

# Activity Risks / Project Risks / Operational Risks / Corporate Risks

Risk Being Assessed for: Person Name: **Dylan Reid**  
 Risk Title: **Dylan in Staff office**



Risk/ Ref No.	Risk Description & Consequences	Risk Probability (L/M/H) 1,2,3,	Risk Impact (L/M/H) 1,2,3,	Risk Priority Red if >6+ Amber if 3,4 Green if 1,2	Risk Indicator Type : <i>Tolerate, Treat, Transfer, Terminate</i>	Mitigation Action	Risk Priority After Mitigation Red if >6+ Amber if 3,4 Green if 1,2	Owner	Next Review Date
1	DR in staff room could potentially get access to laptop, sharps and meds/money	2	3	6	Treat	Staff cupboard and drawer must be kept locked at all times with only one member of staff to have access to keys. Dylan must not be in the Staff Room during handover, giving medication, counting money, or completing paperwork. Dylan is also not to be made aware of wifi or laptop under any circumstances.	2	All Staff	13/10/20
2	DR in staff room could potentially cause damage to furnishings and window in in staff room in a heightened state.	2	3	6	Treat	Dylan should not have access to the staff room unsupervised, and if there are no staff in the staff room the door should be closed to prevent access.	2	All Staff	13/10/20
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I/We have read, understand and agree with the risk assessment			
Signatures			
Print Name:	Sign Name:	Date:	Review Date: