

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

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.

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Name of Assessor(s)	Traci Clutterbuck	Overall Risk Score			Date of Next Review
Date of Assessment	07/01/2026	4	1	4	07/02/2027
Title	Business Travel Risk Assessment				
Risk Assessment ID	18				
		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 brisdoc.governance@nhs.net. Please use the template on the next page to gather details of the headline risk.

Description of the Hazard NB: Include what/who is at risk and justify score	Existing Controls	Risk Score			Action taken	Residual Risk Score			Further Action Required	Timescale for Action
		Severity	Likelihood	Total		Severity	Likelihood	Total		
The generic risk assessment below identifies typical risks that may be encountered during travel within non-hazardous locations. This is expected to cover the majority of BrisDoc travel within the UK, EU and similar locations. This type of travel will normally be considered “Low Risk” and will generally be permitted without specific authorisation for individual trips (although insurance registration MUST always be in place.)										
Where risks are identified beyond the generic items below, these should be assessed within the Trip Specific Risk Assessment .										
Trips judged to be Moderate or High Risk must have the risk assessment signed off by a company Director										
Journey										
Lack of familiarity with travel route or area Risk of time delay with disruption to travel plans or	Staff should familiarise themselves with the travel route if this involves travel in unfamiliar areas.	1	1	1						

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connections and risk of straying into potentially hazardous areas.	Maps and sat-nav systems should be used to allow the route to be planned. Staff should consider seeking local advice (e.g. from hotel reception staff) to help avoid entering unsafe areas of towns/cities when staying overnight.									
Unplanned disruption to travel plans Traveller may be stranded, potentially in dangerous conditions. (Adverse weather, industrial action, breakdown, accident etc.)	This may include delay with public transport due to breakdown, weather or industrial action or breakdown of private/hire cars, traffic congestion etc. In many cases, this will simply be an inconvenience with no safety risk but could put the traveller at risk if they are stranded in a hazardous environment or location. Ensure that the journey is plan is known to someone. Ideally, check in on arrival with a family member or colleague to report safe arrival. Carry a fully charged mobile phone. Ensure that emergency breakdown service number is available if travelling by hire car.	2	1	2						

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	Consider carrying an emergency kit if travelling in a remote area or in poor weather conditions. In extreme weather, consider whether the trip should be cancelled.								
Loss of money/tickets or travel documents Traveller may be stranded.	Carry some spare cash or credit card separately from main purse or wallet. Carry a charged mobile phone. Consider the need for an emergency phone power pack. If overseas, keep a copy of passport details separately. (scan or photocopy)	2	1	2					
Weather conditions Risk of rain/snow or icy conditions, or very sunny conditions leading to hypothermia/sunburn in extreme cases.	Most foreseeable UK risk is rain/snow/sun leading to discomfort rather than severe harm but consideration should be given to this risk if travelling in winter, especially in remote areas and in some overseas areas. Staff should ensure that appropriate clothing is worn or available. Be aware of risk of journey disruption e.g. loss of public transport, congestion, accident, breakdown.	2	1	2					
Modes of Transport									

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Walking Risk of slips trips and falls. This is considered a normal “life risk” for most people. Could be higher risk in icy conditions. Risk of musculoskeletal injury – strains, sprains and fractures. Possible risk of theft or assault in some areas.	For slips, trips and falls, In normal urban conditions, no specific action needed other than reasonable care. Additional consideration is needed if ground conditions are expected to be poor or if staff have mobility issues. Staff should ensure suitable footwear, in particular, if there is a risk of ice/snow. To minimise assault and theft risk, staff should be mindful of their environment and remain vigilant at all time. Avoid walking in unlit areas or walking alone late at night.	2	1	2						
Public transport (Travel by bus, tram, rail, ferry, underground) Collision, theft, assault.	If possible, plan journey ahead if and know the route. Be mindful of the surroundings. Try to sit in populated areas of the carriage/vehicle and avoid rowdy or aggressive individuals of groups. Dress down and keep valuables out of sight.	1	1	1						

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	Avoid travelling late at night if possible.									
Taxi Collision, theft, assault.	If possible, use a taxi company known to BrisDoc. If this is not possible, use only reputable taxi firms. If necessary, seek reviews or recommendations when planning the journey. Keep valuables out of sight.	1	1	1						
Driving Collision or breakdown during use of own vehicle or hire vehicle.	Vehicles are must be maintained in a roadworthy condition and driven in accordance with legal standards at all times. Drivers should always take a break on journeys of over 4 hours. Driving should be modified to take account of adverse weather or road conditions. Private cars must be covered by appropriate work-related insurance. Use only reputable car hire firms. (BrisDoc have an account with Enterprise)	2	1	2						

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Cycling Injury due to collision with other vehicles, or pedestrians, or due to potholes.	Ensure that cycles are maintained in good condition. Always use a helmet. If cycling after dark, or in conditions of poor visibility, lights MUST be used. Always ride with consideration for other road uses and in accordance with the Highway Code or relevant local standard.	3	1	3						
Air travel (commercial flights only) Inability to board plane due to airport security restrictions. Theft, assault.	Ensure the trip has been pre-registered through the BrisDoc business insurance system. Ensure that suitable photo id is carried and that the content of all cabin baggage conforms to airport security restrictions. Travel arrangements must be made shared with the Workforce Team	2	1	2						
Accommodation										
Accommodation and food Choice of poor accommodation or	Ensure that accommodation is in safe location and has adequate security arrangements. Large, well-known hotel chains are likely to be	2	1	2						

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Theft/Assault Risk of personal assault, attack or theft of belongings.	Keep valuables out of sight. Be aware of the need to keep bags and wallets secure against pickpocketing and snatching. Be vigilant and aware of the environment and of people around. Avoid walking through areas that appear isolated or “hostile”. Dress appropriately to blend in to the local environment. Do not wear expensive clothes or jewellery. Try to keep a small amount of money separately from your main wallet or purse. Consider keeping copies of key travel documents/tickets. Try to use well-populated carriages on trains or other modes of transport. Avoid hazardous areas of towns/cities, particularly at night. Seek advice on this if unfamiliar with locality. Consider pre-booking if seeking a taxi at night in a strange town) Where available, “Black Cabs” licensed for on-street pickup may be a safer alternative to private hire vehicles.	2	1	2						
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Musculoskeletal injury Possible risk of musculoskeletal injury due to handling or carrying heavy items of luggage. Risk from sitting for long periods, particularly if journey is delayed.	Avoid carrying heavy bags and be aware of injury risk when moving these from storage locations in vehicles. Ensure luggage is securely stowed. Use wheeled cases or luggage trolleys if there is a need to carry luggage for long distances. Ensure that you move around periodically during long journeys.	2	1	2						
Fatigue Traveller may become tired during a long journey, impairing concentration and judgement.	Always take a break when driving for 4 hours or more. Ensure you are rested before a journey, if possible.	1	1	1						
Lone working Traveller may be alone during journeys and for long periods in hotel accommodation. Being alone may increase risk of attack. Obtaining help may be more difficult.	Ensure mobile phone is kept charged. Check in with a family member or colleague regularly. Find out how to seek emergency help within hotel accommodation. Leave contact details with department and keep in regular	2	1	2						

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	touch with colleagues or family where possible. Ensure travel is booked through a reputable organisation. See also Theft/Assault above.									
Personal or cultural differences Traveller may have an appearance, dress style, or protected characteristic that places them at increased risk in certain cultures.	Avoid behaviours, dress codes and activity that may be unacceptable in the locality in order to blend in Find out about significant cultural differences in advance of travel, the following websites/ guides may be helpful https://www.gov.uk/guidance/lesbian-gay-bisexual-and-transgender-foreign-travel-advice Travel guides such as Lonely Planet provide LGBT advice for most destinations - https://www.lonelyplanet.com/	1	1	1						
Stress Traveller may experience stress during journey due to	Try to ensure that the journey is planned, to minimise stress during the trip. Navigation aids such as maps and sat-nav systems are very	2	1	2						

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unfamiliarity with trip or time pressures.	helpful where locations and routes are unfamiliar. Try to allow sufficient time for the journey. Pre-booking of tickets and taxis and accommodation is recommended.								
Pre-existing medical conditions Risk of becoming unwell during trip.	Provided the condition is well controlled this may be considered a normal "life risk" for the individual. If travelling alone or in remote areas the risk should be assessed further. Staff should notify the Workforce Team of any relevant conditions that may place them at increased risk.	1	1	1					
Alcohol consumption Consumption of alcohol may impair judgement or physical abilities making individual more vulnerable to accident or attack.	Alcohol should not be consumed during working hours. . Avoid drinking excessively outside of working hours, particularly in unfamiliar locations. Be aware of risk of drinks being "spiked". Don't leave your drink unattended.	1	1	1					
Other factors									
Civil disturbance or terrorist attack	Although the risk is low, there is an element of threat worldwide.	1	1	1					

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Traveller may be affected by local civil disturbance or a non-specific terrorist attack.	Travellers should remain alert during all journeys and, where an incident has recently occurred should review the risk associated with a proposed trip to that location. Any staff in the area where an event has occurred should contact BrisDoc as soon as practicable to report their location and condition.									
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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
07/02/2024	Corporate	All	TC	QB	Fire Risk of injury due to fire outbreak within accommodation.	Ensure that reputable hotels only are chosen. Check out fire exit routes and ensure that these are known and are clear and useable. Be vigilant regarding fire safety management practices within hotel. (Tactfully, raise any significant issues of concern with hotel management.)	4	1	4

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						Always respond promptly to fire alarms and evacuate by the nearest route when alarms sound.			
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Action Taken	Severity	Likelihood	Residual Risk Score	Last Review Date	Further Action Required	Timescale for Action
	4	1	4	07/01/2026		