GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site | **Cuore Restaurant (Green Heart)** | **Department** | **Hospitality operations, Catering, Campus services** | **Version / Ref No.1** | **1** |
| **Activity Location** | **Cuore Restaurant** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment****6 staff Include waiting, bar and kitchen staff, capacity of 30 visitors (Takeaway only in August)** |
| **Assessor** | **Kevin Herbert/ Nicola Cartwright** | **Assessment Date** | **28/07/2020** | **Date of Assessment Review** | **28/08/2020** |
| **Academic / Manager Name** | **Tasha Vahey: Manager** | **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 | 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, one to one meetings,* to ensure staff and students are not ill-informed about returning to work/ study safely.Advice is shared with staff members and students 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, one to one meetings,* and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx). Risk assessment shared with and an electronic copy is available on the Hospitality n-drive N:\Catering\Hospitality\_Operations\Health & SafteCritical Audits\Covid19New 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 and Hygiene Manager. These include:* ***Social distancing: General guidance for staff and students***
* ***Social distancing: Buildings adaptations guidance***
* ***Social distancing***: ***Product solutions booklet***
* ***Social distancing: Cuore Building checklist***
* ***On-line induction materials for returning to campus***: combination of the guidance and videos.

<https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>* ***Return to Campus COVID-19: Building Risk Assessment* (This completed Risk Assessment)** **N:\Catering\Hospitality\_Operations\Health & SafteCritical Audits\Covid19**

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 and individuals have been made aware via *induction,* *team meeting, one to one meetings,)* of guidance available in relation to this: <https://www.hse.gov.uk/stress/><https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx><http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf> | 2 | 3 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions in daily catch ups, one to ones and interactive meetings with their team and look at ways to reduce causes of stress. Concerns on workload issues or support needs are escalated to line manager in daily catch ups and one to ones.Staff who are in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ groups encouraged by line managers to discuss their support needs to ensure additional measures are put in place to protect them including working from home.Staff who are in the clinically extremely vulnerable group may be at high risk of serious illness if they catch coronavirus (COVID-19) must discuss their support needs with their line manager to ensure a specific individual risk assessment is carried out and additional measures are put in place to protect them including continuing to work from home.<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable>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><https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx>Employees are made aware of support 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> | 2 | 3 | 6 | Yes |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Staff, Students and Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Cuore restaurant Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.Staff to work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance. Managers/Supervisors ensure staff with any form of illness do not attend work until the illness has been verified as not being Covid-19. Managers/ supervisors keep track of when staff can return to work after the symptom free period. 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 on site induction.Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., arrange for any maintenance or works to be completed *out of hours*.  | 2 | 3 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing  | Staff, Students and Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Workplace routines changed to help maintain social distancing:* Change to peak staff entry and exit times, staggered from 8am to 2pm, one person to start work at a time.
* Job and location rotation reduced (work space reviewed)
* Operating between 8am and 6pm
* Only one till will be open to give more room to que to social distance guidance. Perspex screen will be in place in front of the food and bar.
* At peak times que will be managed with door Marshalls.
* Staff must remain within their work team bubble. This will be managed by the Line Manager to ensure consistency. This can be done via the staff rota
* Arrival and departure times at work have been staggered to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.
* Work stations will be marked out on the floor.
* Staff have been separated into teams to reduce contact between employees. One team in the morning and one team in the afternoon with staggered work times

To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams is kept for 21 days, staff rotas will be kept on ndrive N:\Catering\Hospitality\_Operations\ROTA'SWork 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: Cuore Restaurant Building checklist*** *N:\Catering\Hospitality\_Operations\Health & SafteCritical Audits\Covid19\COVID19 Risk Assessments#*(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)). Due to the potential increased risk of transmission from aerosol transmission steps have been taken to avoid people needing to unduly raise their voices to each other e.g. not playing music or broadcasts at a volume that makes normal conversation difficult.One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining social distancing throughout the building/workplace. Enter by Main doors, que along bar and counter and exit by Bi-fold doors.Staff activities are segregated to promote the social distancing rules including: * Areas of work marked out with floor tape to ensure adequate social distancing is in place. Visual management aids in place to remind people of the need for social distancing.
* Headcount capacity to ensure social distances standards have been achieved have been set and displayed on the entrance door.
* Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.
* 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 (in the Green heart).
* Social distancing is marked on the corridor floor prior to entry to the WCs (toilets) it has a one out one in policy. Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition.
* Queuing systems, in Main door along bar and food counter then around tables and out of BI-fold door.

Contractors/ Cleaning from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option including equipment maintenance and breakdowns. Should be managed out of hours. Contractors/ Cleaning arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the Local Manager Tasha Vahey. Where necessary concerns, these are fed back to the third party manager e.g. LEV inspections and test – Estates Manager, Cleaner – Campus Services Domestic Manager. All corridors are :* Marked in areas to ensure social distancing is adhered to (lines on floor).

Additional signage in corridors reminding staff about social distancing.Managers perform daily on job evaluation against social distances controls. Staff are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.( At the induction and daily briefsWhere the 2m social distancing guidelines cannot be followed in full eg behind the bar, wash up and in the kitchen, 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 back-to-back or side-to-side working (rather than face-to-face) whenever possible.
* Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).
* Improving ventilation.
* Improving ventilation by re-organising the indoor space to optimise the ventilation available.
* Re-organising pedestrian flows
* PPE consisting of face coverings in the kitchen.
* Hygiene guidance given 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 provided for staff and distributed by Manager. PPE is provided for staff (face coverings, gloves and aprons) will be provided if staff want to wear them. Customers will be expected to wear a face covering before entering the building and must keep this on until they leave. In the seating areas they can be can be removed in the seating area only. Customers must put a face covering back on once you leave your seating area.* Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside University buildings where 2m social distancing isn’t possible and can not be maintained. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building.

Individuals (including staff, students, visitors and contractors), unless exempt, are legally required to wear face coverings, in enclosed public spaces where 2m social distancing isn’t possible or where people come into contact with others they would not normally meet. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering in specific areas within the building.It will be compulsory to wear a face covering when buying food and drink to take away from the restaurant. If you are in a premises where you are able to sit down and consume food or drink that you have bought, then you can remove your face covering in order to eat and drink on-site.Catering staff are expected to wear face coverings when not behind the screens.People wearing face coverings are still strongly advised at induction and daily briefs to:* Wash their hands or use hand sanitiser before putting one on or taking it off
* Avoid taking it off and putting it back on again a lot in quick succession
* Store it in a plastic bag in between washes or wearing
* Avoid touching their eyes, nose, or mouth while wearing one.

Adequate training has been made on what PPE is required (i.e. gloves, masks, the correct donning/doffing of PPE and face fit testing. Government advice is followed:<https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe><https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>The responsibility for wearing a face covering sits with individuals. Signs will be in place to encourage customers to follow the law | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Biological  | Suspected case of COVID-19  | Staff, Students and Visitors | 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. If any students appear unwell or make comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the University and Government advice. 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:
* Provision and monitoring of adequate supplies of cleaning materials, by the area Manager.
* Team briefed remotely, or in work bubbleon 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 members during this time, in accordance with the University sickness absence guidance 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 an individual tests positive for COVID-19 this will be managed in accordance with the University’s Outbreak Management Process.
* 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.
* Individuals 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.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff, Students and Visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies/ Contractors 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. 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/ contractor becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s and University 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> | 2 | 3 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Staff, Students and Visitors | 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 and are regularly reminded in daily briefs 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/>Posters are displayed in the restaurant and kitchen including in welfare facilities (toilets and changing area)Soap and water and hand sanitiser are provided in the workplace and adequate supplies of sanitiser are maintained and are placed at the entrances and exit (Bi-Fold) to the building.Individuals have been informed to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.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.To help reduce the spread of coronavirus (COVID-19) individuals are reminded in daily brief by Manager or supervisor on duty, 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 at induction and daily catch ups on the importance of keeping surfaces and work equipment clean. Objects and surfaces that are touched regularly are cleaned before and after use by staff on duty, using disinfectant and disposable cloths, these include: bar, dishwashers, food counter, restaurant furniture and door handles. Making sure there are adequate disposal arrangements.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. There is clear desk policy in place to reduce the amount of personal items on bar and kitchen tops to be practiced when the space is in use or not in use. ( work surfaces, bar and desk)There are disposable cloths and disinfecting procedures for goods (food and drink) entering the site. Greater handwashing for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.Everyone is encouraged daily 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 arrangements at each shift by Manager or supervisorhave 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. | 2 | 3 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational  | Exposure to Existing Hazards | Staff, Students and Visitors | Increased 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.PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc. during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.Emergency Procedures reviewed and revised including:* **Communication**: people have been made aware *– At inductions, one to ones and daily briefs that* in an emergency, for example, an accident or chemical spill 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.

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. * **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. People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.

Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to national or local lockdown.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 | 3 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | Staff, Students and Visitors | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the unit so that social distancing can be maintained at all times has been considered and include: * Pick-up and drop-off collection points, procedures, signage and markings revised.
* Unnecessary contact at delivery bay has been minimised e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
* Methods to reduce frequency of deliveries in place - ordering larger quantities less often.
* Where possible and safe, single workers load or unload vehicles or if not possible the same pairs of people are used for loads where more than one is needed.
* Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents.
* Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided.
* Where possible all deliveries are stripped of all packaging (which is disposed of).
* Strict hand washing procedure in place after handling all deliveries.
 | 2 | 3 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | Staff, Students and Visitors | 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 placeThere is signage advising staff to wash their hands regularly and not to touch their face.There is one door for access (Main Door) and one door for egress (Open sliding door) Que along bar and food counter and leave around tables to open Bi-fold door, tenser barriers will be in place.Controlled access and egress is monitored to ensure it is followed. At peak times Marshalls are used to monitor numbers | 2 | 3 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff | Exposure to respiratory droplets carrying COVID-19. | Workers encouraged to avoid public transport where applicable and use alternatives e.g. cycling, walking to work etc. Where staff are unable to avoid public transport they do so in accordance with Government and University Guidance: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers><https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx> | 2 | 3 | 6 | Yes |  |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | Staff, Students and Visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected by staff before and after use.Sterilising chemicals and cloths are provided in the area from the Catering stores to clean machines and equipment prior to the commencement of work and upon completion. If machines and equipment are shared, sterilising will be carried out between operations by each staff member using the equipment. | 2 | 3 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff, Students and Visitors | 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. | 2 | 3 | 6 | Yes |  |  |  |  |  |  |  |
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**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.