**Risk Review**

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| --- |
| **Notes on completing this form**   * If using this template, all columns must be populated and actions must be completed by agreed dates. * Further information to support the assessment and risk rating is available on the following page under ‘Definitions’ and on pages 23-24 of the CPPE risk management guide. * The views expressed in this form will result from an assessment of risk at a local level by individual team members present at a particular date and time. These will be subjective and depend upon the knowledge, skills and past experiences of the individual team members. They may not represent the views of other pharmacy teams, organisations and/or the profession. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date risk identified** | **Description of Risk** | **Impact**  **(Severity) Scale 1-5\*** | **Likelihood (Probability)**  **Scale 1-3\*** | **Risk Rating†** | **Actions required** | **Person resp.**  **(initials)** | **Date actions to be completed by** | **Date of next review** |
|  |  |  |  |  |  |  |  |  |

**Definitions**

Further information to support the assessment and scoring for a Risk Review is available in the tables below and on pages 23-24 of the CPPE risk management guide

**\*** **Impact / severity** score of 1 = low severity / negligible; 5 = high severity / death

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| --- | --- | --- | --- | --- | --- |
| **Severity** | **1** | **2** | **3** | **4** | **5** |
| **Descriptor** | **Negligible / no harm** | **Low harm** | **Moderate harm** | **Severe harm** | **Death** |
| **Definition** | Any unexpected or unintended incident that causes or could cause no or negligible harm | Any unexpected or unintended incident that causes or could cause minimal harm to one or more persons | Any unexpected or unintended incident that causes or could cause short term harm to one or more persons | Any unexpected or unintended incident that causes or could cause permanent or long-term damage to one or more persons | Any unintended or unexpected incident that causes or could cause the death of one or more persons |

\* **Likelihood / probability** score of 1 = low probability; 3 = high probability

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| --- | --- | --- | --- |
| **Probability** | **1** | **2** | **3** |
| **Descriptor** | **Possible** | **Probable** | **Likely** |
| **Definition** | Unlikely to occur (e.g. once per year) and/or has occurred once previously | Reasonable chance  of occurring (e.g. occurring a few times per year) | More likely to occur than not (e.g. once per month to once per week) |

† **Risk rating** generated by multiplying the severity and probability scores

Increasing probability

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3** | **6** | **9** | **12** | **15** |  | **10-15** | **High risk** | Agree immediate actions; escalate risk within organisation (e.g. to Superintendent Pharmacist) if appropriate |
| **2** | **4** | **6** | **8** | **10** |  | **5-9** | **Medium risk** | Make improvements and complete actions within agreed timescale |
| **1** | **2** | **3** | **4** | **5** |  | **1-4** | **Low risk** | Continue to review and manage risk by routine procedure |

Increasing severity