

WORK EXPERIENCE RISK ASSESSMENT FORM

Assessment No.

1

Campus:

Directorate /Department:

Location:

Assessor:

Job title:

Date:

Description of activity

Work experience observation

Supporting information (for example, case of need, explanation of activity)

Young workers are at risk within the workplace because of a relative lack of experience and in some cases a lack of maturity which may reduce their awareness of existing or potential risks.

Risks, Controls and Assessment

No.	Risk Identified	Controls in place	A- Objectives	B- Harm	C- Experience	D- Service Delivery	E- External	Likelihood	Risk Score (Highest Score A-E x Likelihood)	Priority Indicator Score (A+B+C+ D+E)	Does the control adequately address the risk? Yes / No	Is the control measure documented and communicated? Yes / No	Is the control Measure in operation and applied consistently? Yes/ No
1	Breach of confidentiality or data protection legislation Access to patient information eg clinic lists, addresses	Participants required to read and sign declaration of confidentiality. Information governance covered at induction. Participants not given access to patient files and databases.	3	3	3	2	2	2	6	13	Yes	Yes	Yes
2	Slips, trips and falls Damaged flooring, other trip hazards	Induction will familiarise participant with the environment. Spillages cleared up immediately. No running in building. Workspace inspections. Faults and defects reported to Estates. Aware of keeping areas tidy and walkways clear of obstructions.	2	2	2	2	1	2	4	9	Yes	Yes	Yes

3	Electricity Fire, shock, burns	All electrical equipment within the environment is PAT tested. Supervision in use of equipment. Induction will identify equipment to be used and potential training requirements.	3	3	3	2	2	2	6	13	Yes	Yes	Yes
4	Fire Smoke inhalation, burns	Throughout premises: Programme of weekly fire alarm call point testing in place. Fire risk assessments conducted on premises. Induction to familiarise participant with local arrangements in the event of fire Weekly audibility tests.	3	3	3	2	2	2	6	13	Yes	Yes	Yes
5	Toxic, irritant , harmful, corrosive Substances hazardous to health: cleaning products Substances used for clinical procedures, latex, body fluids	Appropriate storage and disposal arrangements are in place for chemicals. Personal protective equipment is provided. Spillage kit located centrally within clinic areas and staff trained in use. Participants told not to deal with spillages at induction.	3	3	3	2	2	2	6	13	Yes	Yes	Yes
6	Exposure to ionising and non-ionising radiation sources	The young person will not be allowed to work in areas where they might be exposed to radiation unless they are required to do so as part of their training and this would be under the direct supervision of a competent supervisor and only where the Radiation Protection Advisor has assessed the risk and advised on safe participation.	3	3	3	2	2	2	6	13	Yes	Yes	Yes
7	Clinical waste and sharps Infection, needlestick injuries	Sharps are disposed of according to Blood Borne Virus Policy (including management of inoculation, sharps and contamination incidents). Participants will not be directly handling clinical medical devices including sharps.	3	3	3	2	2	2	6	13	Yes	Yes	Yes

		Waste segregation and identification. Participants always supervised by staff.											
8	Aggression, abuse Members of the public	Participants not to undertake any form of lone working. Participants instructed to seek assistance in the event of any concerns.	3	3	3	2	2	2	6	13	Yes	Yes	Yes
9	Covid-19 Spread of COVID-19 in the workplace infecting staff, visitors and patients.	Follow infection control procedures with regard to hand washing and social distancing as outlined at induction. Hand sanitizer is available at all sites. Guidance given regarding use of Personal Protective Equipment (PPE) where required. Students always supervised and inducted to local clinical area.	3	3	3	2	2	2	6	13	Yes	Yes	Yes
10	Covid-19 Individuals who may be more vulnerable to severe illness if they contract COVID-19 infection. This includes individuals: <ul style="list-style-type: none"> • who have underlying health conditions and/or a disability including: <ul style="list-style-type: none"> – Asthma – Diabetes – Chronic Cardiovascular disease including hypertension and IHD – Chronic respiratory disease (excluding asthma) – Chronic kidney disease – Non-haematological cancer – Haematological malignancy – Liver disease – Chronic neurological disease other than stroke or dementia – Organ transplant – Spleen diseases – Rheumatoid/lupus/psoriasis – Other immunosuppressive 	Follow infection control procedures with regard to hand washing and social distancing as outlined at induction. Hand sanitizer is available at all sites. Guidance given regarding use of Personal Protective Equipment (PPE) where required. Students always supervised and inducted to local clinical area. The individual will not be directly observing care for COVID-19 patients (tested as positive) or observing Aerosol Generating Procedures (AGPs).	3	3	3	2	2	2	6	13	Yes	Yes	Yes

	<p>conditions or classed as clinically vulnerable</p> <ul style="list-style-type: none"> • who are pregnant • who are from an ethnic minority group • who have a Body Mass Index of >40 (or > 35 in ethnic minority groups). https://www.nhs.uk/live-well/healthy-weight/bmi-calculator/ • who are male. 												
11	Other Infectious diseases Illness	Follow infection control procedures with regard to hand washing and wearing of PPE, as outlined at induction. Students always supervised and inducted to local clinical area.	3	3	3	2	2	2	6	13	Yes	Yes	Yes
12	Manual handling of office equipment and consumables Musculoskeletal injuries resulting in back pain from handling heavy objects	Use equipment if provided for lifting and carrying e.g. trolleys. Follow good practice with regard to lifting as outlined at induction.	2	2	2	2	2	1	2	10	Yes	Yes	Yes
13	Use of display screen equipment Posture problems and pain, discomfort or injuries to hands and arms from improper use Headaches and sore eyes from work environments e.g. poor lighting, glare etc.	Workstation to be set up for participant according to good practice. Participant advised to take regular breaks/change of activity every 50 - 60 minutes and to report any concerns to supervisor.	2	2	2	2	2	1	2	10	Yes	Yes	Yes
14	Hot Liquids Scalding	Induction to include instruction to carry hot liquids on a tray and avoid overfilling of cups.	3	3	3	2	2	2	6	13	Yes	Yes	Yes
15	Stress caused by: travelling to unfamiliar locations unfamiliar surroundings and meeting new people exposure to distressing situations	Clarification of activities and timetable with supervisor. Participant to be asked to raise any concerns with supervisor. Allocated supervisor for each day. Opportunity for debriefing at end of each day and placement.	3	3	3	2	2	2	6	13	Yes	Yes	Yes

Summary of action taken to date						
Health and Safety is discussed at local induction. Person on work experience is supervised at all times.						
Action Planning and monitoring (dependant upon score)						
Risk Ref No.	Action still required	Cost (£) (If known)	By Whom	Due Date	Review Date	Revised Risk Score
	Receive general induction		Work Experience Co-ordinator	Prior to placement		
	Receive orientation/induction to local clinical area for placement		Placement supervisor	On 1 st day of placement		
	Supervisor allocated throughout placement		Manager	Prior to placement		

Official Use Only
Approval Group
Added to the Risk Register Y / N

Date Score Approved
Date added to the Register

Consequence and Likelihood Matrix

	Objectives / Financial	Degree of Harm (to Patient, Visitor or Member of the Public)	Claims & Complaints / Patient Experience / Outcomes	Impact on Service Delivery / Business Interruption / Projects	Adverse Publicity / Reputation / Inspection / Audit / Enforcement Action	Likelihood
1 Minor	Minor impact on Trust objective. AND /OR Barely noticeable reduction in scope or quality AND /OR Small loss.	Minor injury not requiring first aid or no apparent injury / adverse outcome, Near Miss.	Verbal locally resolved Complaint. Reduced quality of patient experience not directly related to the delivery of patient care Small claims (up to £25,000)	Negligible impact, brief loss / interruption > 1 hour of service. Insignificant cost increase / schedule slippage. <1%	Local interest, rumours within Trust. Little effect upon staff morale. Small number of minor recommendations, which focus on minor quality improvement issues. Minor non-compliance with Standards for Better Health	Not expected to occur for years Probability <1%
2 Moderate	Temporary non compliance with Trust Key Tasks* AND /OR Minor reduction in quality / scope AND /OR Loss > 0.1% of Trust budget	Temporary Minor Injury / Illness / Effect. First aid treatment needed, referral to A&E / OH / GP	Justified formal Compliant. Unsatisfactory patient experience directly related to patient care- readily resolvable	Local only. Some loss / interruption delays in service provision (> 8 hours) < 5% over budget / schedule slippage.	Local adverse publicity, local media coverage, adverse publicity for < 3 days. Minor effect on staff morale/public attitudes. Internal inquiry reported to local committee structure. Recommendations made which can be addressed by low-level management action. Non-compliance with the Developmental requirements of the Standards for Better Health	Expected to occur annually in the UK or 1-5 years in the Trust Probability 1-5 % The event may only occur in exceptional circumstances
3 Serious	Temporary non-compliance with Trust Primary Objective* AND /OR Reduction in scope or quality. AND /OR Loss > 0.25% of Trust budget	Semi-permanent Injury, Over 3 day reportable injury. RIDDOR / Agency reportable	Independent review. Mismanagement of patient care, short term effects (<1 week) Justified complaint involving lack of appropriate care. Significant claim (up to £250,000)	Critical Service loss / interruption, minor delays > 1 day. 5 -10% over budget / schedule slippage.	Local media coverage, adverse publicity for > 3 days. Significant effect on staff morale / public perception of organisation. Internal inquiry reported to external agency. Challenging recommendations that can be addressed with appropriate action plan. Reduced rating. Non-compliance with core requirements of the Standards for Better Health	x
4 Major	Non-achievement of Trust's Key Tasks* AND /OR Loss > 0.5% of Trust budget	Major injuries, or long term incapacity / disability, Major Specified Injury (RIDDOR)	Ongoing National publicity. Regional inquiry. Ombudsman. Serious mismanagement of patient care, long term effects (>1week) Multiple justified complaints. Multiple claims or single major claim (over £250,000).	Critical Service loss, major reduction in service > 1 week 10 - 25% over budget / schedule slippage.	National media coverage, adverse publicity for < 3 days. Regional inquiry. Severe effect on staff morale, public confidence in organisation undermined. Enforcement action Low rating / Critical report Major non-compliance with core requirements of the Standards for Better Health	Expected to occur monthly Probability 21-50% The event will occur at some time
5 Catastrophic	Non -achievement of Trust Primary Objective(s)* AND /OR Loss > 1% of Trust budget	Death or major permanent incapacity	Full National Inquiry. Select Committee. Public Accounts Committee. Totally unsatisfactory patient outcome or experience	Total loss of Critical Service or facility. >25% over budget/ schedule slippage.	National/international media coverage with adverse publicity for > 3 days. Loss of key staff. Public inquiry / MP Concerns raised in Parliament. Court enforcement. Non-compliance with legal requirement, which may result in Prosecution, Zero rating. Severely critical report	Expected to occur at least weekly Probability > 50% The event is expected to occur in most circumstances