

# Guidance for Undertaking a Risk Assessment

A risk assessment is a careful examination of what could cause harm to people, the environment, the organisation etc., to enable a review of whether enough precautions are in place or whether more can and should be done to prevent harm.

BrisDoc has a legal responsibility to identify and categorise risks and either eliminate or reduce them to the "lowest level that is reasonably practicable".

The 5 steps in the risk assessment process are:

1. Identify the hazard
2. Decide who or what might be harmed and how
3. Evaluate the risks and take action to prevent them where possible
4. Record your findings on the Risk Assessment Form and communicate the risks and control measures to those who need to know, including adding details to the Risk Assessment Log
5. Review the assessment

The Overall Risk Score is the highest total number for an individual risk

The level of risk associated with each hazard is assessed in accordance with the Risk Scoring Matrix. This identifies both the severity of the hazard and its likelihood of occurrence. The aim of the risk scoring is to systematically establish relative priorities. The purpose of risk management is to determine what will be done and who will be responsible for the risks that have been identified. Risk management converts the risk assessment into an action plan.

It takes time to plan and implement change. A robust monitoring and review system is essential to ensure actions are followed through, and priorities are re-assessed, so that risk management is an ongoing process that is embedded into normal management processes. Ensure that when undertaking the assessment, the details of the date of the review and the people who will be undertaking the review are documented and this process is followed through.

**Once complete, details of the Risk Assessment need to be included within the Risk Assessment Log and a headline added to the Risk Register via the [brisdoc.governance@nhs.net](mailto:brisdoc.governance@nhs.net).**

**Please use the second page of the template to gather details of the headline risk.**

# Risk Assessment

## Risk Assessment Matrix

### Severity/Consequence of event occurring

| Description  | Category | Risk to patient, staff, business                                                                                                                                                                                                                                                                                                                                  |
|--------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Catastrophic | 5        | Incident leading to death, non-delivery of business objectives, event which impacts on large number of patients/staff, multiple breeches to statutory duty, prosecution, national media coverage/total loss of public confidence, >25% over project budget/loss of >1% of budget, loss of contract, 1day loss of service.                                         |
| Major        | 4        | Major injury leading to long term incapacity, significant harm to patient, >14days off work, uncertain delivery of business objectives, enforcement action/multiple breeches of statutory duty, uncertain delivery of service due to lack of staff, national media coverage, 10-15% over project budget/loss of 0.5-1% of budget, >12hrs interruption to service. |
| Moderate     | 3        | Moderate injury requiring professional intervention, some harm to patient, 4-14days off work, unsafe staffing level, single breach of statutory duty, local media coverage/long term reduction in public confidence, >8hrs interruption to service, 5-10% over project budget/0.25-0.5% loss of budget, late delivery of business objectives.                     |
| Minor        | 2        | Minor injury, minimal harm to patient, low staffing reduces service quality, breach of statutory legislation, local media coverage/short-term reduction in public confidence, >1hr interruption to service, <5% over project budget/loss of 0.1-0.25% of budget, minor impact on business objectives, >3days off work.                                            |
| Negligible   | 1        | Minimal injury, no harm to patient, no time off work, no/slight impact on business objectives, insignificant cost increase/financial loss, rumours, <30mins interruption to service, <1 day shortage of staff, no/minimal breach of statutory duty.                                                                                                               |

### Likelihood of event occurring

|                |                                     |   |                                                            |
|----------------|-------------------------------------|---|------------------------------------------------------------|
| Almost certain | 81% - 100% likelihood of occurrence | 5 | Will undoubtedly happen/recur, possibly frequently         |
| Likely         | 51% - 80% likelihood of occurrence  | 4 | Will probably happen/recur but is not a persisting issue   |
| Possible       | 21% - 50% likelihood of occurrence  | 3 | Might happen or recur occasionally                         |
| Unlikely       | 6% - 20% likelihood of occurrence   | 2 | Do not expect it to happen/recur but possible it may do so |
| Rare           | 0% - 5% likelihood of occurrence    | 1 | This will probably never happen                            |

### Score the risk

|            | Severity of Consequence |            |       |          |       |              |
|------------|-------------------------|------------|-------|----------|-------|--------------|
| Likelihood | Almost certain          | 5          | 10    | 15       | 20    | 25           |
|            | Likely                  | 4          | 8     | 12       | 16    | 20           |
|            | Possible                | 3          | 6     | 9        | 12    | 15           |
|            | Unlikely                | 2          | 4     | 6        | 8     | 10           |
|            | Rare                    | 1          | 2     | 3        | 4     | 5            |
|            |                         | Negligible | Minor | Moderate | Major | Catastrophic |

**The risk score = severity x likelihood.**

# RISK ASSESSMENT FORM

| Name of Assessor(s) | Dixine Douis              | Overall Risk Score |            |       | Date of Next Review |
|---------------------|---------------------------|--------------------|------------|-------|---------------------|
| Date of Assessment  | 17/06/25                  | 3                  | 2          | 6     | 17/06/28            |
| Title               | Vaccine fridge monitoring |                    |            |       |                     |
| Risk Assessment ID  | 6                         |                    |            |       |                     |
|                     |                           | Severity           | Likelihood | Total |                     |

**You must include details of any Risk Assessment in the Risk Assessment Log and add a headline to the Risk Register via [brisdgc.governance@nhs.net](mailto:brisdgc.governance@nhs.net). Please use the template on the next page to gather details of the headline risk.**

| Description of the Hazard<br><i>NB: Include what/who is at risk and justify score</i> | Existing Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Risk Score |            |       | Action taken | Residual Risk Score |            |       | Further Action Required | Timescale for Action |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|-------|--------------|---------------------|------------|-------|-------------------------|----------------------|
|                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Severity   | Likelihood | Total |              | Severity            | Likelihood | Total |                         |                      |
| Efficacy of vaccines if stored out of target range.                                   | <ol style="list-style-type: none"> <li>Vaccine temperature monitoring is being recorded daily and logged<br/>Lead nurse or deputy informed if out of recommended range.</li> <li>Data loggers are in each vaccine fridge and data downloaded each week or more often if fridge goes out of recommended range.</li> <li>All nurse team are aware of the current vaccine management policy and understand this must be followed</li> <li>All nurse team have been trained in importance of accurate fridge monitoring</li> </ol> | 3          | 2          | 6     | NFA          |                     |            |       |                         |                      |

## RISK ASSESSMENT FORM

|  |                                                                                                                                                                                                                                                                     |  |  |  |  |  |  |  |  |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|
|  | <p>and actions to take when fridge temp goes out of range, and train how to reset temperatures and prompt action is taken</p> <p>5. All nurse team have completed the eLFH module on vaccine storage. This is included in new staff induction where appropriate</p> |  |  |  |  |  |  |  |  |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|

***Once you have completed the Risk Assessment, please provide details of the headline risk below, so that it can be added to the Risk Register***

| Date risk identified | Business Unit | Service | Risk Owner | Review Board | Description of the hazard                           | Existing Controls             | Severity | Likelihood | Risk Score |
|----------------------|---------------|---------|------------|--------------|-----------------------------------------------------|-------------------------------|----------|------------|------------|
|                      | PS            | HHS     | Lead Nurse | HSSG         | Efficacy of vaccines if stored out of target range. | Monitoring and staff training | 3        | 2          | 6          |