



RISK ASSESSMENT FORM

The school has followed H & S and Government guidance in developing this Risk Assessment. All protocols still apply whilst in lockdown and school is partially open to vulnerable/ key worker students. Its success depends on everyone doing their part to ensure that we successfully reduce the risk of transmission in school. However, the school cannot ensure that practices and behaviour outside of school are of an equitable standard. **The site is Covid secure but we cannot guarantee that it is totally risk free.**

V6 28/04/21

Assessors name: Mr K Williams/Mr C Vaughan/ Mr C Connor/ Mr R Train (one Source H & S Officer)	Date of Assessment: April 2021	Activity/Task: Using School post COVID-19 pandemic lock-down in September
Directorate: Education	Service: Secondary Schools Group:	Headteacher: Keith Williams

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes	SLT to check latest Government guidance on a daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings National vaccine programme being rolled out.	Likelihood: 4 Consequence:4 Risk Level: 16	Guidance to be sent to parents, students and staff. Briefing to all students in separate year groups on first day of arrival back into school about risks. Provide opportunity for staff to come to see how school layout is so they are familiar with new systems	Likelihood: 3 Consequence:4 Risk Level: 12	KW KW/ SLT on 1 st day back for each year group	
Shortage of staff	Students & Staff	Staff to be able to park on site (using non designated parking areas if necessary [e.g. grass/ part of playground etc.]) Traffic Management risk assessment will need amending. Review absence reporting procedures to ensure sufficient time to implement cover arrangements.	Likelihood: 3 Consequence:4 Risk Level: 12	SLT to review staffing on a daily basis. if groups cannot be covered, students to be sent home once parents notified.	Likelihood: 2 Consequence:4 Risk Level: 8	KW to check with staff by email about work	

Virus entering premises	Staff, Students & Contractors and their families.	<p>Parents & Staff issued with guidance on daily checks to undertake before bringing their child to school.</p> <p>Contractors asked health check questions on arrival.</p> <p>Lateral flow testing programmes in place for staff and students-home testing kits.</p>	<p>Likelihood: 4 Consequence:4 Risk Level: 16</p>	<p>Parents to be asked NOT to send children in if symptoms are present or others in the household have symptoms</p> <p>Numbers entering kept to a minimum and where possible after 2.40pm</p> <p>See separate risk assessment re testing in school</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>	letter to parents (Feb 21)	
Reception	Staff, students, parents, contractors & visitors	<p>Communicate electronically rather than face to face Use cashless payments where possible.</p> <p>If cash handling or handling of deliveries takes place staff must wash their hands after handling. If handwashing facilities are not available in the immediate vicinity, then gloves to be worn and disposed of correctly.</p> <p>Covid-secure reception (e.g. screened-off)</p> <p>Mark out 2m distancing;</p> <p>Restrict numbers in reception to enable social distancing</p> <p>Identify a space in the public part of reception where deliveries and “forgotten” items (e.g.. packed lunch or PE kit) brought in by parents can be left for student to collect.</p>	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>	<p>parents told Not to come to reception unless invited to do so.</p> <p>Trays available outside front entrance to leave items</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>	Cards to be created for all staff/ students for e payment. Roll out from 1 st March 2021	

		<p>Introduce a non-contact signing in system for visitors and pupils who are late or leaving site.</p> <p>Introduce single use visitor id badges or introduce a policy whereby external ID badges are acceptable.</p> <p>See also contractors section</p> <p>See also airborne transfer risk section</p> <p>Checks made to ensure essential visitors/contractors have access to face coverings for use where required. See section on Airborne transfer risk.</p>		<p>visitors to be physically signed in by reception staff and disposable visitor badges used</p>			
Clothing	Staff, Students & Contractors and their families.	<p>Develop a uniform and work wear policy which allows for daily laundering of clothing where possible, taking account of those who may need to travel on public transport on a daily basis.</p> <p>PPE clothing for Kitchen staff and 1st aiders</p> <p>Students to wear face masks at all times once entering the school site, including communal areas and classrooms. The only exception is for eating, PE, approved medical reasons</p>	<p>Likelihood: 4 Consequence:4 Risk Level: 16</p>	<p>Full School uniform, clean shirt each day, clean trousers (where possible) each day,</p> <p>staff to wear formal attire as normal</p> <p>Parents/ Staff written to by Head</p> <p>PPE in store and replenished on a regular basis</p> <p>The wearing of facemasks once on site is a control measure to reduce the transmission of the virus. This must be adhered to at all times</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>	letter to parents	

		students to be informed that spare face masks should be stored in plastic bags whilst in school		Students to keep spare face masks secure and clean in a plastic bag			
Arrival & Departure	Staff/Students/parents/carers	<p>signage to be displayed on entry gates and in the playground</p> <p>Year groups to be guided to different areas at start/ break/ lunchtime to maintain bubbles</p> <ul style="list-style-type: none"> designated outdoor/ indoor areas for each group- with marquees <p>Hand sanitiser to be used at entry and exit points.</p> <p>hand washing facilities around school</p> <p>students asked to watch NHS video clip on washing hands.</p> <p>https://www.youtube.com/watch?v=4ij1I0OB2hk</p>	<p>Likelihood: 4 Consequence:4 Risk Level: 16</p>	<p>Social Distancing of 2M must be maintained throughout the school wherever possible</p> <p>students to be constantly reminded as they arrive and enter/depart classes to wash hands and to keep social distance</p> <p>Also at breaks/ lunch-when in Year group bubbles</p> <p>New wash areas installed with soap dispensers Students expected to bring their own hand sanitiser into school and use regularly in school</p> <p>hand sanitisers at each entrance</p> <p>sanitisers in dining room / year group areas</p>	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>	<p>KW to write to parents (August 2020, Jan 2021 and Feb/ Mar 21)</p>	

<p>Departmental Offices</p>		<p>Office/ prep room space to be changed to help provide spacing for dept staff</p> <p>Maintain 2m social distance.</p> <p>Include in cleaning schedule.</p> <p>Where possible equipment should not be shared. If sharing is necessary, then it should be cleaned before and after use by staff using it. office</p>	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>	<p>subject leaders to review spacing in offices</p> <p>Cleaning of shared equipment ,like photo copiers , telephones etc)- to be carried out by all staff using equipment</p> <p>Wipes for each dept office and spray</p> <p>office windows and doors to be kept open for ventilation</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>		
<p>Technician Work</p>		<p>Maintain 2m social distance.</p> <p>Include in cleaning schedule.</p> <p>Where possible equipment should not be shared. If sharing is necessary, then it should be cleaned before and after use.</p> <p>Deliver materials before the start of the morning and afternoon sessions</p> <p>Suitable gloves to be worn during preparation.</p> <p>See section on competence of PPE.</p>	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>	<p>technicians to work with subject leaders to ensure that equipment/ apparatus used is cleaned thoroughly after use.</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>		

Laboratories/w orkshops/art & music, technology rooms	Staff/students	<p>Windows must be opened to ensure ventilation at all times. Where practical all windows should be opened to their maximum.</p> <p>Disinfection regimes are in place between sessions. (Energy source isolation must take place before disinfection process begins for powered equipment)</p>	<p>Likelihood: 4 Consequence:4 Risk Level: 16</p>	<p>Each classroom to have bags of;</p> <ul style="list-style-type: none"> • disinfectant wipes • tissues • plastic bags for bagging used tissues <p>windows and doors opened to maintain air flow and ventilate rooms</p> <p>classroom boxes set up before the start of term</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>		
Teaching		<p>Teacher space to be marked out 2m away from students.</p> <p>Consider how 2m marking may vary for demonstrations.</p> <p>Students should be allowed straight into the classrooms.</p> <p>Advice to be given on what protocols are in place.</p> <p>Supervision to be in place in higher risk areas.</p> <p>staff to wear face coverings when teaching/ moving around school or in work areas with other staff members.</p> <p>Where communication relies on being able to read another person lips, clear plastic face coverings can be used. Note that this is not as reliable as a standard face covering.</p>	<p>Likelihood: 4 Consequence:4 Risk Level: 16</p>	<p>Once in groups, student movements to be kept to a minimum.</p> <p>students allowed to go to the toilets during lessons</p> <p>groups designated teaching spaces for the day</p> <p>each room cleaned each day</p> <p>large areas disinfected using fogger machine</p> <p>new timetable for students/ staff pupil movement kept to a minimum</p> <p>staff to monitor students thorough extra duties</p> <p>guidance below followed by site team</p>	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>		

				https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings			
Transmission between groups	Everyone	<p>reducing the risk of infection by</p> <ul style="list-style-type: none"> • Keeping classes in one area and moving teachers. • Allocating specific areas of the School to year groups • Staggered breaks and lunch • Constant hand washing, social distancing reminders • Apply Hand, Face & Space guidelines 	<p>Likelihood: 4 Consequence: 4 Risk Level: 16</p>	<p>guidance to all students at start of term</p> <p>behaviour/ code of conduct expectations issued to all</p> <p>any breach of protocol will lead to serious sanctions imposed</p> <p>SLT will meet with all students when they come to school</p>	<p>Likelihood: 3 Consequence: 4 Risk Level: 12</p>	<p>KW to write to all parents and meet with all students when they return to school</p>	
Staff & Student Competence	Anyone in building	<p>Staff to receive refresher briefing and complete hand washing e-learning – important for all new staff</p> <p>https://www.youtube.com/watch?v=4ij1I0OB2hk</p> <p>Students to receive refresher briefing and watch handwashing e-learning. Daily reminders to be communicated to students on handwashing.</p>	<p>Likelihood: 3 Consequence: 4 Risk Level: 8</p>	<p>On line training is available for all staff. Once this has been completed and understood the risk level can be reduced</p> <p>Tutors to reinforce this to all students on a daily basis</p>	<p>Likelihood: 2 Consequence 4 Risk Level: 8</p>		
Competence of any staff	Staff using PPE & anyone	In addition to general items listed in section above.	<p>Likelihood: 3 Consequence: 4</p>	Key First Aid and Kitchen staff to be trained in the	<p>Likelihood: 2 Consequence 4</p>		

wearing PPE	exposed following onward transmission	<p>Staff to review</p> <ul style="list-style-type: none"> • Infection Prevention & Control e-learning; • Putting on and taking off PPE e-learning; • Competence Quiz. <p>Staff to achieve 80% pass rate in the quiz to undertake work using PPE.</p>	Risk Level: 12	<p>use of PPE.) following Govt guidance below</p> <p>https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p> <p>ROSPA training video on hand washing to be watched by staff and students</p>	Risk Level: 8		
Play/Sport/Exercise	Staff/Students	<p>Social distancing must be maintained during all play/sport/exercise sessions due to the increased droplets created by physical exertion.</p> <p>Class Groups will be rostered so access to outside areas consider social distancing.</p> <p>Any equipment used must be capable of being easily disinfected (e.g. plastic). cleaning must take place after each session.</p> <p>If team sports are to be played, then a separate risk assessment must be carried out in line the Governing body for the sports guidance.</p> <p>Changing areas to be well ventilated and disinfected regularly</p>	<p>Likelihood: 4 Consequence: 4 Risk Level: 16</p>	<p>PE department must read, follow and enforce the sport's governing and regulatory body guide lines</p> <p>students doing PE/ games to come to school in PE kit and tracksuit on the day</p> <p>no changing rooms used</p> <p>timetable for the first few weeks in PE/ Games to include athletics and cricket.</p> <p>no contact Rugby as only at level C on return to play from RFU</p>	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>		

Lunch/ Break	Staff/students/ Catering staff	<p>Students to wash hands before eating.</p> <p>Where possible and facilities allow students to have lunch outside/ in covered areas/ halls</p> <p>Good ventilation in place (eg. Opening all windows and doors where possible).</p> <p>Disinfecting between sittings where the room is being used by different groups – middays to ensure this is carried out</p> <p>Supervising staff must wear face coverings.</p> <p>Students to wear face coverings when not eating or drinking</p>	<p>Likelihood: 3 Consequence: 4 Risk Level: 12</p>	<p>students allocated areas for break and lunch</p> <p>colour coded to reduce risks of mixing year groups</p> <p>badges purchased for each students to colour code them to zones</p> <p>extra bins for rubbish</p> <p>serving areas kept clean</p> <p>fogger machine used for large areas- site team</p>	<p>Likelihood: 2 Consequence: 4 Risk Level: 8</p>		
Catering		<p>servery protected using hot trolleys and shields staff to wear PPE-shields/ masks, gloves and aprons</p> <p>staff to change one at a time in changing area</p>	<p>Likelihood: 3 Consequence: 4 Risk Level: 12</p>	<p>limited hot/ cold service grab and go- plastic utensils</p> <p>using biometrics for first month until personal cards are ready</p> <p>hand sanitisers and hand wipes available at each till point and reader machine</p>	<p>Likelihood: 3 Consequence: 4 Risk Level: 12</p>		
Emergency evacuation	Staff/students/ contractors	<p>Where practicable, maintain social distancing on evacuation routes. If impracticable, priority is evacuation.</p>	<p>Likelihood: 3 Consequence: 4 Risk Level: 12</p>	<p>students to evacuate to playground where register will be taken.</p> <p>after lunch, evacuate to all weather pitch</p>	<p>Likelihood: 2 Consequence: 4 Risk Level: 8</p>	<p>KW to alert all staff and students to arrangements</p>	

First Aid & administration of medicines	Staff/Students	Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat they are to wear disposable aprons, gloves, face shield and PPE (FFP2) –	Likelihood: 4 Consequence: 4 Risk Level: 16	All Key First aid staff should wear disposable aprons, gloves, and face masks PPE (FFP2). Where appropriate they should also wear face shields) these are available in first aid room	Likelihood: 3 Consequence:4 Risk Level: 12		
Student/ staff behaviour and conduct	Anyone in building	all students and staff to be clear about signs and symptoms of COVID 19 All to be made clear about responsibilities for Health & safety	Likelihood: 2 Consequence: 4 Risk Level: 8 Zero Tolerance.	Parents and students written to about behaviour and need to be Covid alert Poor behaviour not to be tolerated – Zero Tolerance(see behaviour policy)	Likelihood: 1 Consequence:4 Risk Level: 4		given in briefing at the start of reopening of school
Access/egress in building	Staff/Students/ Contractors	Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable. One way systems to be introduced where internal routes have to be used. Where two way cannot be avoided or segregated e.g. Upstairs serviced by one staircase then measures implemented to control the flow	Likelihood: 4 Consequence: 4 Risk Level: 16	Site team should use gloves when opening up and closing the school and doors. Door handles wiped, all doors should be left open. Fire doors can be propped open as Coved 19 is a greater risk warning tape/ posters to be placed in areas around school	Likelihood: 2 Consequence:4 Risk Level: 8		colour coded areas are set to reduce movement around school

		<ul style="list-style-type: none"> - Signs on corridors bubbles kept in zones which are marked with coloured signs students to wear badges to indicate area they are to be kept in		colour coded areas are set to reduce movement around school			
Toilets	Staff/Students/Contractors	Self Control access to ensure distancing between users. Liquid anti-bacterial soap and paper towels to be provided. Everyone to wash hands. Use sanitiser before entering classroom or other areas. Hand washing guidance: https://www.youtube.com/watch?v=4ij1I0OB2hk	Likelihood: 4 Consequence: 4 Risk Level: 16	students and staff to self check toilets before entry each year group to be allocated own toilet blocks regular checks in toilets during the day to restock handwash and towels. to be cleaned daily toilets to be checked regularly staff / students to report any missing items	Likelihood: 3 Consequence:4 Risk Level: 12		
Hand to mucus membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets. Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.	Likelihood: 4 Consequence: 4 Risk Level: 16	students and staff reminded at the start and end of every session/ toilet visit to wash hands tissues, sanitisers in each classroom everyday reminders about health and hygiene	Likelihood: 3 Consequence:4 Risk Level: 12		
Surface transfer	Staff, Students & Contractors	Cleaning schedule in place which details all items/areas to be cleaned/sanitized/disinfected and the frequency. Method statements to be used for each item of equipment. This includes	Likelihood: 4 Consequence: 4 Risk Level: 16	cleaning schedule planned for and in operation with site team as per Govt guidance	Likelihood: 3 Consequence:4 Risk Level: 12	cleaning rota has been set	

		<ul style="list-style-type: none"> • Product to be used; • Method of application; including dwell time; • Cleaning order; • Disposal of product; • PPE. <p>Regular spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.</p> <p>use fogger in large areas as required</p>		<p>new products used listed and with site team</p> <p>sections to be cleaned in bubbles- CC to set specific cleaning staff</p> <p>to rotate cleaners and have daily checklist</p> <p>fogger used in large areas by site team</p>			
Contractors working on site	Staff, Students & Contractors	<p>Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken.</p> <p>Contractors to work out of school hours where possible.</p> <p>Contractors not to work in classrooms when occupied by class group.</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p>	<p>Likelihood: 3 Consequence: 4 Risk Level: 12</p>	<p>signs to limit number of visitors to 2 and only when invited into school</p> <p>note on school website only visit if you have an agreed time</p> <p>site team to monitor all contractors</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>		
Transfer of virus onto/off PPE/face coverings	Staff/student and potential onwards transfer	<p>Wash hands before handling PPE. Don & remove PPE in specified order. After use double bag disposable PPE, storing securely (dry) for 72</p>	<p>Likelihood: 3 Consequence: 4 Risk Level: 12</p>	<p>follow PPE training from HSE/ HES</p> <p>staff to undertake training through line managers</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>		

		<p>hours and then add to normal rubbish arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry.</p> <p>Wash hands at end of processes.</p>					
Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	<p>Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection.</p> <p>Ideally with a window that can be opened to provide ventilation.</p> <p>If masks are available and the person is an adult a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area (specialised).</p>		<p>Identify an area where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. Ideally with a window that can be opened to provide ventilation.</p> <p>this will be first aid tent positioned by the office/ Chapel area</p> <p>If masks are available and the person is an adult a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p> <p>Isolation of the area where the person has been in contact</p>	<p>Likelihood: 3</p> <p>Consequence:4</p> <p>Risk Level: 12</p>	Isolation tent set up by school Chapel	

Those with specified health conditions	Staff/pupils	<p>Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice.</p> <p>Children with underlying conditions should follow any advice issued by their medical practitioner relating to their attendance.</p> <p>all staff/ students now expected to be in school</p> <p>any shielding staff to send NHS notice to Head</p>	<p>Likelihood: 4 Consequence: 4 Risk Level: 16</p>	<p>Staff/Parents invited to write to Head to outline risks and decisions made on individual basis.</p> <p>Guidelines will be reviewed and changes made as and when new DfE/ PHE change</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>	<p>Guidelines reviewed and changes made as and when new DfE/ PHE directives come into play</p>	
Communal Areas Eg. Halls, staff areas, reprographics areas	Staff/Students/Visitors	<p>Minimise the use of communal areas.</p> <p>windows and doors left open</p> <p>photocopiers to be cleaned by staff if used</p> <p>Minimise the use of communal areas. Risk Assessment to be carried out for use of any of these areas. Covering how the transmission risk will be managed and ventilation will be maximised.</p> <p>Face coverings to be worn by all</p>	<p>Likelihood: 4 Consequence: 4 Risk Level: 16</p>	<p>students restricted to movements. areas controlled through colour coding system</p> <p>wipes and sanitiser available for all machines/ equipment in shared areas</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>		
Educational Visits	Staff/Students/Volunteers/Members of the Public	<p>Current DfE guidance states that Educational visits currently cannot take place.</p>	<p>Likelihood: 4 Consequence: 4 Risk Level: 16</p>	<p>Will not be running educational visits for the first term.</p>	<p>Likelihood: 1 Consequence: 4 Risk Level: 4</p>		

				<p>If one runs a full Covid 19 risk assessment will be carried out</p> <p>Head to approve any trips with Governors and only after RA carried out</p>			
<p>Airborne Transfer Risk</p> <p>Ventilation</p>	<p>Staff/Students/Visitors</p>	<p>Windows must be opened to ensure ventilation at all times. Where practical all windows should be opened to their maximum.</p> <p>Fire doors will only be held open by automatic release devices. Ceiling fans will not be used.</p> <p>Air conditioning systems set to fresh air input not recirculating.</p> <p>Fire exit doors can only be left open where it does not excessively compromise security.</p> <p>Face coverings to be worn by anyone in communal areas and anywhere that social distancing cannot be maintained. For example, classrooms and offices.</p> <p>Face coverings are not required when physical activity is being undertaken.</p>	<p>Likelihood: 4 Consequence: 4 Risk Level: 16</p>	<p>doors to school and classrooms left open</p> <p>windows open</p> <p>site team to ensure this happens each day</p> <p>Air Conditioning only in comms rooms where air con is set to fresh air</p> <p>The wearing of facemasks once on site is a control measure to reduce the risk of transmission of the virus</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>	<p>site team to ensure this happens each day</p>	

Lettings and facility hire	Visitors and hirers, clients and guests	<p>lettings to recommence as from April 2021 following Government guidelines.</p> <p>All hirers to complete risk assessment and to follow school, Government and Governing body guidance on running activities/events.</p>	Likelihood: 4 Consequence: 4 Risk Level: 16	<p>The wearing of facemasks once on site is a control measure to reduce the risk of transmission of the virus for non- competitors.</p> <p>lettings are to be managed outside of normal school day to reduce risk of transmission and mixing with school students.</p> <p>non participating individuals must follow school and Government guidelines on Covid 19 terms and conditions for lettings</p>	Likelihood: 2 Consequence:4 Risk Level: 8	site team, lettings officer to manage	
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Review date:	Date communicated to staff:
Is a safe system of work required	Yes / No
If a new activity/equipment/any changes have been identified, then Risk Assessment must be reviewed otherwise it should be reviewed annually.	

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
			Very unlikely	Unlikely	Fairly likely	Likely	Very likely	
			LIKELIHOOD					