	Guy lines and obvious trip hazards should be marked with high visibility tape. Staff must wear suitable footwear.	None at present			
Fire	1	Fire in a medical treatment tent has the potential for catastrophic loss of life due to the presence of oxygen and potentially immobile patients insitu.	5	5	Tent erected appropriately per instructions. Fire extinguishers provided. Staff to be given fire procedure during briefing. Tent access/egress to be unobstructed. No naked flames. Heaters to be used per instructions. Heaters not in contact with tent. Medical gases stored appropriately.	None at present			
Back injury from lifting tents, gazebos or associated weights	2	Tents and gazebos can be heavy, bulky and awkward. Gazebos require the use of multiple weights.	3	6	3x3m gazebo must be handled by 2 people minimum. 6x3m gazebo must be handled by 3 people minimum. Use proper manual handling technique lifting tents and weights.	None at present			
Tent/gazebo failure in high wind	1	A tent that blows away in high wind has the potential to cause catastrophic injuries, particularly to the elderly or children.	5	5	Event manager to monitor weather prior to event. Guy lines to be secured to permanent structure/weights where available e.g. metal fencing.	None at present			

					<p>Tents/gazebos not to be assembled when wind speed &gt;20mph.          All tents/gazebos to be weighted 25kg per leg.          3x3m tent- 1x ratchet strap to floor pegs/weights when wind &gt;19mph.          6x3m tent 2 x ratchet strap to floor pegs/weights &gt; 19mph          Disassemble gazebos in wind &gt;30mph.</p>				
Lightning	1	Lightning strikes, although rare are a considerable risk for fatal injuries.	5	5	<p>Event managers, where possible to use "My Lightning Tracker App" which will alert near by lighting strikes.          Tents/gazebos not to be erected when electrical storms expected.          Staff to report sightings of lightning immediately to event manager/organisers.          Visible lightning or confirmed strikes within 6 miles (My lightning tracker app) tents should be closed and staff relocated to permanent structures or vehicles until 30 minutes post last strike.</p>	None at present			
<b>Signature of completing manager</b>			<b>Date</b>		<b>Designation</b>				
			25/02/20		Head of Education and Governance				
<b>Signature of Responsible Director</b>									

	25/02/20	CEO & Consultant Paramedic
<b>Due for Review</b>	24/02/22	