

General Risk Assessment Form

1. Risk Location

DMU

Singleton Neath Port Talbot DU

Site

SGH/NPT/Community

Ward/
Dept

Maternity service

Speciality

Maternity service

2. Title

Critical midwifery staffing levels

3. Risk in Brief (A brief description of the risk, enter facts not opinions. Do not enter the names of people)

Increased absence and staff unavailability in maternity service due to Covid absence (shielding, symptomatic, self isolation), increase in maternity leave including non-clinical facing roles from 28 week gestation, Long term sickness increase and short term sickness. Annual leave absence not accounted for in calculation

4. Number of people exposed to the Risk

Staff

All staff maternity
service

Patients

3500

Others

5. Summary of Controls in place

- Suspension home births, reduced on call commitment for community midwives.
- Specialist midwives and midwifery ward managers working all shift in clinical role
- Expedite bank contract for university lecturers and midwives on bank or working in external health boards
- Suspension of training
- All midwives who wished to increase hours increased
- No surprise sent to Welsh Government
- Communications team informed briefing uploaded 9th July 2021
- Nursing officer for maternity and early years contacted
- Workplace representatives informed
- National officer for RCM informed
- Senior manager available for support 24/7
- Workforce paper for recruitment band 6 midwives
- Daily briefing/safety huddle
- Review of workplace risk assessment
- Re referral to OH for team members

| | | |
|----|---------------|-------------------|
| 6. | Risk Type | Risk Cause |
| | Clinical care | Staffing shortage |

* Please use Appendix 2 of the Risk Management Strategy & Policy to complete sections 7 – 9

7. Likelihood of Hazards and Risks causing harm/damage

| 1 Rare | 2 Unlikely | 3 Possible | 4 Probable | 5 Expected |
|-----------|---------------|---------------|---------------|---------------|
| | | | | x |

8. Consequence/severity of outcome should hazard(s) come to fruition

| 1 Negligible | 2 Minor | 3 Moderate | 4 Major | 5 Critical |
|-----------------|------------|---------------|------------|---------------|
| | | | x | |

9. Current Risk Rating

| | | | | | | |
|------------|---|-------------|---|---|-------------|----|
| Likelihood | 5 | Consequence | 4 | = | Risk Rating | |
| Rating | | Rating | | | Number | 20 |

10. Actions Required to Reduce the Risk

- Newly qualified midwives commence employment September 2021
- Complete skill mix review and advertise Band 6 vacancies
- Continue to assess service safety through daily safety huddle.
- Respond to issues raised in safety huddles through a structured process and risk assessment.
- Complete workforce paper to assess ongoing skill mix requirement post 2021
- Review community workforce roles to ensure all staff work to top of license
- Review obstetric unit workforce roles to ensure all staff work to top of license
- Reassessment of workplace to make as covid secure as practically possible
- Re assessment of all team members currently working in altered duties

11. By Whom: Head of Midwifery Target Date: September 2021

12. Target Risk Rating following Completion of Actions

| | | | | | | | |
|------------|---|---|-------------|---|---|-------------|----|
| Likelihood | 3 | x | Consequence | 4 | = | Risk Rating | 12 |
| Rating | | | Rating | | | Number | |

13. Conclusions/Additional Information/ Time Scales

Daily Safety Huddle to inform two weekly decision making regards service provision

14. Date Assessment Escalated

Who was the risk escalated to and why

16/07/2021

Director for Nursing and Patient experience. Lead professional for Nursing and Midwifery within the HB

15. Assessors

Name(s)

Signature(s)

Position(s)

Susan Jose

Head of Midwifery

Date of Assessment

Review Date

16/07/2021

28/08/2021