

RISK ASSESSMENT FORM

To be completed for all newly identified risks. For further guidance on completing this form please refer to Guidelines for Assessing and Managing Risks which supports delivery of the Framework for Risk Management (available on the Trust's intranet) or contact your directorate Risk Lead.

Datix ID		Date risk assessment completed / reviewed	Sept 2024	Version	1
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Title (Unplanned event*)	Trustwide-A young person coming to harm whilst undertaking a volunteer placement at the Trust				
Directorate		Department / Speciality			

Risk articulation (describe the risk)

Cause (what might trigger the event to happen)
<ol style="list-style-type: none"> 1. Young persons may behave in an inexperienced manner due to their age 2. The hospital environment is unfamiliar to students and they may not be aware of their limitations 3. They could be asked to carry out tasks beyond their physical capability eg involving moving and handling 4. Witness distressing situations regarding patients or visitors 5. Might be exposed to infectious pathogens eg COVID-19 6. Government recommendation is that individuals supervising young persons under 18 years of age, have an enhanced DBS and Child Barring List check. Currently this is not the case throughout the Trust.
Event* (what is the unplanned/ unwanted event that may occur)
Trustwide-A young person coming to harm whilst undertaking a volunteer experience placement at the Trust
Effect (what are the consequences/ impact of the event)
<ol style="list-style-type: none"> 1. The young person may harm patients or themselves by attempting activities that they are not trained or competent to do 2. Entry into restricted areas eg theatres, radiation zones could result in exposure to harmful chemicals/radiation 3. Muscular skeletal injuries 4. May result in emotional distress/trauma eg by witnessing cardiac arrest or death on a ward 5. May suffer symptoms of illness eg sickness & diarrhoea 6. The young person may be at risk of being abused
Background information (optional)
Young persons aged 16-17 carry-out volunteer placement to the Trust for 60 hours – 3 hour shift per week. These students are residents of Sheffield and are interested in a health care career. Students will gain experience and skills during their placement at either the central site or NGH in areas such as wards, Outpatients undertaking general tasks such as running errands, talking to patients, helping at mealtimes (with training) and simple admin duties etc.

Evaluate the risk

Describe the control measures in place to prevent the event occurring or to reduce the impact (add rows as necessary)

Existing controls in place when risk was identified

Examples:

1. Under supervision by a member of the team on the shift. (DBS required).
2. Patient consent before any activity relating to patients
3. ID badge to be worn and volunteer polo shirt.
4. Follow STH dress code.
5. Voluntary Service Policy.
6. Training completed before commencement of volunteer placement.
7. Child Safeguarding
8. PROUD Values

Young persons complete mandatory training, voluntary services training, catering training and other training as required eg Transport chair training.

A local induction must be carried out by the ward/dept manager/supervisor. This should include local working practices and any hazards present in the workplace eg radiation, medical gases, equipment, moving vehicles, chemicals, drugs.

Volunteers aged 16/17 will not be present at procedures, or when very serious conversations are happening.

Any exposure to situations that may have an emotional impact is carefully managed. We will ensure that students know that they can talk to the placement manager or another appropriate supervisor, or the Voluntary Services Team if they feel that they have seen or heard anything that has caused them distress. This will be recorded on Better Impact under the young persons volunteers notes.

Volunteers aged 16/17 will be required to follow infection, prevention & control measures eg using PPE as directed in local placement areas.

A parent/guardian must provide permission for their child (aged 16/17) to be a volunteer at STH by signing the a VST consent form.

All Volunteers aged 16/17 will undergo occupational health pre-screening

All volunteers aged 16/17 will be have regular contact/reviews with the Project Officer, Voluntary Services Team.

Risk scores (see scoring matrix at end of template)

Initial:	Consequence	3	Likelihood	2	Score	6
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Current:	Consequence	3	Likelihood	2	Score	6
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Target:	Consequence	3	Likelihood	2	Score	6
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Identifying risk status

Tolerate	X	Treat		Transfer		Terminate	
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NB if the target risk score is lower than the current risk score, this indicates that the risk is to be treated and completion of an action plan is required.

Action plan

Actions agreed	Lead for each action (name and job title)	Resource needed	Target completion date	Date completed	Evidence that the action has been completed
1					
2					
3					

Review and approval

Risk assessment undertaken by:	Job Title:

Risk / Governance lead:		Job Title	
Risk Owner:		Job Title:	
Group approved by:		Date	
Oversight Committee: (optional)		Date:	

Review Date:	
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Likelihood	Consequence				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Rare - Will probably never happen / recur (1)	1	2	3	4	5
Unlikely – Do not expect it to happen / recur but it is possible (2)	2	4	6	8	10
Possible – Might happen / recur occasionally (3)	3	6	9	12	15
Likely – Will probably happen / recur but it is not a persistent issue (4)	4	8	12	16	20
Almost certain – Will undoubtedly happen / recur, possibly frequently (5)	5	10	15	20	25