

RISK ASSESSMENT

TASK /ACTIVITY / PROCESS DESCRIPTION:	Diabetes	DEPARTMENT/ SERVICE:	Economy & Skills
LOCATION:	Various	REFERENCE:	2020evolve

TYPES OF INJURY / LOSS / ILL HEALTH

This should include injuries, acute and chronic ill health, psychological harm etc. For example, burns, fractures, bruising, lacerations, punctures, vibration white finger, occupational dermatitis, stress.

Diabetes

FOR EACH HAZARD, PLEASE IDENTIFY THE PERSON AT RISK (direct and indirect)

Consider those especially vulnerable (young/inexperienced workers, members of the public, school participants, the elderly, residents and contractors).

	HAZARD / SOURCE OF HAZARD	PERSONS AT RISK	CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Risk Rating L/M/H (1 – 25)
1	Hypoglycaemia CONTROL	Staff, children & young people,	<p>Visit staff met with the Paediatric Diabetes Nurse.</p> <p>It may be necessary for 2 members of staff with sufferers group during activities.</p> <p>Staff will ensure that the appropriate provisions are carried with them at all times during activities.</p> <p>Sufferer will be made aware in advance which member of staff will be carrying the necessary provisions.</p> <p>Residential: sufferer's bedroom will be close to a member of supervising staff, who will check them before lights out.</p> <p>Supervising staff will ensure that sufferer is checking their blood sugar levels at the appropriate times and that they has taken their insulin.</p> <p>Ensure regular meals and snacks containing carbohydrate.</p> <p>Avoid being late with meals or snacks.</p> <p>Ensure extra activity, out with normal is compensated for with extra carbohydrate.</p>	5	1	5
2	Mild Hypoglycaemia treatment	"	<p>If vomiting will immediately phone parent/paediatric diabetic nurse for advice.</p> <p>10g of sugary carbohydrate in rapidly absorbed form e.g. Glucose tablets or 100mls of lucozade or 100mls of other sugary drinks for example coke, fanta, ribena. Repeat in 10 minutes if there is no recovery.</p>	5	1	5

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			When feeling better this must be followed by something starchy to eat e.g digestive biscuits, sandwich, fruit, crisps. Ensure child sits quietly during treatment to avoid further burning up sugar. A Dynamic Risk Assessment will immediately be carried out should there be any concerns regarding diabetic sufferer taking part in any physically demanding activities.			
3	Moderate Hypoglycaemia treatment (Blood sugar drops quickly without adequate warning)	"	As above. Staff to be aware of the following symptoms: odd behavior, may appear drunk, bad temper, moodiness, aggression, confusion. If unable to take a sugary drink rub Hypostop (Glucogel) gel (if available) or jam etc into the mucousal lining inside the mouth.	5	1	5
4	Severe hypoglycaemia (Seizure, losing consciousness)	"	As above. Dial 999 for an ambulance. Give Glucagen Injection if available (trained staff only). Contact Parents.	5	1	5

ADDITIONAL CONTROL MEASURES		Severity Rating (1 - 5)	Likelihood Rating (1 - 5)	Final Risk Rating L/M/H (1 - 25)	Actioned By (Print Name) & Target Date	Date Control(s) implemented	Sign to Confirm
1	Follow Council Codes of Practice: Standard Circular 48,						
2	Educational Excursions, Visits and off-site activities.						
3							
4							

ASSESSOR(s) PRINT NAME/JOB TITLE:	W White Education Officer	ASSESSOR(S) SIGNATURE:		ASSESSMENT DATE:	Jan 2020
MANAGER PRINT NAME/JOB TITLE:	L McCauley-Griffiths Head of Education	MANAGERS SIGNATURE:		REVIEW DATE:	Jan 2021

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RISK ASSESSMENT EXPLANATIONARY NOTES

A risk assessment is a careful examination of tasks and activities in the workplace which have the potential to cause harm. Managers are responsible for ensuring suitable and sufficient risk assessments are carried out for all areas under their control to assess where risks could affect the health and safety of employees, service users, pupils, volunteers, contractors or members of the public. Risks to property or the environment should also be assessed.

Training

All employees who are carrying out risk assessments should be appropriately trained on the risk assessment process. To arrange any training needs, contact **Organisational Development**:

- Tel: 01563 01563 57(6360)/01563 57(6350)
- Email: organisationadevelopment@east-ayrshire.gov.uk

Definitions which must be understood in order to complete the risk assessment are as follows:

Hazard: something with the potential to cause harm to someone or something e.g. an object, activity, situation or substance in the workplace.

- **Harm:** injury, ill health, psychological harm, industrial disease, death, loss or damage.
- **Risk:** the chance or likelihood that the harm will occur from a particular hazard.

Completing the risk assessment

The person carrying out the risk assessment should first identify the hazards arising from the task, activity or process recording the control measures **already in place** to manage the risk. Once the controls have been assessed the risk rating can be calculated by using the risk matrix in the following page e.g. multiplying the likelihood by the severity to reach an overall risk rating.

Where it is identified that the risk is high, immediate action is required and additional controls must be put in place as a priority. Where the risk is identified as medium, additional controls will normally be required unless all reasonably practicable control measures have already been implemented. Remedial actions should be assigned to a responsible person and the date of implementation for the additional control measures recorded.

The **second table** lists any additional control measures required to reduce the risk rating further. For example, if you have a high risk rating against a hazard identified in table 1 then you must consider what additional measures can be introduced to reduce the risks, **these should be listed on table 2 against the corresponding risk on table 1** e.g. 1 against 1, 2 against 2 and so on.

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RISK MATRIX

HOW TO CALCULATE THE RISK RATING: MULTIPLY the LIKELIHOOD by the SEVERITY e.g. <i>Possible (3) X Significant (3) = Risk Rating of (9)</i>		Critical / Fatal (5)	Severe (4)	Significant (3)	Marginal (2)	Negligible (1)	Severity Index
<u>MEDIUM RISK</u>							
Likelihood Index	Highly Probable (5)	25	20	15	10	5	
	Probable (4)	20	16	12	8	4	
	Possible (3)	15	12	9	6	3	
	Unlikely (2)	10	8	6	4	2	
	Very Unlikely (1)	5	4	3	2	1	
LOW RISK (1 – 6)		MEDIUM RISK (8 – 15)			HIGH RISK (16 – 25)		
Continue to monitor as part of review process or where		Additional control measures may be required.			Risks are not acceptable under any circumstances. Immediate		

Severity Index		Likelihood Index	
Negligible	Very minor injury e.g. paper cut or no injury/ damage	Very unlikely	Not expected
Marginal	Minor injury, off work less than 7 days	Unlikely	Unusual/ Rare
Significant	Reportable injury, off work more than 7 days	Possible	Even chance 50/50
Severe	Major reportable injury (hospitalisation) off work more than 7 days	Probable	Not a surprise
Critical/ Fatal	Over 6 months lost time, death, multiple death	Highly Probable	To be expected