

Ten steps to risk assessment

Using the PCT risk assessment form and guidance on completion.

1. Enter description of the risk on the form

Risk: Injury as a result of using PCT patient lifting equipment 2.2.2004

2. Determine the likelihood of the risk occurring - using the standard definitions

Likelihood	Almost Certain	Likely	Possible	Unlikely	Rare
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3. Determine the consequence of the risk occurring - using the standard definitions

consequence	Catastrophic	Major	Moderate	Minor	Insignificant
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4. Plot the likelihood against the consequence using the risk rating grid, to identify the risk value

	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
Almost Certain	Significant	Significant	High	High	High
Likely	Moderate	Significant	Significant	High	High
Possible	Low	Moderate	Significant	High	High
Unlikely	Low	Low	Moderate	Significant	High
Rare	Low	Low	Moderate	Significant	Significant

5. Briefly list the controls in place which reduce or manage the risk

Controls in place:

- Trust policy
- Equipment from stores is fit for purpose
- Equipment provided after assessment by competent person
- Risk assessment completed on provision of equipment
- Equipment provision, maintenance and repair service in place
- The equipment user has been instructed on it's safe use

6. Judge the effectiveness of the control measures in reducing the risk.

7. Using this judgement (6) calculate the residual risk by referring to the risk rating grid, and adjusting the risk rating accordingly.

Consequence Remains Moderate	Likelihood remains possible	Residual risk Significant
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Where residual risk is high or significant, develop additional risk reduction measures to reduce the risk

Risk removal / reduction plan:

- Provide written instructions and safety information on use of equipment
- Record instruction and observation of user within record
- Schedule evaluation / reviews of assessment

8. Record a review date, giving consideration to the severity of the risk, the action implementation and the context

9. Forward copies of the risk assessment to your line manager, who will monitor action, and to the risk manager, for inclusion on the PCT risk register

10. Review the risk on the planned review date or earlier if any significant changes occur