



# Risk Assessment Form

For Health, Safety and Security Use Only	
Risk Assessment Reference:	TRA - 024
Reviewed by:	Jodie Robinson
Date Reviewed:	11/02/2020

<b>Risk Title</b> Please include a risk description including details of task / operation being assessed)	University students in placement with SWAST	Overall Risk Assessment Rating (if risk is being put on risk register):	Risk Assessor's Name:	Paula Windsor
		3 x 4 = 12	Others involved:	Marie Knowles Chris Read Wayne Darch
			Assessment Date:	03/02/2020
Risk Register:	Health and Safety		Risk Assessment Version	V2
Department / Function	Learning and Development and Operations		Date of Last Assessment:	14/06/2019
Type of Risk	Quality / Health and Safety / People and Culture		Next Review Date:	14/06/2022
Previous risk score (if applicable)	N/A		Previous risk assessment author (if applicable)	Paula Windsor

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No	Description of Hazard (include rationale for Likelihood and Consequence scoring)	Existing Controls/Actions Already In Place	Risk Rating <i>Likelihood x Consequence</i> Use matrix below	Further control required Y/N	Revised Risk Rating
1	<p>Students in placement without an honorary contract and therefore not covered contractually by employment checks and employment governance.</p> <p>The risk is to the patients who may be in contact with a crew member who is not DBS checked.</p>	<ul style="list-style-type: none"> <li>• Work now completed by ROC to add all students to GRS</li> <li>• Honorary contracts issued and subsequently managed by Practice Placement Co-ordinators and directorate of People and Culture</li> </ul>	2 x 2 = 4	No	-
2	<p>Patients, staff or students may be at risk of harm due to students background being unknown – students may not have been passed as operationally fit through Occupational Health or have had a DBS check completed.</p>	<ul style="list-style-type: none"> <li>• Honorary contracts are issued to all students</li> <li>• Students must not work in isolation and only under the direct supervision of a SWAST clinician as per practice placement policy</li> <li>• Any students or mentors who do not adhere to this will be subject to investigation under normal trust procedures and following a datix submission.</li> <li>• Reporting of injury and harm to the patient, staff or student via Datix.</li> <li>• Until students have had the appropriate employment checks completed they will be restricted from patient contact of all forms. They will be authorised to complete any shifts in an observational capacity only.</li> <li>• Practice Placement Policy provides strict</li> </ul>	1 x 4 = 4	No	-

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		guidance on patient contact for students.			
3	Student/mentor allocation is currently held on local spreadsheets available only to the Placement coordinators (in-hours working only). This means trust managers have an inability to trace where a student is should there be an emergency. Student safety and welfare is currently compromised	<ul style="list-style-type: none"> <li>• Student scheduling is now the responsibility of ROC with all students assigned a line on GRS alongside their mentor</li> <li>• An additional module to GRS has been procured to effectively manage student placements, development of this function is in progress</li> </ul>	2 x 3 = 6	No	-
4	Students locally arranging placement hours with their mentors. The hazard is the lack of central oversight of additional student placements with no central record. The risk is therefore if an adverse incident arose (such as a road traffic collision involving a SWAST vehicle). Local officers are not always aware a student maybe on board.	<ul style="list-style-type: none"> <li>• Student scheduling is now the responsibility of ROC with all students assigned a line on GRS alongside their mentor</li> <li>• An additional module to GRS has been procured to effectively manage student placements development of this function is in progress</li> <li>• Practice placement Policy has been amended and reviewed at PRAG in June 2019 to reaffirm that no mentor/student swaps should occur unless authorised by ROC, Ops teams and the placement coordinators</li> <li>• Communication has gone out to all university students /mentors and operational management teams to ensure students are</li> </ul>	2 x 3 = 6	No	-

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		<p>only out in placement during agreed placement blocks.</p> <ul style="list-style-type: none"> <li>All students/universities have been met with to reaffirm agreement for agreed placement blocks, any placement outside of agreed blocks should only be agreed by ROC/Ops and Placement coordinators</li> </ul>			
5	<p>Students may continue to swap shifts between mentors, this is mainly overseen by the placement coordinators but not regularly documented on GRS and on occasions the placement coordinators are not made aware.</p> <p>The hazard is students may not be on the shift they were allocated by the ROC and the risk is if an adverse incident arose (such as a road traffic collision involving a SWAST vehicle). Local officers are not always aware a student maybe on board</p>	<ul style="list-style-type: none"> <li>Student scheduling now the responsibility of ROC with all students assigned a line on GRS alongside their mentor</li> <li>An additional module to GRS has been procured to effectively manage student placements development of this function is in progress</li> <li>Practice placement Policy has been amended to reaffirm that no mentor/student swaps should occur unless authorised by ROC, Ops teams and the placement coordinators</li> <li>Communication has gone out to all university students /mentors and operational management teams to cease the practice of local shift swapping</li> <li>All students/universities have been met with to reaffirm agreement for agreed placement</li> </ul>	1 x 3 = 3	No	-

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		blocks, any placement outside of agreed blocks should only be agreed by ROC/Ops and Placement coordinators			
6	<p>Injury to students whilst carrying out manual handling activities</p> <p>Students have not previously been assessed for manual handling by SWAST. Partner Universities have addressed this in varying levels of input. This places a risk to patients, existing team members and the students. Financial/patient/staff/student safety implications.</p>	<ul style="list-style-type: none"> <li>SWAST Learning and Development Officers have a program in place to practically assess all students to IOSH Manual Handling standards. Matching the standard of all trust employees on induction.</li> <li>Students must also complete all online training (including mandatory moving and handling online theory) as pre-placement preparation, provided by the universities. This is reaffirmed within the work place agreement held with each partner university.</li> <li>Any students who fail the SWAST standard will not be permitted to partake in the moving and handling of patients and this will be communicated to the mentor and Operations team ahead of the student attending placement</li> <li>Any students who have not completed the SWAST manual handling program will be prohibited from manual handling on shift.</li> <li>Students will be reassessed at an appropriate time and the restriction lifted once successfully</li> </ul>	2 x 4 = 8	No	-

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		<p>passed the standards. This will be communicated to the mentor and the operations team by the practice placement coordinators</p> <ul style="list-style-type: none"> <li>Any students involved in moving and handling patients when they're prohibited to do so will be managed in line with current trust policy and procedures.</li> <li>All injuries to be completed on the Trust's Incident reporting system Datix</li> <li>All students will adhere to the relevant policies under their honorary contract including the Manual handling and moving policy, the practice placement policy and the performance and development policy. Manual Handling and Moving Policy.</li> </ul>			
7	24/7 University emergency contacts are not readily available to on-call commanders. The hazard is the lack of contact information and the risk is that in the event of an adverse incident involving a student the university cannot not be notified	<ul style="list-style-type: none"> <li>Placement coordinators hold the emergency contacts Monday to Friday 9-5</li> <li>University emergency contact details have been added to the SWAST on-call directory (July 2019).</li> </ul>	1 x 2 = 2	No	-
8	Students notify their mentor locally if they cannot attend a planned shift. The hazard is	<ul style="list-style-type: none"> <li>Student scheduling is now the responsibility of ROC with all students assigned a line on GRS</li> </ul>	1 x 2 = 2	No	-

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	that there is no central recording system and the risk is that students may not be being managed and welfare concerns would be not be raised.	alongside their mentor <ul style="list-style-type: none"> <li>Practice placement policy has been amended and reviewed at PRAG June 2019 detailing that students must call the sickness absence line when not able to attend a planned shift</li> <li>An additional module to GRS has been procured to effectively manage student placements development of this function is in progress</li> </ul>			
9	The hazard is that student absenteeism/sickness is not currently overseen at placement their specified local location. Risk is the safety and welfare of the student not being managed should a student be unwell or suffering a mental health crisis, particularly out of hours because no contact is made by SWAST.	<ul style="list-style-type: none"> <li>Students have process's with their university to notify of sickness absences this is currently inconstantly conveyed to SWAST</li> <li>Practice placement policy has been amended and reviewed at PRAG June 2019 to state all students must call the sickness absence line, continue sickness and book fit</li> <li>GRS has been updated to send automated emails of sickness contact to the university, placement coordinators, mentor and OPs team for placement area.</li> </ul>	2 x 2 = 4	No	-
10	Student placements often clash with other 3 <sup>rd</sup> person planning. Students may lose agreed placement hours which breaches the	<ul style="list-style-type: none"> <li>Student scheduling is now the responsibility of ROC with all students assigned a line on GRS alongside their mentor</li> </ul>	3 x 1 = 3	No	-

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	<p>SWAST/HEE/HcPC/HEI agreements and in turn will compromise tariff payment which is a significant income for SWAST.</p> <p>Students also at risk of not being able to pass their course due to hours required for completion.</p>	<ul style="list-style-type: none"> <li>An additional module to GRS has been procured to effectively manage student placements development of this function is in progress</li> <li>Placement hours will be monitored through GRS reports</li> <li>Students scheduled on GRS will ensure Operations team know when a student is placed with them to prevent 3<sup>rd</sup> persona clashes</li> </ul>			
11	<p>SWASfT induction process for students prior to placement is inconsistent across the trust. Risk is students will not be appropriately prepared for working in operational setting.</p>	<ul style="list-style-type: none"> <li>Standardised SWASfT corporate and local induction introduced from June 2019 for all students prior to commencing in placement</li> <li>Induction to include kit familiarisation and a local station induction carried out by operations.</li> <li>All adverse incidents must be recorded via the Trust's datix system</li> </ul>	2 x 3 = 6	No	-
12	<p>Mentor sickness – currently a student only finds out about a mentors sickness when they attend their shift. The hazard is students taking it upon themselves to see who else is available without checking with the Duty Officer. The risk here is not knowing their</p>	<ul style="list-style-type: none"> <li>Student scheduling now the responsibility of ROC with all students assigned a line on GRS alongside their mentor</li> <li>An additional module to GRS has been procured to effectively manage student placements development of this function is in</li> </ul>	2 x 1 = 2	No	-

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	whereabouts and possibly going out with Technicians/NQPs/Paramedics that aren't appropriate to mentor.	<p>progress. This will flag when a mentor reports absent for sickness or books annual leave or requests a shift swap. ROC will work with the practice placement coordinator and local ops team to find another suitable mentor for the student to be allocated to.</p> <ul style="list-style-type: none"> <li>Practice placement Policy has been amended to reaffirm that no mentor/student swaps should occur unless authorised by ROC, Ops teams and the placement coordinators</li> </ul>			
13	Students not having the appropriate PPE for operational duty	<ul style="list-style-type: none"> <li>All Universities are issued with SWASfT Uniform Policy</li> <li>Guidance is held within the Practice Placement Policy and is issued to all students and universities</li> <li>.Any PPE ordered by the university is stipulated to meet uniform policy standards</li> <li>A third Helmet has been placed on all front line ambulances with spares on stations for RRV working.If no helmet available the student is to remain in the vehicle or refrain from entering a situation whereby a helmet is required</li> <li>If no FFP3 mask is available the student is to</li> </ul>	3 x 1 = 3		-

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		refrain from entering such a situation and remain in the vehicle, in the event a patient is to be conveyed the student should not come into direct contact with the patient			
14	<p>Students wearing trust identifiable uniform.</p> <p>The risk to the student is they could be mistaken as a qualified employee of an Emergency Service</p> <p>The risk to the trust is the student may misuse the uniform in a way that brings reputational damage, along with the risk of misuse of the uniform to gain access to situations they are not permitted to enter or use for activities that may harm the trust or the public, through acts amounting to impersonation of a clinician or terrorism</p>	<ul style="list-style-type: none"> <li>All students are issued with the Uniform Policy</li> <li>Practice Placement Policy ensures all students know to adhere to trust policy</li> <li>DBS checks are performed ahead of issuing honorary contracts <ul style="list-style-type: none"> <li>Students wear university identifiable Epaulettes</li> </ul> </li> </ul>	3 x 4 = 12	Y	1 x 2 = 2
15	<p>Students who leave a course either mid-way through or do not go on to seek employment with SWAST</p> <p>The risk is students may not return the uniform or dispose of the uniform as per the uniform policy. As a result there is a risk the</p>	<ul style="list-style-type: none"> <li>Uniform Policy</li> <li>Universities do request for uniform to be handed back however this is not robustly monitored</li> </ul>	3 x 4 = 12	Y	1 x 2 = 2

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	uniform may be used in appropriately as detailed in risk 14				
16	Universities are not permitted to allocate out to students any uniform handed back in from the students, be that due to the wrong size or through leaving the course. As a result Universities are holding onto Uniform in unsecure locations.  The risk is the uniforms could be misused bringing reputational and security risks to SWAST	<ul style="list-style-type: none"> <li>Universities are issued the uniform policy</li> <li>Universities are aware they should hand back un used uniform to SWAST for disposal</li> </ul>	3 x 4 = 12	Y	1 x 2 = 2
17	Students are issued a SWAST ID proximity card or door codes. The return of the cards is not robustly monitored as to those students who leave a course mid-way through or do not go on to take up employment with SWAST  The risk is both to the security and reputational damage this could have to SWAST due to mis-use as detailed in risk 14.	<ul style="list-style-type: none"> <li>Uniform Policy</li> <li>Universities do collect in badges however admit they are then not routinely handed back to SWAST</li> <li>Security Policy.</li> <li>Door codes should not be shared with students. The supervising clinician should make arrangements to allow the student into the premises without giving out the door code.</li> </ul>	3 x 4 = 12	Y	1 x 2 = 2
18	Students not on practice placement with SWAST wear SWAST uniform to attend their	<ul style="list-style-type: none"> <li>Universities student handbooks               <ul style="list-style-type: none"> <li>Students wear university identifiable</li> </ul> </li> </ul>	3 x 4 = 12	Y	1 x 2 = 2

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	<p>practical assessments and lectures whilst in University. As the student is not on placement with SWAST during these times the student is not under the trusts policy's and monitoring</p> <p>The risk to the student is they could be mistaken as a qualified employee of an Emergency Service</p> <p>The risk to the trust is the student may misuse the uniform in a way that brings reputational damage or security implications</p>	Epaulettes			
19	<p>Students wearing trust identifiable uniform to and from placements</p> <p>The risk to the student is they could be mistaken as a qualified employee of an Emergency Service</p> <p>The risk to the trust is the student may misuse the uniform in a way that brings reputational damage or security implications</p>	<ul style="list-style-type: none"> <li>Universities student handbooks</li> <li>Students wear university identifiable Epaulettes</li> </ul>	3 x 4 = 16	Y	1 x 2 = 2
20	Students not receiving inoculations prior to operational placement shifts	<ul style="list-style-type: none"> <li>All students receive occupational health input to SWASfT standard from the universities</li> </ul>	3 x 1 = 3	No	-

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		<ul style="list-style-type: none"> <li>• All students have access to health and wellbeing services within trust and the partner universities.</li> <li>• Students are offered the flu vaccination through SWAST</li> </ul>			

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Action Plan				
ACTION REF:	NEW ACTIONS TO BE TAKEN:	NAME OR TITLE OF PERSON RESPONSIBLE FOR ACTION:	DATE NOTIFIED:	DEADLINE:
1	Distribution of emergency university contact information to ops officers – risk 7	Paula Windsor	01/07/2019	01/08/2019 (Complete)
2	GRS is currently being updated to send automated emails of sickness contact to the university, placement coordinators, mentor and ops team for placement area – risks 9 & 12	Ceri Smart	TBC	01/12/19 (Complete)
3	FFP3 mask fit testing to be completed on all students during their induction- risk 13 Currently on hold due to national shortage of masks	Paula Windsor	03/02/2020 10/02/2020	TBC
4	<p>Actions for risks 14, 15, 18 and 19: Students to not wear SWAST identifiable uniform and to instead wear clothing that meets the Uniform policy regulations. Suggested attire would be a university polo shirt identifying them as a student Paramedic with the university crest they are affiliated to, combat trousers and a layered coat.</p> <p>Linked to the above, the Trust needs to ensure each university has a robust process for uniform management and return etc.</p> <p>It is suggested that all currently studying students can continue to wear the uniform but only whilst on placement with SWAST. The Uniform should not be worn outside of these times, including not wearing it during university lectures or practical assessments,</p>	<p>Paula Windsor</p> <p>Paula Windsor</p>	<p>03/02/2020</p> <p>27/02/2020</p>	<p>Sept 2020</p> <p>April 2020</p>

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	<p>to and from placement.</p> <p>All future cohorts should not be issued with SWAST identifiable uniform and instead should wear a polo shirt identifying the university they are studying with and high viz jackets which meet our uniform standards. Both the polo shirt and high viz jacket should clearly have 'student paramedic' on the back. This should be procured by the universities directly.</p> <p>For students who currently wear uniform tighter controls should be enforced. This is they should not wear the uniform at any other times other than when on placement with SWAST</p> <p>Uniform Policy to be updated</p>			
5	<p>Actions for risk 16: SWAST placement team to recall any unused uniform from Universities and dispose as per Uniform Policy</p>	Paula Windsor	03/02/2020	April 2020
6	<p>Actions for risk 17: Universities to contact HR services immediately to deactivate a proximity/ID card for students who are removed/suspended from a course before completion.</p> <p>Practice Placement coordinators to ensure all cards are destroyed and deactivated at the end of a course.</p> <p>Placement coordinators to manage and monitor that all ID cards for mid-course leavers/suspensions and end of course are deactivated by HR</p>	Paula Windsor	03/02/2020	April 2020

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		Likelihood				
		Rare 1	Unlikely 2	Possible 3	Likely 4	Almost Certain 5
Consequence / Impact						
Negligible	1	1	2	3	4	5
Low	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Significant	4	4	8	12	16	20
Catastrophic	5	5	10	15	20	25

Likelihood x Consequence		
Low Risk	1 - 9	Action - Continue but review periodically to ensure control measures remain effective
Moderate Risk	10 -12	Action - Continue but implement additional reasonably practicable controls where possible and monitor regularly
Significant Risk	15 - 25	Action -Identify new controls. Activity must not proceed until risks are reduced to a low or moderate level

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