

Risk Log

Programme/project name	PPE Cell
Name of assessor(s)	Chris Carter, Rima Desai, Michelle Jenkins
Last reviewed	11/05/20

Events that will have a negative impact on your project if they occur. Risk refers to the combined likelihood the event will occur and the impact on the project if it does occur. The log includes a description of each risk, analysis and a plan to manage it

MATRIX and Key to Risk Scores:

Likelihood: 1 – Almost Impossible, 2 – Unlikely, 3 – Possible, 4 – Likely, 5 – Almost Certain

Impact: 1 – Insignificant, 2 – Minor, 3 – Moderate, 4 – Major, 5 – Catastrophic (or Fantastic, if an opportunity)

15-25 Red	High. Immediate action required & escalate to management level above	8-14 Amber	Significant. Review & ensure effective controls	4-7 Yellow	Moderate (option to TOLERATE) Monitor if risk levels increase TOLERATE?	1-3 Green	Low (option to TOLERATE) Monitor Periodically
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Risk No.	Ref. Link	Risk Description & Proximity What could prevent achievement of your objective and when could it materialise?	Potential Consequences	Existing Controls These must be in place and are operating well. Set them out in the 'Three Lines of Defence'	Initial Likelihood (L) Risk Score (see header)	Initial Impact (I) Risk Score (see header)	Initial Risk Score (Multiply L x I)	Risk Score Legend				Target Date for future actions	Responsible Officer	Revised Likelihood (L) Risk Score (see header)	Revised Impact (I) Risk Score (see header)	Revised Risk Score (Multiply L x I)	Date Added	Date Updated
								15-25 Red	8-14 Amber	4-7 Yellow	1-3 Green							
1		The scope stakeholders we need to supply PPE to is not clear or is regularly changing (the national Clipper service is not in place)	Duplication of effort from those providing PPE. Confusion amongst stakeholders. Potential to result in PPE not reaching the right people at the right time.	Regular contact with LRF (Michelle Jenkins). Regularly in touch with national guidance (Public Health and H&S team).	3	3	9	15-25 Red	8-14 Amber	4-7 Yellow	1-3 Green	Ongoing Ongoing Ongoing	Michelle Jenkins	2	3	6	06-May	11-May
2		Not all organisations or people who need PPE know how to access it	Confusion amongst stakeholders. Potential to result in PPE not reaching the right people at the right time.	Communications to stakeholders (by all members of PPE cell) and on council website (communications team)	3	3	9	15-25 Red	8-14 Amber	4-7 Yellow	1-3 Green	30/05/2020 30/05/2020	Rima Desai Rima Desai	2	3	6	06-May	11-May

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3		Unable to procure the right products of the right quality, combined with LRF being unable to provide the right stock	Shortages of PPE lead to rationing. Some services are forced to stop. Poor quality and fake products.	A procurement plan is in place based on forecast of PPE. Daily feedback to LRF on stock levels. Procurement due diligence checks in place H&S and Infection Control colleagues supporting procurement to ensure products are right spec Health & Safety team liaise with the communications team to ensure that requirements of donated items are very clear on the council website.	3	4	12	15-25 Red	8-14 Amber	4-7 Yellow	1-3 Green	Ongoing	Dermot Barry	3	3	9	06-May	11-May

34

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4		Resilience of the PPE Storage & Distribution team e.g. as services start to reopen, this has an impact on the team.	Team may have to relocate. Greater number of people around the work space results in theft or damage to stock, increased staff sickness. Deployed staff are required to go back to their services. Impact is that there may not be continuity and resilience in PPE provision. If Sussex Search & Rescue team are unable to help it may significantly affect delivery.		4	4	12	Does this risk warrant more action? Be guided by the Risk Revised Risk Score (below), select and record your choice of one of the 4 Risk Treatments – the '4Ts' are: Treat/Tolerate/Terminate/Transfer. If you decide to 'Treat' add actions to reduce likelihood and impact				30/05/2020 Ongoing	Rima Desai Rima Desai	3	3	6		

35

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5		Improper use of PPE	The misuse or overuse of PPE results in waste of stock, shortages and greater risk of infection. Team may give out wrong PPE items by mistake.	Rationale for use of PPE' document is in place Training for staff is listed on learning gateway Public Health and Infection Control team are part of the PPE cell The storage and distribution team have double checking process in place for every order, minimising the risk of incorrect allocations.	4	3	12	Does this risk warrant more action? Be guided by the Risk Revised Risk Score (below), select and record your choice of one of the 4 Risk Treatments – the '4Ts' are: Treat/Tolerate/Terminate/Transfer. If you decide to 'Treat' add actions to reduce likelihood and impact				weekly	Health & Safety	3	2	6		11-May

36

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6		The council is seen as being unable to fulfill PPE needs of the city	Reputational damage for the council affecting other partners who may not be willing to support the council	Communications team supporting the PPE cell and sharing success stories Council webpage provide all necessary information for PPE Robust supply and demand maangement plan as per above mitigatiing actions	3	3	9	Does this risk warrant more action? Be guided by the Risk Revised Risk Score (below), select and record your choice of one of the 4 Risk Treatments – the '4Ts' are: Treat/Tolerate/Terminate/Transfer. If you decide to 'Treat' add actions to reduce likelihood and impact											11-May	11-May

37

