

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.

RISK ASSESSMENT FORM

Name of Assessor(s)	Shelly Joseph	Business Unit	Service	Review Board
Date of Assessment	12/12/2025			
Title	Osprey Court Unit 20/21/4/3 – Infection Prevention and Control Risk Assessment	Corporate	Osprey	Quality
Risk Assessment ID	151			

*Select one from each

Description of the Hazard <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		
Assessor to assess whether there may be a risk to : Patient/Staff impact. Financial implications. Reputational damage. Regulation breach. Service interruption. Digital Risk. Wellbeing.										
Risk of transmission of infections from staff to staff	1.Staff who is able to work from home can do so if they are unwell 2.Face masks are available for symptomatic staff. 3. Use clinell wipes to clean the desk including mouse and keyboards before and after use	2	3	6	1.Facilities team to ensure that face masks, clinell wipes, hand sanitisers and tissues are available for staff when requires – ongoing 2.People team to monitor and encourage staff vaccination 3.Facilities team to ensure handwashing facilities are available in all Osprey units	2	2	4		

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	4. Use hand sanitisers whenever required 5. All employed clinicians are supplied with own headphones 6. If using osprey headphones, clean with clinell wipes before and after use 7. Wash hands before using any kitchen utensils 8. Cough or sneeze into a tissue /elbow (catch it, bin it and kill it). Facial tissues are available at Osprey court 9. Choose an office room to work with less/no staff in 10. Vaccinations to prevent communicable diseases 11. Open windows and doors whenever possible.									
Shared equipment and surfaces pose risk of spread of infection	1.Handwash or use hand sanitisers before handling	2	3	6	1.Facilities team to ensure handwashing facilities are	2	2	4		

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	any shared equipment 2. Use clinell wipes to clean the desks, keyboards, doorknobs etc 3. Wash hands before handling food specially shared items like milk 4. Wash hands after using toilet				available in all Osprey units 2. Facilities team to ensure that face masks, clinell wipes, hand sanitisers and tissues are available for staff when requires – ongoing					
Inadequate cleaning could accumulate pathogen on surfaces	1. Cleaners every day at Osprey 2. Spots checks done by facilities 3. Cleaning audit completed and actioned by facilities team	2	3	6	Facilities team will escalate to cleaning contractors if anything identified in the cleaning audit	2	2	4		

You must send all completed Risk Assessments to brisdoc.governance@nhs.net.