[[1]](#footnote-1)

GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site | | **Edgbaston Campus** | | | | **Department** | | | | **The development of the risk assessment and the implementation of controls will be overseen by the Watson Building Users Group.** | | | | **Version / Ref No.** | | **4** | | | |
| **Activity Location** | | **Watson Building** | | | | **Activity Description** | | | | Return to Campus COVID-19: Building Risk Assessment.  Watson Building accommodates:  The School of Mathematics  Marketing and Communications  Innovation and Development, Academic Services  Higher Education Futures Institute  Research Support Services  IT Services  This risk assessment becomes active on 21.09.2020. It covers an occupancy level for the building at any one time of: 250.  It allows for the opening of some areas of centrally booked Teaching Space, in accordance with the Teaching Space Risk Assessment.  There will be a risk assessment review at the end of the first week of term then every two weeks. | | | | | | | | | |
| **Assessor** | | **Terry Green** | | | | **Assessment Date** | | | | **21.09.20** | | **Date of Assessment Review** | | The assessment will be reviewed on, or before, 02.10.2020 (end of first week of term).  Following the initial review a review – with all stakeholders = will take place every two weeks or if there is a change in the activity that significantly affects the risk. | | | | | |
| **Academic / Manager Name** | | **Emma Melia** | | | | **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 | Regular communication is in place (individual and group) via:   * Watson Building Users Group Meetings * One to Ones * Departmental/School Team Meetings * Ad-hoc discussions when required   To ensure staff and students are not ill-informed about returning to work/study safely.  Advice is shared with staff members and students and they 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 regular communications detailed above and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Risk assessment is shared with staff and an electronic version of this risk assessment and future revised versions will be made available.  An assessment of the building along with a review of working practices has been undertaken and additional controls have been put in place to reduce the risk of exposure to COVID 19.  The measures taken follow the;   * ***Social distancing: General guidance for staff and students*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing***: ***Product solutions booklet*** * ***Social distancing: Building checklist*** * ***On-line induction materials for returning to campus***: combination of the guidance and videos.   <https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>   * ***Return to Campus COVID-19: Building Risk Assessment for Watson Building***   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. <https://www.hse.gov.uk/stress/>  Staff, through the team meetings, daily briefings and the online canvas course have been made aware of supportive mechanisms available (e.g. counselling, occupational health, HR etc.) and have been reminded through the team meetings along with the following links.  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx> | | 3 | 1 | 3 | | Yes |  |  | |  |  |  |  |  |
| Organisational | Psychological well being | | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Regular informal discussions are held by managers with their respective teams and with individual members of staff through one to one meetings, team meetings, School meetings and ad hoc meetings to discuss pressing issues, individual matters, plan work, identify responsibilities, keep everyone abreast of changes, giving everyone the opportunity to look at ways to reduce stress and to address issues if anyone is feeling stressed. There is also an open door policy in place for staff to raise concerns with managers as they arise and signposting is in place to external means of support via the intranet  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf>  Concerns regarding workload issues or support needs are escalated to line manager during one to one meetings outlined above.  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>  There is no requirement to alter the current PEEPs that are in place or revise any individual risk assessments.  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> | | 3 | 1 | 3 | | Yes |  |  | |  |  |  |  |  |
| Biological | Virus transmission in the workplace | | Staff/Contractors/ Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | A ***Social distancing Building checklist***has been completed for each of the groups located within the Watson Building which has identified the actions required to reduce the risk of workplace infections. These checklists have been returned to the Chair of the Watson Building Users Group.  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 and students 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 and students 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*.*  Staff from other departments accessing the Watson Building (such as Cleaning Services and Estates and will receive a building specific induction prior to attending site. This induction will be shared and the person arranging access will be responsible for going through it with the relevant department and briefing them on procedures within the building.  Schedules for essential services and contractor visits will be arranged in advance by the particular group concerned with the aim of reducing interaction and overlap between people. A number of service visits are arranged for before staff return to the building.  Staff have been advised not to make any un-essential trips across the university but to use skype/zoom for meetings and to liaise with the department being visited to receive the induction to their area and/or be met by someone from the department. This is included in the Building Safety Induction. | | 4 | 2 | 8 | | Yes |  |  | |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | | Staff, students, contractors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Workplace routines have been changed to ensure room/building capacity calculated to maintain social distancing is not exceeded including:   * Staff entry and exit times have been changed to avoid peak times. If anyone uses public transport as their mode of travel a discussion around start/finish times will be held with that person before they return to campus. The purpose of the discussion will be to enable use of public transport at less busy times. * Changes to core working hours have been made with a mixture of onsite work where essential and work from home for non-essential. The building will only be open from 6.30am to 10.00pm. There will be no working out of these hours. * Team briefings will continue to be held electronically. Any meetings on site will be held within an appropriate meeting room, large enough to observe 2 metre social distancing, or outside where a distance of 2 metres can easily be met. * A reduced number of staff will be returning to Watson Building to mitigate against congestion at entry/exit doors. * Individual jobs have been looked at and a reduction in required time on site and interacting with others has been made i.e. only work from site where necessary.   A record of attendance within the building will be maintained by line managers in each section in order to help contain clusters and outbreaks and assist the University with any requests for trace and test data. Where staff act as host the name, date of visit and contact details of their visitors will also be logged with admin. Staff have been briefed on the process at the Building Safety Induction.  Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry which are included in the ***Social distancing:*** Watson 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)).  To promote social distancing rules   * Signs are on doors to show the capacity of the room. * Where staff will sit within a shared office the desks have been moved and a rota system is in place to ensure a 2m distance is maintained between occupied desks * A one-way system is in place around the narrow corridor in the basement. * Toilets are a one out - one in, knock before accessing, system. * Staff have been reminded through the Building Safety Induction, to remain on-site bring their own lunch and, when not possible, maintain social distancing while off-site. * There are benches outside the building, near to the Green Heart that can be used by staff when the weather allows. * The kitchens are a one out - one in policy with signage at the entrance. * Wipes will be provided in all offices and kitchens. * Staff reminded to wipe down frequently touched surfaces via team briefings and the Building Safety Induction, 25/08/20. * Information on the correct handwashing techniques is displayed in kitchens and toilets. * Signage is on the floor outside encouraging social distancing.   There is no waiting in the foyer area, visitors will remain outside until collected by their host. Hosts have been instructed to make such arrangements and meet outside of the building at a specific time or arrange for the visitor to phone the host when they arrive.  In the Watson Building there is :   * A one way system around the basement. * A give way system on the stairs leading to upper floors.   Staff have been informed of the priority arrangements for using stairs in the building at the Building Safety Induction.  Additional signage is in stairwells reminding staff about priority directions and to give way by standing on the ‘Stand Here’ signs.  There will be no large gatherings within Watson Building.  Managers and staff will continuously assess controls by undertaking walk rounds and observation. The observance of controls, such as, observing social distancing, will be a discussion topic on all team meetings. Managers will be briefed to challenge any slip in standards and report any concerns through email or during one to one or team meetings.  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 is displayed at entrances to the building and in the toilets.  Near miss reporting will be encouraged at the Building Safety Inductionand future team meetings to identify where controls cannot be followed or people are not following the rules.  Line managers will reinforce these life-saving rules at team briefings and to individuals if necessary.  All reported incidences will be discussed at the Risk Assessment Reviews.  Staff have been advised in the Building Safety Induction that face coverings are not PPE and are not required to be worn in the workplace. However where people choose to wear them they will be supported to do so  There are no specific activities that take place in the Watson Building where social distancing cannot be observed. If a specific activity is developed a separate risk assessment will be developed specific to that activity.  The increased numbers of staff and students permitted in the Watson Building due to teaching activities mean that maintaining 2 metre social distancing will be difficult at some times.  To reduce the risk of transmission the following measures are to be used:   * Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside the Watson Building where 2m social distancing isn’t possible and cannot 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.   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.  Individuals have been reminded through team communicationsof how to use face coverings safely including the following:   * Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it. * When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. * Change your face covering if it becomes damp or if you’ve touched it. * Continue to wash your hands regularly. * Change and wash your face covering daily. * If the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste. * Practise social distancing wherever possible. | | 4 | 2 | 8 | | Yes |  |  | |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | | Staff, contractors, students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Staff briefed at the Building Safety Induction on the response plan in place in the event a confirmed or suspected case of COVID-19 and which will 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) * Provision and monitoring of adequate supplies of cleaning materials will be undertaken by the specific Group/School. Staff will be instructed to report if any items are running low. * Staff have been instructed at the Building Safety Induction to tell their line manager if they develop symptoms and follow the University’s absence reporting procedures. * Employees briefed at the Building Safety Induction and subsequent team meetings 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 Watson Building, 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 briefed at the Building Safety Induction and 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> | | 4 | 2 | 8 | | Yes |  |  | |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | | Staff, contractors, students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who attend or work in the building will be requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  Anybody visiting the Watson Building 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 whilst at Watson Building with suspected COVID-19, they will be sent home in accordance with EPS College guidance. Line 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> | | 4 | 2 | 8 | | Yes |  |  | |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | | Staff, students, contractors | 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. | Posters are in place to instruct and remind staff to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance. Staff have also been reminded in the Building Safety Induction, 25/08/20:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Soap and water and hand sanitiser are provided in the kitchens, toilets, entrances/exits to the building.  Individuals have been informed at the Building Safety Induction to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.  To help reduce the spread of coronavirus (COVID-19) staff have been reminded, at the Building Safety Induction, 25/08/20and future team meetings 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 Watson Building has been undertaken by Cleaning Services, a deep clean will be carried out prior to staff returning. Staff have been reminded, at the Building Safety Inductionand future team meetings of the importance of keeping surfaces and work equipment clean.  Staff have been reminded not to share items i.e. pens stationary etc. via the Building Safety Induction*.*  Wipes are available and staff briefed to wipe down frequently touched surfaces regularly and dispose of the wipes in the general waste straight away, staff also briefed to empty office bins into the main bins at the end of each day (cleaning staff do not do this).  Staff instructed at the Building Safety Induction that internal doors that **are not** signed as fire doors (unless held open with a mechanical device) can be kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles.  There will be no hot desks.  Staff reminded at the Building Safety Inductionand future team meetings to clear their desk tops at the end of the day.  Staff advised personal items cannot be delivered to work. Post deliveries will be organised through the admin team. Any one receiving post must put it in the relevant pigeon hole and wash/sanitise their hands immediately. Post should be opened and package disposed of in general waste and hands washed immediately after touching. If post is put on to surfaces these must be wiped down.  Everyone encouraged, at the Building Safety Inductionand future team meetings to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared equipment handles etc. before after and during work.  Staff instructed, Building Safety Inductionand future team meetings, to bring their own food and kitchen utensils including mugs/cups, cutlery, etc.  Supervision arrangements and monitoring will be carried out through observation of working practices by the relevant managers/assistant managers within each Group/School.  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).  All staff reminded to avoid direct personal contact with others i.e. shaking hands etc. at the Building Safety Inductionand future team meetings. | | 4 | 2 | 8 | | 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 | Lone working will not be undertaken.  Any current risk assessments have been reviewed to ensure the activity is carried out observing all Government guidance with respect to social distancing.  Staff briefed during the Building Safety Induction, 25/08/20and future team meetings on the reviewed Emergency Procedures including:   * **Communication**: In a real emergency situation the action to keep yourself safe will out way the need to stay 2 metres apart. * **Fire** **Procedures**: The fire procedures remain the same, when the alarm sounds leave the building by the nearest exit, hosts are responsible for evacuating their visitors, go to the muster point and contact security. (if safe to do so maintain social distancing) * **First Aid:** First aid boxes are kept with qualified first aiders. An additional first aid box will be situated in the School of Mathematics administration office and the kitchen on the ground floor.   In the event of a first aider not being present contact security, internal 44444 from a mobile 0121 414 4444. If the incident is an emergency contact the emergency services first and then security. All staff have received first aid guidance delivering first aid during the covid 19 pandemic.   * **Hygiene:** Washing facilities with soap/gel available People involved in the provision of assistance to others have been informed and reminded at the Building Safety Inductionand future team meetings, 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 a particular safety critical role not being available then a dynamic risk assessment shall be performed by Terry Green as Safety Coordinator for the School of Mathematics, the largest occupant of the building, in conjunction with the Watson Building Users Group, to ensure measures are put in place to mitigate risk.  Security implications of changes made to operations and practices in response to COVID-19, have been consideredand no mitigations have had to be introduced for any new or altered security risks.  Staff briefed at the Building Safety Inductionand future team meetings that life-saving rules, will continue to be governed, enforced and communicated during COVID-19 and staff must speak up if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | | 2 | 2 | 4 | | Yes |  |  | |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | | Staff/ delivery drivers | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for deliveries to the Watson Building have been assessed so that social distancing can be maintained. Guidelines include:   * Staff organising deliveries/collections will be briefed via e-mail * Minimise contact by using electronic booking and receipt options where possible * Order larger quantities less often. * Use electronic paper work where possible where not possible wash hands immediately after contact with paper work. * Arrange for contactless delivery and receipt confirmation where possible. * Where possible strip deliveries of all packaging (which is disposed of). * Where possible deliveries to be put in the corner of the relevant room (i.e. office etc.) with a notice on and remain untouched for 48 hours. | | 4 | 2 | 8 | | 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. | On the outside / approach to the Watson Building there is signage to warn all prior to entering this building social distancing is in place.  There is signage in the foyer area, entrances and toilets advising staff to wash their hands regularly and not to touch their face.  There a one way system in force in a section of the building.  Access is controlled via the swipe system. | | 4 | 2 | 8 | | Yes |  |  | |  |  |  |  |  |
| Organisational | Travelling to work | | Staff | Exposure to respiratory droplets carrying COVID-19. | Staff reminded at the Building Safety Inductionand future team meetings, to avoid public transport where possible and use alternatives e.g. cycling, walking to work etc. Where staff are not able to avoid public transport they are directed to the 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>  There are sufficient parking spaces and cycle racks on campus to support social distancing. | | 4 | 2 | 8 | |  |  |  | |  |  |  |  |  |
| Mechanical | Machinery & Equipment | | Staff/students/contractors/ visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Staff reminded at the Building Safety Inductionand future team meetings and at future team meetings to clean Equipment and surfaces that are touched regularly using the wipes or sanitiser that is available. | | 4 | 2 | 8 | | Yes |  |  | |  |  |  |  |  |
| Environmental | Ventilation | | Staff/students/contractors/ visitors | Exposure to respiratory droplets carrying COVID-19. | Staff briefed that the first person to arrive must open the windows in their area and communal areas if possible and if you are last to leave check your area and the communal areas to make sure they are closed. | | 4 | 2 | 8 | | 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.

1. [↑](#footnote-ref-1)