**General Risk Assessment Form- Adapted for PPIE projects**

**Guidance**

Staff and students need to ensure that Patient and Public Involvement and Engagement (PPIE) in the Faculty of Biology, Medicine and Health is conducted in a safe and ethical way to the highest possible standards.

This form has been adapted to help you assess risk for Patient and Public Involvement and Engagement (PPIE) activities in the Faculty of Biology, Medicine and Health (FBMH).

Ethical approval (NHS or University) is not usually required for PPIE as it does not generally raise any ethical concerns for the people and staff concerned. However, if you plan to consult patients and the public using formal research methods (e.g. surveys, focus groups, interviews) and plan to analyse the data and publish the findings as research then the people that you are consulting are research participants and the usual governance approvals (including research ethical approval) are required. Further details on ethical approval, including a decision tool, is available [HERE](https://www.manchester.ac.uk/research/environment/governance/ethics/approval/):

Further information on assessing general risk is available [HERE](https://www.staffnet.manchester.ac.uk/bmh/ps-activities/health-safety/local-arrangements/risk-assessments/) including safety services’ [frequently asked questions](http://documents.manchester.ac.uk/display.aspx?DocID=10128).

**Categories:**

1. Physical Hazards
2. Respect and Dignity (including people/groups and safeguarding)
3. Privacy and Confidentiality
4. Outputs (including ownership, control and use of outputs)

Please only select the relevant categories to your activity. Links to further guidance are included in the ‘existing measures to control risk’ column.

Please tailor the risk assessment to ensure that you have adequately assessed and applied necessary controls.

RISK ASSESSMENT - SAMPLE FRONT PAGE



| **Date:** (1) | **Assessed by:** (2) | **Checked / Validated\* by:** (3) | **Location and PI:** (4) | **Assessment ref no** (5) | **Review date:** (6) |
| --- | --- | --- | --- | --- | --- |
| **Task / premises:** (7)  Give details of the project/initiative/event:  e.g. visit of 50 school children age 14-16 to [specified buildings] for the purpose of [insert project].  OR  e.g. co-design of a research project on [subject area] with [specify group/individual]  OR  e.g. patient sharing their story with students as part of the core teaching curriculum  Refer to or append more detailed documents in relation to: key contacts, key responsibilities, etc. Give information on age group, requirements,  **General information**  First aid is available from [staffnet](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11029) +from all Security staff who can be summoned by reception staff or called directly on 0161 306 9966  Accidents report forms [HERE](http://documents.manchester.ac.uk/display.aspx?DocID=10017)  NB: In this example assessment, the term ‘University Organiser’ means University employee or contact with primary responsibility for liaising with visitors and organising the event. The term ‘Visitors Organiser’ means the person in charge of the visiting party (e.g. teacher). | | | | | |

**SECTION 1: PHYSICAL HAZARDS**

See below some of the physical hazards that you may encounter - this is purely for illustrative and guidance purposes

| **Activity** (8) | **Hazard** (9) | **Who might be harmed and how** (10) | **Existing measures to control risk** (11) | **Risk rating** (12) | **Result** (13) |
| --- | --- | --- | --- | --- | --- |
| **Supervised visits to buildings** | **Examples**   1. Slippery floors 2. Trailing cables or other obstructions 3. Defective floor and stair coverings and finishes 4. Unguarded edges 5. Access to high risk areas, e.g. loading bays, cat 2 labs, labs handling radioactive materials, risers, etc 6. Fire | **Examples**  All (visitors) at risk of slips, trips and falls  Identify in advance any individuals particularly at risk - e.g. young, visitors with disabilities  All are at risk of injury by fire or smoke inhalation if emergency procedures not followed | Guidance [HERE](http://documents.manchester.ac.uk/display.aspx?DocID=10128) |  |  |
| **Food Consumption** | **Examples**   1. Allergy 2. Foods poisoning 3. Scalding | **Examples**  All at risk of illness caused by:   * Allergy * failures of temperature control or food handling practices   All at risk of scalding from food/drink spillages |  |  |  |
| **Electrical hazards** | **Examples**   1. Electric shock | **Examples**  All at risk of electric shock or fire caused by defective electrical equipment in general use |  |  |  |
| **Lost persons** | 1. Getting lost on campus | All at risk of distress if lost in complex campus building. Young/older people particularly vulnerable. |  |  |  |
| **Any specified activity**  e.g. use of equipment, lab experiment etc. | Various:   1. exposure to substances hazardous to health 2. moving parts | All are at risk – harm will depend on the hazards listed |  |  |  |
| **Others…..** |  |  |  |  |  |

**SECTION 2: RESPECT AND DIGNITY (including people/groups and safeguarding)**

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| **Activity** (8) | **Hazard** (9) | **Who might be harmed and how** (10) | **Existing measures to control risk** (11) | **Risk rating** (12) | **Result** (13) |
| **Vulnerable or dependent people/groups** | 1. Lack of safeguarding[[1]](#footnote-1) | All are at risk – harm will depend on the hazards listed | Develop and offer tailored support |  |  |
| **Potential for distress** | 1. Sensitive topic areas (e.g. death, illness, suicide, abuse) | All are at risk | Consider a distress protocol (see  <http://documents.manchester.ac.uk/display.aspx?DocID=46877>) |  |  |
| **Meetings** | 1. Not achieving goals | All are at risk | Ground rules – see <http://documents.manchester.ac.uk/display.aspx?DocID=46880> for example  Clear objectives  Mentors  Clarity on payments and expenses from start (guidance page 8 [here](http://documents.manchester.ac.uk/display.aspx?DocID=41420)) |  |  |

**SECTION 3: PRIVACY & CONFIDENTIALITY**

Capturing data from people in words/images does not necessarily require ethical approval. What is key is the end purpose of the images/words.

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| **Activity** (8) | **Hazard** (9) | **Who might be harmed and how** (10) | **Existing measures to control risk** (11) | **Risk rating** (12) | **Result** (13) |
| **Data collection** | 1. collection of ‘special category personal data[[2]](#footnote-2)’ 2. topics normally considered as confidential 3. etc | All are at risk – harm will depend on the hazards listed | Information Governance Office: <https://www.staffnet.manchester.ac.uk/igo/> |  |  |
| **Data storage** | 1. Data may be lost 2. Unauthorised sharing of data 3. Data may be stored for longer than allowed | Individual/groups  Staff  Students  Public Contributors | Information Governance Office: <https://www.staffnet.manchester.ac.uk/igo/> |  |  |
| **Data Protection** | 1. Divulging commercially sensitive data 2. Divulging personally sensitive data | All | Consider confidentiality agreements (via contracts office)  Use privacy notices for PPIE here: <http://documents.manchester.ac.uk/display.aspx?DocID=43063>  Follow GDPR guidelines (<https://www.staffnet.manchester.ac.uk/igo/gdpr/> ) |  |  |
| **People/groups involved** | 1. Vulnerable groups | Individuals | Adequate training/experience of staff – PPIE specific training [HERE](https://www.staffnet.manchester.ac.uk/bmh/social-responsibility/public-and-patient-engagement/training-opportunities/) |  |  |

**SECTION 4: OUTPUTS (including ownership, control and use of outputs)**

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| --- | --- | --- | --- | --- | --- |
| **Activity** (8) | **Hazard** (9) | **Who might be harmed and how** (10) | **Existing measures to control risk** (11) | **Risk rating** (12) | **Result** (13) |
| **Videography and photos** | 1. Breach of privacy 2. Unauthorised dissemination of images | All | For large events - display ‘photographs will be taken at this event’ signs.  Either take image release consent prior to the event or ask people to notify organisers if they do not want to be photographed/ videoed.  Always take consent from guardians for children. Image release form [HERE](https://www.staffnet.manchester.ac.uk/brand/visual-identity/guidelines/photography/commissioning/): |  |  |
| **Intellectual property** | 1. Breach of IP | All | This is covered in the [‘letter of appointment template’](http://documents.manchester.ac.uk/display.aspx?DocID=46393) |  |  |
| **Authorship** | 1. Authorship disputes | All: harm to the individual and also reputational harm to the Institution | Be clear from the outset authorship rights of the entire team, including Public Contributors |  |  |
| **Use of outputs** | 1. Output is misused | All | Consider outputs at the start - including co-produced dissemination plan |  |  |
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| **Action plan** (14) | | | | |
| **Ref No** | **Further action required** | **Action by whom** | **Action by when** | **Done** |
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| **Authorisation by PI (or SR Divisional Lead) (15)**  **I confirm that I have considered and understand the experiment and the associated hazards. I am satisfied that all of the hazards have been identified and that the control measures to be followed will reduce the risks to as low as is reasonably practicable.** |
| **Print name: Signed:**  **Date:** |

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| ***Declaration by researcher (or ’project lead’) and PI (or Divisional Lead) (16)***  ***I confirm that I have read this Risk Assessment and that I understand the hazards and risks involved and will follow all of the safety procedures stated.***  ***I confirm that the researcher who has signed below is competent to undertake the work*** |

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| --- | --- | --- | --- |
| Name (please print) | Role | Signed | Date |
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1. ‘Safeguarding’ children involves promoting their welfare and protecting them from harm. Children Act 1989 and 2004, the term ‘child’ refers to anyone under the age of 18. However, 16 and 17 year olds are not considered vulnerable if they are in a volunteering or employment situation. The requirement for criminal record checks applies to any position which involves regularly caring for, training, supervising or being in charge of children [↑](#footnote-ref-1)
2. Special category data includes : race, ethnic origin, political affiliation, religion, trade union membership, genetics, biometrics health or sexual orientation - University ethical approval is required if you collect any of this data [↑](#footnote-ref-2)