## Risk Review

**(complete if NOT declared in February 2019 Quality Criteria)**

***If using this template, all columns must be populated and actions must be completed by agreed dates***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **What actions did you take to minimise the risk?** |  |
| **How did these actions affect the risk?** |  |
| **Describe any further actions you need to take at premises**  **level to minimise risk going forward.** |  |

**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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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; 5 = high probability

|  |  |  |  |
| --- | --- | --- | --- |
| **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