GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site | | **Birmingham Research Park** | | | | **Department** | | | | **Finance Office (Research Support Services & Business Engagement)** | | | **Version / Ref No.** | | | **0.3** | | | |
| **Activity Location** | | **Research Park, 1st Floor, Central & East Block** | | | | **Activity Description** | | | | **Return to Campus COVID-19: Building Risk Assessment:**  **Maximum of 65 Desk based office staff performing research, finance and administrative tasks to support the University’s Research community.** | | | | | | | | | |
| **Assessor** | | **Alisa Brown/Sally Wiley** | | | | **Assessment Date** | | | | **Initial: 28.07.2020**  **and 3rd September** | | **Date of Assessment Review** | **23rd October (6 weeks after initial staff to occupy space)** | | | | | | |
| **Academic / Manager Name** | | **Erica Conway** | | | | **Academic / Manager Signature** | | | |  | | | | | | | | | |
| Hazard Assessment | | | | | Control Assessment | | | | | | | | | | | | Actions | | |
| Hazard Category | Hazards Identified | | Who might be harmed?  Staff  Students  Contractors  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 | Communications are in place to ensure staff are informed about returning to work safely, via:   * Top down Communications from Senior Officer and Finance Leadership Group providing framework for return to the office * Ongoing One to one and team meetings between line managers and employees. * FAQs at University level provide institutional guidance   <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>   * FAQs from the Research Park (landlord) providing details about the Research Park reception, communal spaces etc.) * FAQs being produced by Finance Office to complete guidance for staff * ‘Finance Office Return to Campus (RTC) Induction presentation’ has been prepared for all staff   Building specific (i.e. Research Park, 1st Floor, Central & East Block specific) communication will be provided via the Finance Office RTC Induction presentation to staff prior to returning to their designated office (i.e. stating entrance and exit doors in use).  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 and University communications.  These include:   * ***Social distancing: General guidance for staff and students:***   *Referred to as the Health and Safety handbook:*  <https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>   * ***Social distancing: Buildings adaptations guidance***   *Referred to as the Health and Safety handbook:*  <https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>   * ***Social distancing***: ***Product solutions booklet***   <https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>   * ***Social distancing: Building checklist*** *(Completed for Research Park, available on Finance Office MS Teams site)* * ***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)**   Risk assessment to be shared with staff and an electronic copy available on the Finance Office MS Teams site.  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 communication 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 | Completion of the UoB standard “Covid-19 Return to Campus Discussion Form” between line manager and employee to be completed prior to return to the office for all employees.  Guidance to line managers to support this form has been provided by UoB HR department. As at 1st August, this includes guidance on the following topics:   * Confidentiality * What to discuss * Occupational Health support * HR Advisory support * Groups at increased risk of illness if they contract coronavirus * Clinically vulnerable employees * Other groups at risk * People with multiple factors * Personal Emergency Evacuation Plans * Test and Trace   Staff who are in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ 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.  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>  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 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 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> | | 2 | 3 | 6 | | Yes |  | |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | | Staff | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Research Park Building checklist***has been completed by the landlord of the Research Park. Control measures have been implemented by them. No specific concerns identified with the measures in place to reduce the risk of workplace infections (shared kitchen, toilets and communal walkways/ lifts).  Managers ensure staff with any form of illness do not attend work until the illness has been verified as not being Covid-19.  Managers keep track of when staff can return to work after the symptom free period. Communications will emphasise the importance of staying home when showing symptoms. Details on process to follow in the event of suspected or actual Covid-19 cases are being distributed to all Line Managers prior to return to Campus. The process will additionally be available on the Finance Office MS Teams site.  ***Social distancing measures***: Clear signage has been put in place throughout the office to remind staff to keep distance. Reduced capacity for individual rooms and reduced numbers of desks in use to support 2m distancing. These are clearly signed within the office.  Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.  Non-essential trips within buildings are to be discouraged. Remote working tools are to be encouraged e.g. TEAMS rather than use of physical equipment e.g. telephones. Where necessary hand sanitiser and wipes to be made available.  External visitors on site to be discouraged – use remote working tools.  If not possible, contact details of visitor to be recorded to support track and trace. No unexpected employee / 3rd party arrivals allowed. Staff to be reminded in Finance Office FAQs procedure. | | 3 | 3 | 9 | | 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 ensure room/building capacity calculated to maintain social distancing is not exceeded including:   * A blended working pattern of off and on-site work to be operated to ensure that staff numbers onsite are limited to the number of desks available given social distancing requirements (27 desks are available for use). * Teams have been allocated a space to manage their main activities in so to create ‘bubbles’ and reduce contact with other employees as much as possible. * Rota systems to be put in place by teams to manage within the allocated space. These will be kept for 21 days to support with track and trace. * Staff are expected to use only the specific allocated desk. * Staff have been informed they must clean their allocated desk at the end of every day, including any equipment such as telephone/mouse they may have used. * Rotas will be reviewed by the Director of RSS every few weeks to ensure the same staff are using named desks. * Expected to have 2 named individuals using any given desk over the period of a week. * A maximum of 3 people assumed for desks (given capacity in College building where 35 of the 65 staff usually work, this is an unlikely maximum).   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. Track and trace information as required by the University is maintained on the Finance Leadership group MS Teams site. Staff are not allowed into the office unless their contact details have been recorded.  Access to the Research Park is by separate ‘swipe card’ system to the rest of Campus and only those who work at the site have access, thereby controlling numbers of staff on the site. Staff are actively discouraged from having visitors within the Finance Office RTC Induction Presentation. A visitor log for track and trace purposes has been provided and held by the Office Manager, though in practice there are few visitors at this location.  Staff are able to maintain the government guidelines for social distancing based on our industry which are included in the ***Social distancing: Research Park 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)).  Within the office space, there are visual aids on the floor reminding staff to keep 2 metres distance. On the walls/ columns are reminders to wash your hands and use hand sanitiser. One way and additional visuals maintained by the landlord in the shared space/ hallways and stairs. Wash hand / use hand sanitiser on exit from stairwell and at entrance doors.  The use of remote working tools is encouraged for team meetings. The one meeting room has clear signage outlining the maximum number of individuals who can safely work in the space (6). Staff to wear face coverings in meeting rooms and in other locations as indicated by University or Park guidance. A sign to remind staff to wear face coverings is on the meeting room door.  Teams are expected to stagger arrival and departure times to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. Arrival and departure times are agreed between staff and their direct line manager.  Staff activities are segregated to promote 2 metres distance including:   * Desks are arranged to ensure employees are not directly facing another employee. * Available desks have signage to ensure adequate social distancing is in place - ‘sit here’ stickers. * Visual management aids in place to remind people of the need for social distancing on the floor. * Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms e.g. meeting room (6) and offices (maximum of 2 people). Signs are displayed on the door to each room. * Capacity limits have been set and displayed for common facility areas (e.g. toilets, welfare areas etc.) by either DARO or the landlord (no other shared areas under RSS ownership). * Staff encouraged to bring their own food and drink to keep at their desks to reduce the use of shared kitchens - this is included within the RTC presentation. * Small kitchen within the office has reduced capacity to 1 person occupancy at a time. All users are encouraged to wash their hands prior to using equipment (e.g. Kettle - the microwave has been removed) and to wash their hands after use. Additional signage for the correct method for handwashing displayed. * Hand sanitiser and wipes provided at touch points and near all desks to encourage use during and especially at the end of every day.   Social distancing in corridors, stairwells, lifts kitchens, WC’s logistics, and outside area are as per the **Research Park** **Return to Campus COVID-19: Building Risk Assessment** and all Finance Office (Research Support Services & Business Engagement**)** staff will follow these recommendations.  Two teams of staff will be working in the space with a designated desk rota and manager overseeing each team. Staff can raise concerns to these managers and controls will be amended as and when required. The Director (also risk assessment author) is expected to be on site at least 1 day a week and will review the controls in practice and discuss with appropriate staff/ take action as required.  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. This is covered in the RTC Induction presentation and reinforced with signage on columns within the office space.  Face coverings are not PPE and are not required to be worn in the workplace where 2m social distancing can be maintained. However where people choose to wear them managers support them. | | 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 will be 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: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * Alert Cleaning Services in the event of an identified Covid-19 case in order. Follow cleaning services guidance. * Adequate supplies of cleaning materials will be provided. * Team briefed by line managers on actions to be taken in the event of someone being suspected of having COVID-19. Line managers have a specific briefing prior to attendance at the office. * Process to be followed in the event of someone being suspected of having COVID-19 will also be available online on the Finance Office MS Teams site. * 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. * Staff 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 | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | As a general principle, no visitors will be allowed to the Research Park offices. Meetings with external stakeholders will take place virtually**.** This will be communicated to staff.  Any visitor 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.  Details of any visitor will be logged to ensure that track and trace is possible in the event of an infection at the office.  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 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission | | 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. | Instructions to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance are provided in the RTC Induction Presentation as well as on reminder posters in the toilets:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  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.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded of the public health advice - the link will be provided in the RTC Induction presentation:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  Posters are displayed on pillars around the office as well as shared space provided by the landlord.  Cleaning controls are in place to keep surfaces clean and free of contamination, disposable wipes are available to staff and everyone will be briefed on the importance of keeping surfaces and work equipment clean.  Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building, doors as well near to every desk. Use of high-touch items and equipment, for example, printers or whiteboards is to be discouraged. Sharing of equipment is to be kept to a minimum. Staff are expected to clean after use.  Staff are requested to bring in their own headphones to minimise the use of telephone handsets.  Individual work desks will be used by named individuals on any given day who are responsible for cleaning the surfaces at the end of every day.  A clear desk policy will be introduced 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.  Everyone will be 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 will be encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc.  There are cleaning procedures for goods and merchandise entering the site. Hand sanitiser available where hand-washing facilities are limited. Non-business deliveries stopped, for example, personal deliveries to workers.  Desk rota managers will monitor and supervise that staff are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc. The Director of RSS is expected on site at least once a week and will additionally perform spot checks/ question staff and take appropriate action as required. | | 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 | Specific/ specialist PPE not required for the roles performed within this building  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 desk rota managers 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).     * **Communication**: people will have been made aware via the RTC Induction presentation 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, 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 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 will be informed to pay particular attention to sanitation measures immediately afterwards including washing hands.   Business continuity and disaster recovery plans are up to date and tested.  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.  Anyone who have any concerns should discuss them in the first instance with their line manager, but a system using the generic email address [gees-safety@contacts.bham.ac.uk](mailto:gees-safety@contacts.bham.ac.uk) is in place to let any worker raise any issues in confidence. | | 2 | 2 | 4 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | | Staff | Exposure to contact with an object that has been contaminated with COVID-19. | Inbound and outbound goods including post to the building are as per the **Research Park** **Return to Campus COVID-19: Building Risk Assessment** and all Finance Office (Research Support Services & Business Engagement**)** staff will follow these recommendations | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Outside and access to the building are as per the **Research Park** **Return to Campus COVID-19: Building Risk Assessment** and all Finance Office (Research Support Services**)** staff will follow these recommendations. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Travelling to work | | Staff | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided.  Additional facilities such as bike-racks are provided to help people walk, run or cycle to work where possible.  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> | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | | Staff | 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 users. In practice this will be the printer. Staff are discouraged from printing, but where they do use, it is expected that they clean the printer surfaces after use.  Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Ventilation | | Staff | Exposure to respiratory droplets carrying COVID-19. | Single manual air conditioning unit in Meeting Room 1. This shall not be in use. Remote Control shall not be made available.  Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.  Staff are encouraged to open windows where possible. | | 3 | 2 | 6 | | 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 occur  for years | Expected to occur  at least annually | Expected to occur at  least 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.