### Appendix 1

A risk assessment tool for assessing the level of incident investigation required, and the external reporting requirements to the National Patient Safety Agency, following adverse incidents involving NHS patients.

Risk matrix: definitions for consequence of incident (actual and potential)

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual or potential unintended or unexpected impact on patient(s)</th>
<th>Numbers of persons affected or potentially affected at one time</th>
<th>Actual or potential impact on the organisation</th>
</tr>
</thead>
</table>
| Catastrophic                         | Death                                                             | Many (>50), e.g. cervical screening concerns, vaccination error | - International adverse publicity/severe loss of confidence in the Organisation  
- Extended service closure  
- Litigation >£1 million |
| Major                                | Major permanent harm                                              | 16–50                                                           | - National adverse publicity/major loss of confidence in the organisation  
- Temporary service closure  
- Litigation >£500K – £1 million  
- Increased length of stay >15 days  
- Increased level of care >15 days |
| Moderate                             | Semi-permanent harm (up to 1 year) including known or suspected health care associated infection which may result in non-permanent harm | 3–15                                                           | - Local adverse publicity/moderate loss of confidence in the organisation  
- Litigation > £50K – £500K  
- Increased length of stay >8–15 days  
- Increased level of care >8–15 days |
| Minor                                | Non-permanent harm (up to 1 month) including known or suspected health care associated infection which may result in non-permanent harm | 1–2                                                            | - Litigation <£50  
- Increased length of stay <1–7 days  
- Increased level of care 1–7 days |
| None                                 | No obvious harm                                                    | N/A                                                             | - Minimal impact, no service disruption |