**Risk Assessment Template**

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| **Summary of task / hazard** (Describe the hazard / activity giving cause to the hazard) |
| **Title**   * Bullet point summary – the narrative explaining the main factors of the risk, what the title means the risk is. How does this impact upon delivery of our strategic objectives or mission |

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| **Risks associated with the task / hazard**  *(Describe how harm may / will occur from the task / hazard. Include possible outcomes / consequences of the risks becoming realised)* | **Metrics that help establish the extent of the risk**  *(outline what measures you use to establish the extent of the problem for each risk/hazard)* |
| Describe risk/hazard, bullet point potential harm   * + Potential harm (e.g. patient harm, delay, reputation) | Metric and value @ time of risk assessment |
| Describe risk/hazard , bullet point potential harm | Metric and value @ time of risk assessment |
|  |  |
| Expand where necessary – need exhaustive list of hazards/risks |  |
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| **Risk groups/areas** (those most likely or especially at risk) | | **Potential impact on these groups** |
| --- | --- | --- |
| Operational emergency staff |  |  |
| EOC staff |  |  |
| Non-emergency services (PTS) |  |  |
| Critical Care/Air Ambulance |  |  |
| First or Co-Responders (e.g. CFR) |  |  |
| Other emergency services |  |  |
| Other ambulance services |  |  |
| Other healthcare staff/organisations |  |  |
| Information governance/Caldicott impact link [here](http://east24/what-is-information-governance.htm) |  |  |
| New/inexperienced staff |  |  |
| Visitors |  |  |
| Service users/Public |  |  |
| Lone workers |  |  |
| Young or vulnerable persons |  |  |
| New/expectant mothers |  |  |
| Contractors |  |  |
| Administration staff |  |  |
| Patients |  |  |
| Other |  |  |
| Regulators |  |  |
| Media |  |  |

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| **Inherent Risk rating** (Risk rating with current controls / precautions in place at time of first assessment) – Refer to EEAST risk matrix | | | | | | | | | |
| ***Consequence score of incident (actual and potential)*** | | | | | | | | | |
| (5) Catastrophic |  | (4) Major |  | (3) Moderate |  | (2) Minor |  | 1. Insignificant |  |

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| ***Likelihood score of incident*** | | | | | | | | | | | |
| (5) Almost certain |  | (4) Likely |  | (3) Possible |  | (2) Unlikely | |  | | 1. Rare |  |
| ***Detail reasons for giving this score***  Enter rationale | | | | | | | | | | | |
| ***Risk rating score*** | | | | | | | | | | | |
| Risk rating score  (To attain risk rating multiply scores of consequence and likelihood) | | | | | |  | Colour coded rating | |  | | |

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| **Existing controls** *(precautions in place)* | **Gaps in control** |
| 1. Reference risks above, bullet point controls    * Control |  |
| 1. Reference risks above, bullet point controls    * Control |  |
| 1. Reference risks above, bullet point controls    * Control |  |
| 1. Reference risks above, bullet point controls    * Control |  |

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| **Are the current controls adequate?** |
| Yes or No with reason |
| **Executive Recommendation –**  *Tolerate/Treat, what would the target risk score be and key actions identified below.* |

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| **Action** | **Owner (Executive)** | **Due Date** |
| Must be SMART and agreed with the proposed owner |  |  |
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**Executive Director undertaking the Risk Assessment:**

**Signed:**

**Completed Date:**