



Risk Assessment

Protocol IT Ref No...PIT1/2022

Task/ premises: Parkinson’s speech to text training using artificial learning methods

Date	Assessed by (name and signature required)	Checked / Validated (delete as appropriate) by (name and signature required)	Location	Version no.	Review date
17/11/22				1.3	1/7/23

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Likelihood*	Severity**	Risk rating***	Result (T,A,N,U)	Additional controls required to adequately control the risk
Meeting with participant to record voice samples.	Risk of verbal abuse / assault.	The researchers conducting the voice recording.	<p>Researchers should keep their mobile phone charged at all times.</p> <p>Make sure you are at the right address and talking to the right person.</p> <p>Where possible, recordings should be carried out with two people present, except in the case where the recording takes place using Zoom meeting software, when additional people are not required.</p>	3	3	9	A	Risk adequately controlled.



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Meeting with participant to record voice samples.	Risk of accusation against vulnerable individuals.	The researchers conducting the voice recording.	<p>Researchers will not undertake recordings from participants that are under 21 years old and will not to be left alone with vulnerable individual/ member of the opposite sex. This is to mitigate against the risk of accusation.</p> <p>Researchers should be DBS checked and kept up to date.</p> <p>Where possible, recordings should be carried out with two people present.</p>	2	4	8	A	Risk adequately controlled.
Meeting with participant to record voice samples.	Fire	Anybody within the vicinity	Ensure that you are aware of the organisations fire procedures/ know where the building exits are/ ensure building exits are clear before starting work.	1	5	5	A	Risk adequately controlled
Any research activity that involved being out and about with the general public.	Risk of negative response / attack/ unpredictable behaviour from the general public.	The researcher may be subject to attack or verbal abuse.	<p>Researchers should avoid any situation that may seem compromising.</p> <p>Researchers should not respond to verbal threats/ engage in behaviour that could be interpreted as confrontational.</p>	2	3	6	A	Risk adequately controlled.



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Activity that involves conducting personal information	Breach of data protection; loss of data, dissemination of personal information	Participants, reputation of Protocol IT	Securing storage of recorded data, electronic copies of other participant information to be protected.	2	2	4	A	Risk adequately controlled
Meeting with participant to record voice samples.	Risk of participant becoming over tired	Participant	Participants given option to stop at any point and resume another time	4	2	8	T	Risk adequately controlled

Key: T= trivial risk; A = adequately controlled, no further action necessary; N = not adequately controlled, actions required; U = unable to decide (further information required)

***Likelihood**

- 5 Very likely – risk will occur repeatedly. To be routinely expected once every 20 – 100 operations, possibly weekly or more frequently if done regularly.
- 4 Likely – will occur several times a year so does not surprise when it happens.
- 3 Possible – may occur sometimes. Likely to occur once a year.
- 2 Unlikely – but may occur perhaps once in every 10 to 100 years.
- 1 Very unlikely to occur. Likelihood approaching zero.

****Severity**

- 5 Fatality – death of an employee or multiple fatalities.
- 4 Major injury – permanent disability, serious amputation e.g. Loss of hand.
- 3 Medium injury e.g. Bad scald, or burn, fracture, minor amputation, temporary injury, loss of consciousness. Reportable to the HSE as a three day lost time (employee unavailable for normal work for over 3 days) or serious injury.
- 2 Minor injury – More severe cut, sprain, strain, burn, etc. where return to work is not possible after treatment. It may be lost time less than 3 days.
- 1 No injury or very low injury – scratch, bruise, knock, minor cut, needle stick etc. where the injury allows return to work after first aid treatment – no lost time.

***** Risk rating = Likelihood x Severity**



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Likelihood x Severity = Risk assessment score

(LOW RISK 1-8 / MEDIUM RISK 9-15 / HIGH RISK 16-25)

Low risk - improve if possible (typically within 1 - 2 years)

Medium Risk - Introduce further controls to reduce risk further (typically 1 - 3 months)

High Risk - Possibly stop operation or immediately introduce control measures within a day or two.

Action plan				
Version no.	Further action required	Action by whom	Action by when	Done
1.1	Externally reviewed by research department at Loughborough University			
1.2	Externally reviewed by research department at Loughborough University			