

Risk Factsheet

The Risk Register is one of a number of modules available within our Datix system. Access to the Datix Risk Register is given by the Trust Datix team after the staff member has had face to face training in how to use the system. Face to face training is currently delivered by Paul Denton, Deputy Company Secretary & Head of Risk.

Each individual risk owner is responsible for keeping their own risk(s) up to date and reviewed in accordance with the Risk Management Policy.



When you first open the Risk Register there are a number of status menus...

| Statuses |
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| ■ In holding area, awaiting review |
| ■ Being reviewed |
| ■ Awaiting final approval |
| ■ Being approved |
| ■ Final approval |
| ■ Rejected |

In holding area, awaiting review: This should not be used (but the icon cannot be removed).

Being reviewed: A new risk that is in the process of being completed. Once completed the risk should be reviewed and approved through the Divisional Governance process.

Awaiting final approval: A new risk, which has been approved through the Divisional Governance process. If it is moderate or low, Paul will save with final approval; if it is high or significant, the risk will be submitted to the next HMC (Hospital Management Committee) for final approval.

Being approved: This is not used (but the icon cannot be removed).

Final approval: Every risk in this section has been through the highest approval committee required either at Divisional level or approved by the HMC. Closed risks will also stay in this area of the register.

Rejected: This should not be used (but the icon cannot be removed).

*Top Tip...
Further guidance is available on Datix and via the Risk Intranet site.....*

| | |
|------------------------|---|
| High 16 – 25 | Risks should be reviewed monthly including a risk action card. |
| Significant 12 – 15 | Risks should be reviewed monthly including a risk action card. |
| Moderate 8 – 10 | Risks should be reviewed every 3 months including a risk action card. |
| Low 1 – 6 | Risks should be reviewed every 6 months. No risk action card is required. |

Other useful reminders...

- The Datix Risk Register is checked every month (as a minimum) and a monthly report is produced for the Hospital Management Committee which includes every high and significant risk for all Corporate and Divisional risk.
- This report is called the *Risk Register Report for HMC*. It checks if each **risk is in date**. It also checks if each risk has an in-date **risk action card** (a risk action card is required for every high, significant and moderate risk). If the dates have expired or there is no risk action card then this is highlighted on the report.
- A **Risk Register Scrutiny Panel** is formed for Divisions (and Corporate areas) where risks are consistently noted as 'out of date'.
- The Risk Register process is audited annually by internal audit.

Risk Identification: Risk is defined as *‘the chance of something happening, or a hazard being realised that will have an impact upon objectives’*. It is measured in terms of consequence and likelihood

Risk Title: This language used to articulate risk titles help bring clarity and logic to the risk register. Risk should be expressed in sentences with the following structure:

“Because of <cause>, <risk> might occur, which would lead to <effect>.”

Risk Definition: Risk can mean different things in different contexts. It is therefore important that clarification is provided for specific terms utilised when discussing risk

| Key Word | Definition |
|---------------------|--|
| Mitigation | A set of measures taken to reduce or eliminate a risk; prepare an organisation for a potential risk; strategy to prepare for and lessen the effects of a risk; to eliminate, reduce or accept and control a risk (e.g. policy, organisational structure, review and decision making by those with appropriate knowledge and at appropriate management meetings). |
| Controls | Specific actions taken to reduce the likelihood of a risk occurring or to maintain the accepted level of risk; This could include Trust policies, procedures, practices or structures. A control is an action that can be taken to remove the hazard or to reduce the likelihood of the risk occurring; A control is an activity (action) which reduces the consequence and/or likelihood of a risk. |
| Adequate Controls | The measures in place to manage the risk are effective in keeping the risk within acceptable levels of control and/or reducing the likelihood of the risk occurring. They provide reasonable assurance that the risk is being effectively managed. |
| Inadequate Controls | The measures in place to manage the risk are not effective in keeping the risk within acceptable levels of control and/or reducing the likelihood of the risk occurring. They do not provide reasonable assurance that the risk is being effectively managed. |
| Uncontrolled | There are no/insufficient controls in place to manage the risk effectively (e.g. no regular review, no action taken in response to the risk or to maintain/reduce the current risk level). |

Effective risk management can be described as a systematic process for proactively identifying risks and opportunities by assessing and removing the uncertainty they pose while minimising their potential consequences, likelihood and impact on the achievement of strategic objectives.

