**Risk and Issues Assessment Guide**

Risk and issues to consider when planning a service evaluation:

Physical or psychological harm or distress; reputational damage; cost; negative impact on commissioning decisions; causing annoyance; wasted resources (including time); improper disclosure of sensitive or personal information; actual or perceived exploitation or discrimination.

Think of risks as sitting on a continuum, from low to high risk, here are a few examples:

**Information**

Totally identifiable, sensitive and high numbers

Totally Anonymous

(even to staff), low numbers

**Sharing of findings**

Just the authors or the team involved



Widely promoted and accessible worldwide, lots of media interest

**Questions Asked**



Routine, ordinary uncontroversial (e.g. height)

Deeply personal, intrusive or politically sensitive

**Consent**

Full informed consent, freely given



Covert and hidden

All projects should consider information governance, clinical governance, ethical standards, cost, sensitivity, timing, appropriateness, scope and scale.