GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | **Edbgaston campus** | **Department** | **Music** | **Version / Ref No.** | **0.1** |
| --- | --- | --- | --- | --- | --- |
| **Activity Location** | **Frankland building** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment****MA Music student access, 14 people in total (10 PGT students and 4 staff) with a max of 6 in the building at any time. Access from 27/7 – 11/9.** |
| **Assessor** | **Hazel Herbert** | **Assessment Date 14/07/2020** |  | **Date of Assessment Review** | **16/07/2020** |
| **Academic / Manager Name** | **Hazel Herbert** | **Academic / Manager Signature** |  |
| Hazard Assessment | Control Assessment | Actions |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | Are these adequate?Yes/No | Changes to/ Additional Controls | Residual Risk Rating | Owner | Due Date | Action Complete |
| S | L | R | S | L | R |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Staff / Students | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via team meeting and initial briefingto ensure staff and students are not ill-informed about returning to work safely. An induction presentation has been created which will be shown to all staff and students prior to their return.Advice is shared with staff members who have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i,e line managers, Internal Comms) and shared with staff via team meeting and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx). Supervising staff brief studentsRisk assessment shared with staff and students. An electronic copy is available on the V:\Facilities\Health & Safety\Risk Assessments\Academic Year 19-20\Return to Campus\Frankland. New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers. These include:* ***Social distancing: General guidance for staff and students***
* ***Social distancing: Buildings adaptations guidance***
* ***Social distancing***: ***Product solutions booklet***
* ***Social distancing: Building checklist***
* ***On-line induction materials for returning to campus***: combination of the guidance and videos. For staff and students covered by this risk assessment.

https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx* ***Return to Campus COVID-19: Building Risk Assessment* (This completed Risk Assessment)**

Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing.  | 3 | 3 | 9 | Y | Send out induction packSend out Risk Assessment once approved | 3 | 2 | 6 | CAL Facilities and Music TeamCAL Facilities | 25/07/2025/07/20 |  |
| Organisational | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions with their team and look at ways to reduce causes of stress. Weekly team meetings are held via video conferencing software on Monday.Concerns on workload issues or support needs are escalated to line manager in 1-2-1 meetings.Staff who are in vulnerable groups themselves or caring for others and identified to be considered in ‘at risk’ groups - which include those who are 70 or over, have a long-term condition, are pregnant or have a weakened immune system, or are living/caring for someone in these groups are encouraged by line managers to discuss their support needs to ensure additional measures are put in place to protect them including working from home, have been contacted via email with a guidance document explaining who might be classed as vulnerable and encouraged to contact their line manager to discuss their support needsExisting risk assessments for lone working and manual handling have been reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage. Employees invited to return back to work on Campus who have concerns have discussed these with their line manager or supervisor using the University’s Covid-19 Return to Campus Discussion Form and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.<https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>Employees and students are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers, internal communications and University webpages: <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx><https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx><https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>This link is for students:<https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx> | 3 | 3 | 9 | Y |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Staff or students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Frankland Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections. [**Frankland Building Checklist.**](file:///C%3A%5CUsers%5Cbaldwisp%5CAppData%5CRoaming%5CMicrosoft%5CSocial%20Distancing%20Building%20Checklist%20-%2001%20July%202020%20-%20V.1.9%20%20Frankland.docx)Staff continue to work remotely for other work activity and only come to the building to supervise the access for MA student practice. Managers ensure staff and students with any form of illness do not attend work until the illness has been verified as not being Covid-19. The University’s [***On-line induction materials for returning to campus***](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) combination of the guidance and videos have been provided and completed for all staff returning to work in University buildings*.* To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and inductions, visitors will also be given on-site inductions.Managers keep track of when staff and students can return to work after the symptom free period. Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., carrying out services out of hours for piano tuner, very little other activity in this building for the duration of this activity. Un-essential trips within buildings and sites discouraged and reduced, e.g. access to some areas restricted. | 2 | 3 | 6 | Y |  |  |  |  |  |  |  |
| EnvironmentalEnvironmentalEnvironmental | Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing  | Staff and Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Workplace routines changed to ensure room/building capacity calculated to maintain social distancing is not exceeded including * Very reduced occupancy required for the limited numbers of people authorised to access the building
* Each student is allocated a practice room for their individual practice and the rehearsal studio must be booked for use (by one person at a time). Staff will attend singly, so access to the shared office is very limited

Access control for the building reviewed and a phased reoccupation for larger properties or multi-tenanted buildings put into place. Procedure in place for dealing with instance of unexpected people attending. Only those on authorised list of students and supervising staff plus pre-arranged contractors. Building controlled by access control which is set to allow entry for supervising staff only, so entry is refused for unexpected visitors.Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry which are included in the ***Social distancing: Frankland Building checklist***(The latest Guidance on these measures can be found by clicking the following link [Social Distancing Guidelines](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)). Visual aids, such as floor strips, signage are used for maintaining two metres distance throughout the building/workplace.Staff activities are segregated to promote social distancing rules: * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.). Use of building for max five people at a time.
* Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site.
* Where available safe outside areas used for break.
* Smaller kitchens use a one out one in policy. All users are encouraged to wash their hands prior to using equipment (zip tap) and to wash their hand after use. Additional signage for the correct method for handwashing displayed. All drinking water fountains have been taken out of use.
* Some toilets closed in the larger facility and the single facility has a one out one in policy. Building users are reminded to leave the facilities in a respectable condition.

Clear method of socially distancing of staff and visitors in reception areas defined and implemented including:* Queuing systems or processes
* Social Distancing visual aids in waiting and reception areas

Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local supervising staff member (members of the Music Team) and where necessary concerns fed back to the third party manager e.g. LEV inspections and test – Estates Manager, Cleaner – Campus Services Domestic Manager. Click and collect activity levels will be managed to minimise the number of people in on any day. All corridors are :* Marked in areas to ensure social distancing is adhered to (lines on floor)
* Have a one way system around the building.
* Corridors that are 2 m wide have a two way system of use, people using the corridor must stay to their left.

Social gathering amongst staff and students have been discouraged whilst at work, this has been included in the briefing document and checked by supervising staff. Managers perform frequent evaluation against social distances controls by conducting site walk around. Staff and students are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Staff are also encouraged (via induction) to report near misses to CAL Facilities via artsreception@contacts.bham.ac.uk to identify where controls cannot be followed or people are not doing what they should.Where the social distancing guidelines cannot be followed in full in relation to a particular activity, e.g. manual handling of large amps, consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment and are being taken. Mitigating actions include: * Further increasing the frequency of hand washing and surface cleaning.
* Keeping the activity time involved as short as possible.
* Using screens or barriers to separate people from each other.

The manual handling risk assessment has been updated and shared with staff to ensure control measures are understood.Hygiene guidance is given via the site induction to staff and students, such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.  Face coverings are not PPE and are not required to be worn in the workplace. However, where people choose to wear them managers support them. | 2 | 3 | 6 | Y |  |  |  |  |  |  |  |
| Biological Biological | Suspected case of COVID-19 Suspected case of COVID-19  | Staff, students and any visitors/contractors who were in on the day. | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event a confirmed or suspected case of COVID-19 and communicated and includes:* If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>
* The area will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) and includes:
	+ Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
	+ Where possible the area will be closed and secure for 72 hours, before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours
	+ Disposable gloves, masks and aprons will be worn for cleaning. These will be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
	+ Once symptomatic, all surfaces that the person has come into contact with will be cleaned (including touchpoints)
* Provision and monitoring of adequate supplies of cleaning materials are in place.
* Team briefed during induction on actions to be taken in the event of someone being suspected of having COVID-19.
* Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided.
* Employees to follow the Government advice: <https://www.gov.uk/coronavirus>
* Line managers will maintain regular contact with staff and students during this time, and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>
* If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance.
* Staff and students will be told to isolate because they:
	+ have coronavirus symptoms and are awaiting a test result
	+ have tested positive for coronavirus
	+ are a member of the same household as someone who has symptoms or has tested positive for coronavirus
	+ have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.
 | 3 | 3 | 9 | Y |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff and Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. Services are working with the University’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures. Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s guidance. University managers will follow the NHS Test and Trace workplace guidance for any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | 3 | 3 | 9 | Y |  |  |  |  |  |  |  |
| EnvironmentalEnvironmentalEnvironmental | Virus transmission in the workplaceVirus transmission in the workplaceVirus transmission in the workplace | xStaff, students and any contractors or visitors on site.  | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors.Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | Individuals have been instructed in the briefing and are regularly (reminded on access when they come and guidance sheet on cleaning piano) reminded to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>Individual practice rooms are allocated to specific students for their general practice activities. For the Rehearsal studio, the keys will be cleaned by the students at the start and end of their practice sessions. Posters are displayed around the workplace including in welfare facilities, i.e. in the entrance area, in the shared workspace area and near the toilets.Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained with an additional hand sanitiser unit being placed at the entrance lobby to the building. Those already in place will remain and be re-filled by Cleaning Services.Individuals are reminded to catch coughs and sneezes in tissues – Follow: “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed around the workplace. Individuals have been informed (via induction) to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.To help reduce the spread of coronavirus (COVID-19) individuals are reminded of the public health advice:<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed via site induction in the building briefing on the importance of keeping surfaces and work equipment clean. There is limited or restricted use of high-touch items and equipment, for example, printers. Touchpoints are cleaned frequently by Cleaning Services, such as door handles. Staff objects e.g. keyboards and desks will be cleaned after use by each member of staff with a sanitising wipe. Users of the Piano’s will use wipes provided by CAL Facilities to clean down the pianos after use.Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles. Use of hot desks and spaces avoided and, where not possible e.g. training facilities, workstations are cleaned between different occupants including shared equipment.There is clear desk policy in place to reduce the amount of personal items on desks to be practiced when the space is in use or not in use.Non-business deliveries stopped, for example, personal deliveries to workers.Everyone is encouraged to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc before after and during work. Staff have been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.Monitoring and supervision will be carried out via staff walk arounds have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc.COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area). All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | 3 | 3 | 9 | Y | Facilities and Music are looking for an anti-bacterial cleaning product that is suitable for use on the pianos. Once found a COSHH risk assessment will be in place. | 3 | 2 | 6 | CAL Facilities | 27/07/20 |  |
| Organisational Organisational | Exposure to Existing HazardsExposure to Existing Hazards | Staff and Students | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measuresIncreased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures.Emergency Procedures reviewed and revised including:* **Communication**: people have been made aware in the building briefing that in an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.
* **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. PEEP requirements have been addressed by reviewing staff and students who will be in to determine if any have existing PEEPS. All staff and students have also been asked if their circumstance have changed which would require them to have a PEEP. The return was nil. This will be reviewed again as the rest of the building opens.
* **First Aid:** First aid needs assessment reviewed to take into account any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date.
* **Hygiene:** Washing facilities with soap/gel available (see Cleaning below). People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.

Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed by the supervisor to ensure measures are introduced to mitigate risk (for example, another area within the building or campus could have a critical role such as first aider that could cover as a temporary solution).Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | 2 | 2 | 4 | Y |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff, Students, Visitors and Contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place.There is signage advising staff to wash their hands regularly and not to touch their face.There is one door for access and for egress, this is acceptable as the numbers of people are small.Controlled access and egress is monitored to ensure it is followed. Supervising staff have visibility of the entrance door. | 3 | 3 | 9 | Y |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff and Students | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided.Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc. Where staff are not able to avoid public transport they do so in accordance with Government and University Guidance: <https://www.gov.uk/coronavirus>https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx | 3 | 3 | 9 | Y |  |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | Staff and Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Surfaces that are touched regularly will be frequently cleaned and disinfected.Students will be allocated to a specific practice room with the rehearsal room being only space that they can all book. Staff work alone in the main office. Students clean the keys to the piano in the Rehearsal studio at the start and end of their use (this is the only shared instrument). Hand sanitiser station agreed outside the room.The Piano in the Large rehearsal room, which has Ivory keys that are not easily cleaned is being swapped for one with plastic. The ivory keys will be locked off to prevent use. A 3m boundary will be marked around the piano in the large rehearsal room to allow for a singer and pianist to practice together. Particular wipes/spray is being purchased to allow the pianos to be wiped down after use by users and each rehearsal room is being allocated to an individual student to help prevent cross-contamination.  | 2 | 3 | 6 | Y |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff, Students, Visitors and contractors | Exposure to respiratory droplets carrying COVID-19. | Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.All ventilation has been serviced as required. All filters have been changed as required.Building users are encouraged where possible to ensure windows are open. | 3 | 3 | 9 | Y |  |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

The scoring system is provided as a tool to help structure thinking about assessments and to provide a framework for identifying which are the most serious risks and why.

|  | **Consequence / Severity score (severity levels) and examples of descriptors**  |
| --- | --- |
|  | **1**  | **2**  | **3**  | **4**  | **5**  |
| **Domains**  | **Negligible**  | **Minor**  | **Moderate**  | **Major**  | **Catastrophic**  |
| **Impact on the safety of staff, students or public (physical / psychological harm)**  | Minimal injury not requiring first aid or requiring no/minimal intervention or treatment. No time off work | Minor injury or illness, first aid treatment needed or requiring minor intervention.Requiring time off work for <3 days  | Moderate injury requiring professional intervention Requiring time off work for 4-14 days RIDDOR / MHRA / agency reportable incident  | Major injury leading to long-term incapacity/ disability (loss of limb)Requiring time off work for >14 days  | Incident leading to death Multiple permanent injuries or irreversible health effects |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood score**  | **1**  | **2**  | **3**  | **4**  | **5**  |
| **Frequency** | **Rare**  | **Unlikely**  | **Possible**  | **Likely**  | **Almost certain**  |
| **Broad descriptor**  | This will probably never happen/occur | Do not expect it to happen/occur but it is possible it may do so | Might happen or occur occasionally | Will probably happen/occur but it is not a persisting issue | Will undoubtedly happen/occur, possibly frequently |
| **Time-framed descriptor** | Not expected to occurfor years | Expected to occurat least annually | Expected to occur atleast monthly | Expected to occur at least weekly | Expected to occur at least daily |
| **Probability** Will it happen or not? | <0.1 per cent | 0.1–1 per cent | 1.1–10 per cent | 11–50 per cent | >50 per cent |

The overall ***level of risk*** is then calculated by multiplying the two scores together.

**Risk Level = Consequence / Severity x Likelihood (C x L)**

|  |  |
| --- | --- |
|  | **Likelihood**  |
| **Likelihood score**  | **1**  | **2**  | **3**  | **4**  | **5**  |
|  | **Rare**  | **Unlikely**  | **Possible**  | **Likely**  | **Almost certain**  |
| **5 Catastrophic**  | 5  | 10  | 15  | 20  | 25  |
| **4 Major**  | 4  | 8  | 12  | 16  | 20  |
| **3 Moderate**  | 3  | 6  | 9  | 12  | 15  |
| **2 Minor**  | 2  | 4  | 6  | 8  | 10  |
| **1 Negligible**  | 1  | 2  | 3  | 4  | 5  |

The Initial Risk Rating is the level of risk before control measures have been applied or with current control measures in place.

The Residual Risk is the level of risk after further control measures are put in place.