**Risk Assessment**

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| Ward/ Area/ Department/ Project : E-cargo bikes for the Children’s Therapies Team | Assessment relating to : WECA E-cargo bike trial at the RUH |
| Risk assessment number : | Date of assessment : 07/03/2023 |
| Assessor(s) : | Review date : |

| **Risk No.** | **Description of risk** | **Existing control/ safe**  **System of work** | **Initial Risk**  **Rating**  **(L X S= RR)** | | | **What further action is required** | **Responsible person**  **and target date for completion** | **Final Risk**  **Rating**  **(L X S= RR)** | | | |
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|  | There is a risk that the rider of the e-cargo bikes will fall off which may result in injury. It will be staff being exposed to this risk. | To prevent this risk from occurring all riders of e-cargo bikes will carry out training with Zedify to learn how to use the bikes properly and effectively | 3 | 2 | 6 | All riders will also wear a helmet to prevent injury. | Keziah Rookes & Maya Loaiza, 15th of April 2023 | 3 | 2 | 6 |
|  | There is a risk that the rider of the bike will cycle into a pedestrian causing themselves and the pedestrian harm. This could include patients if it takes place on site. | To reduce the risk of this occurring all riders of e-cargo bikes will carry out training with Zedify to learn how to use the bikes safely. They will also have white front and red rear lights on the bike to be able to better see things in front of them whilst being visible to others. | 2 | 2 | 4 | There will also be a standard operating procedure (SOP) written by the Sustainability Team that will provide guidance for riders on avoiding this. | Keziah Rookes, 20th of March 2023 | 2 | 2 | 4 |
|  | There is a risk that a rider will get obstructed by a moving vehicle which could result in injury to the rider. | To reduce the risk of this occurring all riders of e-cargo bikes will carry out training with Zedify to learn how to use the bikes safely. They will have white front and red rear lights on the bike to be able to better see things in front of them whilst being more visible and alerting drivers to their presence. | 2 | 3 | 6 | There will also be a SOP written by the Sustainability Team that will provide guidance for riders on avoiding this. | Keziah Rookes, 20th of March 2023. | 2 | 3 | 6 |
|  | There is a risk that the bike will get stolen which could result in the rider having no way of getting back to site if stolen out in the community during use. | A heavy duty bike lock will be provided and the bike will have to be locked to an immovable object. Only the rider will have the key to this. The bike will be too heavy to lift with the lock on, making it very difficult to steal. | 2 | 1 | 2 | Ensure the bike lock is being used at all times, even when the bike is not in use. Guidance on this will be included in the SOP. | Keziah Rookes, 20th of March 2023. | 2 | 1 | 2 |
|  | There is a risk of electric shock if there is damage to the charging unit and cable. This could affect the member of staff charging the bike battery as well as anyone in the area. | In house PAT testing will be carried out on the batteries and the charging cables to make sure there is no damage to the equipment. Staff will be notified in the SOP to report any damage to the equipment and not use it until it has been fixed. | 2 | 1 | 2 | Instructions for staff to alert the Sustainability Team of any damage to the bike battery or charging cable will be included in the SOP. The Sustainability Team will then arrange for the equipment to be fixed or replaced and staff will not be able to use it in the meantime.  The batteries will be charged in a secure location which is external to the building and charging will not take place in the vicinity of any persons. The batteries and cables will be stored here when not in use. | Keziah Rookes, 20th of March 2023. | 2 | 1 | 2 |
|  | There is a risk of fire if there is damage to any part of the charging unit. |  | 1 | 3 | 3 | The batteries will be charged in a secure location which is external to the building and charging will not take place in the vicinity of any persons. The batteries and cables will be stored here when not in use.  The location will also be fitted with fire alarms. In the charging location there will be no other items stored here apart from the e-cargo bike itself and the battery therefore there will be nothing to help spread the fire if it takes place. | Maya Loaiza, 15th of April 2023. | 1 | 3 | 3 |
|  | Slips trips and falls caused by the bike battery charging cable when it is in use. | Considered in location picked for charging. | 2 | 2 | 4 | Staff will be instructed to make sure no cables are left trailing at any time. This will be included in the SOP provided to staff. | Keziah Rookes, 20th of March 2023. | 2 | 2 | 4 |

**Risk assessment matrix**

**Acceptable Risk**

Risk is tolerable as long as it is well managed and controlled. In addition to identified hazards, all incidents claims and complaints will be risk assessed according to the following process and investigated according to the severity or the consequence and likelihood of (re)occurrence.

**All Risk Assessments within the Trust will identify:**

1. The hazards within the Task/ area being assessed inherent in the work undertaken
2. who and how many people would be affected
3. how often specific events are likely to happen (may be based on frequency of previous occurrence):
4. how severe the effect or consequence would be
5. how controllable the hazards are.

Acceptable risk will be determined using the following traffic light system:

**Severity/consequence**

Given the (in) adequacy of the control measures, how serious the consequences are likely to be for the group, patient or Trust if the risk does occur (using the matrix).

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|  | **Consequence score (severity levels) and examples of descriptors** | | | | |
|  | **1** | **2** | **3** | **4** | **5** |
| **Domains** | **Negligible** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Impact on the safety of patients, staff or public (physical/psychological harm)** | Minimal injury requiring no/minimal intervention or treatment.  No time off work | Minor injury or illness, requiring minor intervention  Requiring time off work for >3 days  Increase in length of hospital stay by 1-3 days | Moderate injury requiring professional intervention  Requiring time off work for 4-14 days  Increase in length of hospital stay by 4-15 days  RIDDOR/agency reportable incident  An event which impacts on a small number of patients | Major injury leading to long-term incapacity/ disability  Requiring time off work for >14 days  Increase in length of hospital stay by >15 days  Mismanagement of patient care with long-term effects | Incident leading to death  Multiple permanent injuries or irreversible health effects  An event which impacts on a large number of patients |
| **Quality/complaints/audit** | Peripheral element of treatment or service suboptimal  Informal complaint/inquiry | Overall treatment or service suboptimal  Formal complaint (stage 1)  Local resolution  Single failure to meet internal standards  Minor implications for patient safety if unresolved  Reduced performance rating if unresolved | Treatment or service has significantly reduced effectiveness  Formal complaint (stage 2) complaint  Local resolution (with potential to go to independent review)  Repeated failure to meet internal standards  Major patient safety implications if findings are not acted on | Non-compliance with national standards with significant risk to patients if unresolved  Multiple complaints/ independent review  Low performance rating  Critical report | Totally unacceptable level or quality of treatment/service  Gross failure of patient safety if findings not acted on  Inquest/ombudsman inquiry  Gross failure to meet national standards |
| **Human resources/ organisational development/ staffing/ competence** | Short-term low staffing level that temporarily reduces service quality (< 1 day) | Low staffing level that reduces the service quality | Late delivery of key objective/ service due to lack of staff  Unsafe staffing level or competence (>1 day)  Low staff morale  Poor staff attendance for mandatory/key training | Uncertain delivery of key objective/service due to lack of staff  Unsafe staffing level or competence (>5 days)  Loss of key staff  Very low staff morale  No staff attending mandatory/ key training | Non-delivery of key objective/service due to lack of staff  Ongoing unsafe staffing levels or competence  Loss of several key staff  No staff attending mandatory training /key training on an ongoing basis |
| **Statutory duty/ inspections** | No or minimal impact or breech of guidance/ statutory duty | Breach of statutory legislation  Reduced performance rating if unresolved | Single breech in statutory duty  Challenging external recommendations/ improvement notice | Enforcement action  Multiple breeches in statutory duty  Improvement notices  Low performance rating  Critical report | Multiple breeches in statutory duty  Prosecution  Complete systems change required  Zero performance rating  Severely critical report |
| **Adverse publicity/ reputation** | Rumours  Potential for public concern | Local media coverage –  short-term reduction in public confidence  Elements of public expectation not being met | Local media coverage –  long-term reduction in public confidence | National media coverage with <3 days service well below reasonable public expectation | National media coverage with >3 days service well below reasonable public expectation. MP concerned (questions in the House)  Total loss of public confidence |
| **Business objectives/ projects** | Insignificant cost increase/ schedule slippage | <5 per cent over project budget  Schedule slippage | 5–10 per cent over project budget  Schedule slippage | 10–25 per cent over project budget  Schedule slippage  Key objectives not met | Incident leading >25 per cent over project budget  Schedule slippage  Key objectives not met |
| **Finance including claims** | Small loss Risk of claim remote | Loss of 0.1–0.25 per cent of budget  Claim less than £10,000 | Loss of 0.25–0.5 per cent of budget  Claim(s) between £10,000 and £100,000 | Uncertain delivery of key objective/Loss of 0.5–1.0 per cent of budget  Claim(s) between £100,000 and £1 million  Purchasers failing to pay on time | Non-delivery of key objective/ Loss of >1 per cent of budget  Failure to meet specification/ slippage  Loss of contract / payment by results  Claim(s) >£1 million |
| **Service/business interruption Environmental impact** | Loss/interruption of >1 hour  Minimal or no impact on the environment | Loss/interruption of >8 hours    Minor impact on environment | Loss/interruption of >1 day  Moderate impact on environment | Loss/interruption of >1 week  Major impact on environment | Permanent loss of service or facility  Catastrophic impact on environment |

**Likelihood**

Given the (in) adequacy of the control measures for each risk, decide how likely the risk is to happen according to the following guide. Scores range from 1 for rare to 5 for very likely.

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| **Score** | **Descriptor** | **Description** |
| **1** | **Rare** | Extremely unlikely to happen/recur – may occur only in exceptional circumstances – has never happened before and don’t think it will happen (again) |
| **2** | **Unlikely** | Unlikely to occur/reoccur but possible. Rarely occurred before, less than once per year. Could happen at some time |
| **3** | **Possible** | May occur/reoccur. But not definitely. Happened before but only occasionally - once or twice a year |
| **4** | **Likely** | Will probably occur/reoccur. Has happened before but not regularly – several times a month. Will occur at some time. |
| **5** | **Very Likely** | Continuous exposure to risk. Has happened before regularly and frequently – is expected to happen in most circumstances. Occurs on a daily basis |

**Risk Score is determined by Severity x Likelihood**

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