GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site | **Aston Webb B Block**  | **Department** | **Human Resources**  | **Version / Ref No.** | **V7** |
| **Activity Location** | **Aston Webb B Block Hammer Head (G10, G12, G13, G14, G15, G16, G17, G18, G18A, G18D, G19, G20, G21, G22, G23, G24, G26)****Rooms G29 / G29a and G30** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment****This is the risk assessment for the HR teams based in the Aston Webb Ground floor corridor and Hammerhead. Total 29 people.** |
| **Assessor** | **Zoe Oakes** | **Assessment Date** | **20/08/20** | **Date of Assessment Review** | **20/08/2021** |
| **Academic / Manager Name** | **Gillian McGrattan** | **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 meetings, one to one meetings, emails and team Sharepoint news pop-ups and the HR Teams channels* to ensure staff and students are not ill-informed about returning to work safely.Advice is shared with staff members and staff 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, emails, team SharePoint news pop ups, HR Team channels* and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx). Risk assessment shared with staff and an electronic copy is available on the *HR Operations shared drive* [*N:\Operations\RETURN TO CAMPUS\Risk Assessment*](file:///N%3A%5COperations%5CRETURN%20TO%20CAMPUS%5CRisk%20Assessment). 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:* ***Local induction materials***
* ***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 and individuals have been made aware via*,* *team meetings, 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><https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/stress-management-guidance.aspx> | 1 | 2 | 2 | Yes | . |  |  |  |  |  |  |
| Organisational | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions *in team meetings, sub team meetings and 1:1’s w*ith their team and look at ways to reduce causes of stress. Concerns on workload issues or support needs are escalated to line manager as appropriate through team meetings and 1:1’s.Information on the full range of Coronavirus – Covid-19 support available for staff including those who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) ***not*** to work on campus and staff who are in the [clinically extremely vulnerable group](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#what-will-change-from-1-august) (i.e. those previously advised to shield) is available [here](https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx)Existing risk assessments including those for new or expectant mothers 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 who have concerns about either working on Campus or working from home/remotely have discussed these with their line manager or supervisor and concerns have been formally recorded and where necessary they have been signposted to the [EAP](https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/employee-assistance-programme-eap.aspx) for support and / or a referral to occupational health has been made using a standard Management Referral available via the HR Portal.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> | 2 | 1 | 2 | Yes |  |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Staff and Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Staff continue to work using the mixed model of site and home based (hybrid working) as agreed with line manager, in line with Government and University guidance. Managers/supervisors ensure staff and students with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19. Managers/supervisors keep track of when staff and students can return to work/campus after the self-isolation period. Regular access to the Lateral Flow Device tests and kits are available to staff and students who are coming onto campus. Staff and students are strongly encouraged to test twice a week and to record their results on the Government’s reporting website site: <https://www.gov.uk/report-covid19-result> and to report any positive tests results to the University using the [COVID-19 reporting form](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx).  The University’s [***On-linematerials 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 working in University buildings*.* Schedules for essential services and contractor visits revised to reduce interaction and overlap between people and building managers and occupants informed of when the visits will take place and which services are being maintained e.g.,where possible undertaking work out of core hours. Un-essential trips within buildings and sites discouraged and reduced, e.g. continuing to use video conferencing for meetings, cleaning desks in used as hot desks and hol*ding some activities normally preferred face to face (eg Hearings and appeals).* | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing  | Staff | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Workplace routines changed to reduce the number of people staff come into contact with including: * Flexibility on start / finish times to reduce crowding in and out of the workplace taking account of the impact on those with protected characteristics.
* Work stations moved or staff relocated to reduce contacts. Provision of additional screens where needed to segregate people. Desks are arranged with employees facing where possible in opposite directions or working side by side. Display Screen Equipment (DSE) assessments reviewed and revised.
* Screens or barriers used to separate people from each other especially where people come into close proximity with each other including at points of service, for example at reception desks.
* Back-to-back or side-to-side working (rather than face-to-face) used whenever possible. Distance / screens provide sufficient barriers where desks are facing.
* Welfare areas for serving hot food or drinks have been assessed in accordance with government guidance to reduce the number of people being able to congregate. Smaller kitchens continue to be used at reduced capacities. All users are encouraged to wash or sanitise their hands prior to using equipment (kettle, drinking water fountains, microwaves etc.) and to wash or sanitise their hands after use. Additional signage for the correct method for handwashing displayed. Cleaning materials are available to clean equipment before and after use and signs displayed with information about cleaning and also a contact to replenish the any cleaning materials. Signage also asks users to avoid touching the water cooler/fountain spout with their bottles or hands.
* Where available safe outside areas used for breaks.
* Welfare facilities (toilets etc.) have signage to remind people to wash their hands prior to and after use and also of any other measures required to ensure safe use of the facilities including building users being reminded to leave the facilities in a respectable condition
* Larger team meetings will continue via video conferencing.
* Appointments with staff are by prior arrangement only to limit number of visitors at any one time. One to one meetings will take place in appropriate spaces to avoid contact in open plan offices.

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 and attendance to the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 appWork has been arranged so that staff are able to maintain the government guidelines for workplaces.The latest Guidelines on these measures can be found by clicking the following link [Workplace Guidelines.](https://www.gov.uk/guidance/working-safely-during-covid-19) Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option and only if the visit is essential visitor arrangements have been revised to ensure * Clear guidance on how to reduce the risk of spreading COVID-19 to people is given to them, for example, by phone, on the website or by email or with on-site signage and visual aids and the particular needs of those with protected characteristics, such as those who are hearing or visually impaired have been considered.
* Host responsibilities related to COVID-19 have been established and any necessary training for people who act as hosts for visitors has been provided.
* Visitors are told they should be prepared to remove face coverings if asked to do so by police officers and staff for identification.
* Information provided to visitors does not compromise their safety.

These measures are monitored by the local supervising staff members – HR Director, Deputy Director and Assistant Director of HRand where necessary concerns fed back to the third party manager.Information provided and signs displayed encouraging people to use the stairwells rather than lifts unless they have difficulty using the stairs and to wear face coverings inside lifts when used. Non work related gatherings (social) amongst employees have been discouraged whilst at work and alternative arrangements made where possible e.g. meeting virtually or outside..Large gatherings including events in public spaces that are organised by the University are only permitted with steps to mitigate the risk of transmission and in line with COVID-19 Secure guidance including the completion of a specific risk assessment. [Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/working-safely-during-covid-19)Managers perform frequent evaluation against social contact controls. Managers provide feedback about any concerns or issues to supervising staff members. Staff are reminded *via team briefs / meetings, 1:2:1’s* on a daily basis of the importance of reducing social contacts 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. These should be reported to the Senior Management team (HR Director, Deputy Director or Assistant Director Advisory Services)No working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day) is permitted unless the work is essential such as in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services where there is an activity specific risk assessment and PPE is provided for individuals undertaking this work. Only work authorised and approved by the Government and University is permitted in University buildings Face coverings are not PPE and are not normally required to be worn in the workplace but the University strongly encourages staff, students, contractors and visitors to continue to wear face coverings inside buildings and where people choose to wear them they are supported. Where face coverings may reduce the risk of transmission from one person to another e.g. in congested areas, crowded enclosed spaces and where people may come into contact with people they do not normally meet, signs are displayed requesting individuals to wear a face covering with the expectation that individuals will wear a face covering in these areas. Individuals have been reminded through *team briefings and university communications* of how to use face coverings safely including the following:When wearing a face covering you should:* wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
* avoid wearing on your neck or forehead
* avoid touching the part of the face covering in contact with your mouth and nose, as it could contaminate it with germs from your hands.
* change the face covering if it becomes damp or if you’ve touched it
* Continue to wash your hands regularly
* Change of wash your face coverings daily.
* if the material is washable, wash it in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in their usual waste

Extra non recycling bins to dispose of single use face coverings and PPE are provided, refer to the [guidance on how to dispose of personal or business waste, including face coverings and PPE](https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste) | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Biological  | Suspected case of COVID-19  | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event of 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: [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx).
* 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)
* Provision and monitoring of adequate supplies of cleaning materials are in place.
* Team briefed through induction to work and team meetings and communications 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/guidance/nhs-test-and-trace-workplace-guidance>* 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
* If an individual tests positive for COVID-19 this will be managed in accordance with the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx).
* 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
	+ meet the criteria included in the [Government Stay at Home Guidance](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 |  |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Staff | 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. 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 and University’s guidance. University managers will follow the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx) and NHS Test and Trace workplace guidance 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 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Staff | 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 *via briefings and signage* 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/>Soap and water and hand sanitisers are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the offices within B Block and in other areas *such as the kitchen and waiting area* where they will be seen.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 *through induction and briefings* 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 has been undertaken, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed *via team meetings* on the importance of keeping surfaces and work equipment clean. Facilities are kept well ventilated. For example, by ensuring any mechanical ventilation work effectively and opening windows and vents where possible. Cleaning for busy areas in the building has been enhanced.More waste facilities, and more frequent rubbish collection has been provided. Sharing of equipment is restricted where possible and cleaned before and after use.Objects and surfaces that are touched regularly are cleaned frequently such as door handles and keyboards are cleaned frequently using cleaning materials provided whilst 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. Use of hot desks and spaces avoided and, where not possible e.g. workstations are cleaned before and after use using usual cleaning products.There is clear desk policy in place to reduce the amount of personal items on desks and work benches to be practiced when the space is in use or not in use.There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Everyone is encouraged in team briefings 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. All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Organisational  | Exposure to Existing Hazards | Staff | 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 COVID counter measures.Emergency Procedures reviewed and revised including:* **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency.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 the impact of any local or National Government requirements and 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.

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 most senior manager available (HR Director, Deputy Director, Assistant Director or nominee if remote working)* 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).Security implications of changes made to operations and practices in response to COVID-19 Local or National Government requirements, have been considered.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 especially during any Local or National Government lockdowns in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | Staff | 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.
* Strict hand washing procedure in place after handling all deliveries.
 | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Staff | Exposure to respiratory droplets carrying COVID-19. | Individuals travelling to University premises or on behalf of the University are encouraged to follow the [Government’s safer travel for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak) to help them stay safe, and protect others by controlling the spread. Where people are travelling together in any one vehicle, they are encouraged to:* use fixed travel partners
* not sit face-to-face
* open windows and switch on ventilation systems that draw in fresh air. Open windows only partially if it’s cold.
* frequently clean their vehicle including objects and surfaces that are touched regularly, such as door handles and vehicle keys.
 | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |
| Environmental | Ventilation | Staff | Exposure to respiratory droplets carrying COVID-19. | Ventilation systems are maintained in line with planned and preventative maintenance schedules, including filter changes.An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken which included checks such as:* Is the space naturally or mechanically ventilated
* All areas within the building which are usually occupied and have poor ventilation have been identified and the use of the area re-assessed (see below).
* An assessment of Fresh air (ventilation) has been undertaken for the workplace and where necessary individual workspaces. This included how fresh air is provided (natural, mechanical or combination of both), how many people occupy/use the area, how much time people spend in the areas, how large the area is, what activities take place in the areas, the equipment and machinery in the workspaces, the use of fans and Local Exhaust Ventilation.

Natural ventilation can be improved by fully or partially opening windows, air vents and doors, not signed as fire doors. This should be balanced against the need to maintain comfortable temperatures for all users of the space.The University will be centrally monitoring carbon dioxide (CO2) as a proxy for air quality and ventilation in large teaching spaces. Information can be provided on these spaces. Additional control can be provided via the use of portable CO2 sensors where there are any concerns raised about the adequacy of ventilation in a given space.Rooms can be purged (aired) when not in use by leaving the windows and doors fully open. However, it is important to plan and close windows to minimise the risk of rodent and pigeon issuesStaff have been informed, via this risk assessment of the following steps which they can take to make sure their workplace is adequately ventilated whilst maintaining a comfortable temperature:* opening windows and doors partially can still provide acceptable ventilation while keeping the workplace comfortable. Opening higher-level windows will probably create fewer draughts.
* if the area is cold relax dress codes so people can wear extra layers and warmer clothing
* use natural ventilation alongside heating systems to maintain a reasonable temperature in the workplace

Ventilation Instruction signs displayed throughout the building instructing individuals to “Please ensure you open all windows on arrival and close on departure.”General considerations reflected on during reopening of the buildings in relation to the ventilation and fresh air to occupied spaces. Core strategy based on [CIBSE Covid-19 Ventilation Guidance](https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown), [HSE guidance](https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance), [Government](https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance) and other relevant industry guidance. The guidance is constantly under review by the University’s Estates, as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to University systemsLinks used above:HSE - Ventilation and air conditioning during the coronavirus (COVID-19) pandemic 21st July 2021<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm> CIBSE - COVID-19: Ventilation version 5 - Updated 16th July 2021<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown> DfE - Higher education COVID-19 operational guidance - Updated 19 July 2021<https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance> HSE - Keeping workplaces safe as coronavirus (COVID-19) restrictions are removed - Updated 19 July 2021 <https://www.hse.gov.uk/coronavirus/roadmap-further-guidance.htm> . | 3 | 3 | 9 | Yes |  |  |  |  |  |  |  |

**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.