

GENERAL RISK ASSESSMENT – Phasing Back to Work including impact of COVID-19

LOCATION:	Crocus Fields, Arkwright Walk, The Meadows, Nottingham, NG2 4HN	DEPARTMENT:	Childrens Integrated Services	SERVICE AREA:	Children’s Residential Care	TEAM:	Crocus Fields
WHO IS AFFECTED BY THE RISKS? (e.g. employees, members of the public, tenants, contractors, trainees etc.)			Young People, Staff, Visitors				
HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6- 10, 11-50, 51-100)			Whole Team (45) and young people (65)		ASSESSMENT DATE:	30.06.20	
Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - <i>Safety Policy & Arrangements - ‘Risk Assessment’</i>							

ACTIVITY / AREA OF ASSESSMENT	HAZARD/S	EXISTING CONTROL MEASURES	RISK RATING			ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED
			SEVERITY (S) x LIKELIHOOD (L)	S	L		
See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.							
Staff	Not knowing safe ways of working	This completed risk assessment is shared with staff via email. Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans, share suggestions and identify additional touch points.	2	1	2	Read receipts to check that everyone has received the risk assessment. Questions/comments/suggestions can be emailed to the management team.	Marie Craddock 30.6.20
Parents/carers, young people and visitors	Not knowing safe ways of working	The relevant control measures from this risk assessment are communicated to parents, carers, pupils and visitors. Signage is installed wherever necessary as a reminder.	2	1	2	Public health posters are put in the building where deemed appropriate. These are waiting arrival. Risk assessment to be shared with parents and carers on the Crocus Fields website.	Marie Craddock 30.6.20

<p>Preventing symptomatic persons attending Crocus Fields</p>	<p>Spreading infection</p>	<ul style="list-style-type: none"> • Staff and Young people who report the following symptoms remain at home for 7 days. Their household members must remain at home for 14 days: <ul style="list-style-type: none"> o a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) o a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) o loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. • Young people, parents / carers and any visitors, such as suppliers, are informed not to enter the Crocus Fields if they are displaying any symptoms of coronavirus. • The following information is shared with staff, parents/carers and young people: All staff and young people who are attending Crocus Fields will have access to a test if they display symptoms of coronavirus, they are encouraged to get tested in this scenario: 	<p>2</p>	<p>2</p>	<p>4</p>	<p>Information shared with parents/carers and all staff and via website/emails/letters/communications, including information about what to do if family members have symptoms.</p> <p>Regular reminders will be sent.</p> <p>Poster to be on display to the entrance to the home. (This has been purchased awaiting arrival).</p> <p>Crocus Fields is ready to support people to access testing.</p>	<p>Marie Craddock</p>	<p>30.6.20</p>
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		<p>Where the young person or staff member tests negative, they can return to Crocus Fields once well.</p> <p>Where the young person tests positive, any young people who have stayed in either unit 1 or unit 2 at the same time are sent home and advised to self-isolate for 14 days. The other household members of that group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p>						
Reducing the number of persons on site	That the infection will spread as harder to maintain an adequate social distance.	<p>Staff to use opportunities to work from home when this is possible.</p> <p>Rota to be used creatively to limit the amount of staff in the building at any one time.</p>	2	1	2	<p>Rota to be made available to all staff.</p> <p>Any other staff member who requests to work on site communicates directly with Crocus Fields duty manager.</p> <p>Social distancing to be followed in all areas.</p>	Marie Craddock	30.6.20
		Contractors undertaking statutory testing and emergency repairs are permitted on site. They are advised to arrive and leave site avoiding young person pick up and drop off times and the number and duration of face to face contacts with adults is limited as far as possible (e.g. 15 minutes). Social distancing protocols are followed when they are indoors on site.	2	1	2	Relevant sections of risk assessment to be shared with contractors when they enter the site. If possible, this will be done by phone or email prior to the contractor arriving at Crocus Fields.	Marie Craddock	30.6.20

		Conversations with parent/carers are held on the telephone/virtually/email wherever possible. Parents/carers/visitors are informed not to enter Crocus Fields unless they have a pre-arranged appointment. Social distancing rules applies to these meetings.	2	1	2	Weekly telephone calls with parents will continue through the foreseeable future.	Marie Craddock	30.6.20
		Non-essential visitors are asked remain away from site. In determining whether the visitor is essential consider whether the meeting can be undertaken remotely, whether there are any other health and safety, financial or other significant implications of not undertaking the visit.	2	1	2		Marie Craddock	30.6.20
		<ul style="list-style-type: none"> Volunteers are not re-engaged unless essential. 	2	1	2		Marie Craddock	30.6.20
		Meetings/Reviews are arranged to be held virtually.	1	1	1		Marie Craddock	30.6.20
		Crocus Fields social events are on hold for the foreseeable future.	1	1	1	<p>Leaver's events are planned to go ahead in a form that is most likely to be online, but could be in person outside, with social distancing.</p> <p>When we decide on this, we can follow up with permissions.</p>	Marie Craddock	30.6.20

<p>Persons at higher risk of becoming seriously ill</p>	<p>People are more susceptible to Covid-19.</p>	<p>Staff and young people in the “clinically vulnerable” and “clinically extremely vulnerable” should be identified.</p> <p>Staff and young people living with someone in the “clinically vulnerable” and “clinically extremely vulnerable” categories should be identified.</p> <p>All Black, Asian and minority ethnic (BAME) groups are identified and an individual risk assessment carried out.</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>All staff and young people in clinically vulnerable groups have been identified.</p> <p>All staff and young people living with someone in the clinical vulnerable groups have been identified.</p> <p>All BAME individuals have been identified</p> <p>Risk assessment carried out on all of the above.</p> <p>Staff wellbeing calls are taking place, and staff in each of the categories have been identified. Contact details of support network for BAME staff to be shared bame@nottinghamcity.gov.uk</p>	<p>Marie Craddock</p>	<p>30.6.20</p>
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		<ul style="list-style-type: none"> • Current guidance is followed for “clinically vulnerable” and “clinically extremely vulnerable” groups of staff, young people and those that have household members in these categories. Individual risk assessments have been completed for: <ul style="list-style-type: none"> o Staff in the clinically vulnerable category o Staff who have household members in the extremely vulnerable category o (Staff in the extremely vulnerable category will be shielding at home and therefore no risk assessment is required) 				<p>No staff in the clinically vulnerable and clinically extremely vulnerable category are on the rota to work at Crocus Fields.</p> <p>No staff who have household members in the extremely vulnerable category are on the rota at Crocus Fields.</p> <p>Individual RA for staff in the clinically vulnerable category will be written as Crocus Fields re-opens and need for staff gradually increases, based on medical information.</p> <p>Staff who have requested to work in the Crocus Fields building or in the community in the clinically vulnerable category will have individual risk assessment.</p>	Marie Craddock	30.6.20
Going out in the community	ADDITIONAL RISKS	Outdoor and indoor visits are allowed where hygiene procedures are followed; and social distancing can be maintained at the venue. Outdoor visits are particularly encouraged.	1	1	1	All young people have individual risk assessments for going out in the community.	Marie Craddock	30.6.20
Undertaking CPR	Risk of passing on infection.	The following information has been shared with all staff via email who are able to practice emergency first aid.: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings	2	1	2	Emailed 26.6.20.	Marie Craddock	30.6.20

<p>Persons becoming symptomatic whilst at Crocus Fields.</p>	<p>Risk of passing on infection.</p>	<p>If anyone becomes unwell with a new, continuous cough or a high temperature whilst in the care of Crocus Fields, they are sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they are moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>If a young person becomes develops symptoms of covid-19 during the night time hours, staff should keep the young person isolated in their bedroom wherever possible and if not should strive to maintain a two meter distance. The young person should be sent home at the earliest opportunity the next day.</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>Locations where young people could be isolated to be identified during shift planning. If using a bedroom this should have a bathroom attached.</p> <p>PPE resources to be available but not kept in the isolation area.</p> <p>Information shared with parents about the importance of collecting a child immediately if the present with any symptoms.</p> <p>Close supervision of the young person at all times.</p>	<p>Marie Craddock</p>	<p>30.6.20</p>
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		If a member of staff develops symptoms during the night, the on call manager should be contacted to advise on a course of action to be followed.						30.6.20
		<p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance</p>	2	1	2		Marie Craddock	30.6.20
		Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.	1	1	1		Marie Craddock	30.6.20
Hygiene	Covid-19 being more likely to spread.	Correct handwashing and good hygiene are followed by staff, young people, visitors and contractors. Young people should wash their hands regularly.	2	1	2	Continuous monitoring of young people and staff to intervene as appropriately	Marie Craddock	30.6.20

		Where possible young people are encouraged where possible not to touch their faces or to put objects in their mouths.	2	1	2	Continuous monitoring of young people and staff to intervene as appropriately	Marie Craddock	30.6.20
		Adequate soap / hand sanitizer and tissues are available for young people and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical.	2	1	2	Continuous monitoring of young people and staff to intervene as appropriately	Marie Craddock	30.6.20
		Where possible, all spaces are well ventilated using natural ventilation (opening windows).	1	1	1		Marie Craddock	30.6.20
		Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, certain medical procedures and in the event that someone becomes symptomatic on site. Information posters are provided for the correct putting on, removing and disposal of PPE. Risk assessments for medical procedures have been reviewed in light of the pandemic and in particular noting whether any additional PPE is necessary.	2	1	2		Marie Craddock	30.6.20
		A full deep clean of the parts of the building that will be used by staff and young people should take place prior to staff and young people using the building.	2	1	2		Marie Craddock	30.6.20

		<p>Sufficient ongoing cleaning in areas occupied by people in the building. (Areas that are not occupied can be secured and cleaning does not need to take place in these areas for infection control purposes).</p> <p>Frequently touched surfaces and touch points are cleaned using sanitizing chemicals. These include toys, books, desks, chairs, door handles and push plates, sinks, toilets, light switches and bannisters.</p> <p>The frequency of necessary cleaning has been identified.</p>	2	1	2		Marie Craddock	30.6.20
		<p>Additional periodic cleaning to also take place e.g. toys after being touched by pupils, touch points within the area, in the event a person has sneezed nearby to an item etc</p> <p>If other cleaning chemicals are used then additional COSHH risk assessments may be required. Any additional chemicals should be purchased and stored securely.</p>	2	1	2		Marie Craddock	30.6.20
		<p>Soft furnishings, soft toys and toys that are hard or impossible to clean (such as play dough or those with intricate parts) have been removed from use.</p>	1	1	1		Marie Craddock	30.6.20
		<p>Unnecessary items are removed from areas where there is space to store it elsewhere prior to young person coming to Crocus Fields.</p>	1	1	1		Marie Craddock	30.6.20

		The sharing of stationery, books and other resources and equipment is avoided where possible.	1	1	1		Marie Craddock	30.6.20
		Shared materials and surfaces are cleaned and sanitised more frequently.	1	1	1		Marie Craddock	30.6.20
Medication		<p>Checking of medication will be done with a maximum of one member of staff in the medical room whilst second checker remains outside medical room to ensure they are able to see and hear the checking of medication. Same procedure will be done again with the second checker in the medical room ensuring maximum of one person in the room at any one time.</p> <p>Administering of medication will be done outside the medical room and brought to the young person</p> <p>PPE will be worn if staff have to administer medication or eye drops directly to the young person.</p> <p>Hand sanitizer to be used after touching and administering each medication. Staff to wash hands and clean all surfaces in the medical room after administering to each young person.</p> <p>Ensure Hand sanitiser and antibacterial cleaner and is available in both medical rooms.</p>	1	1	1		Marie Craddock	30.6.20

Touchpoints		<p>Create a list of touch points and surfaces that will receive regular cleaning. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels.</p> <p>Touchpoints are reduced by using dedicated automatic closing devices on fire doors.</p> <p>Ensure that sanitiser is available next to communal signing in sheets at the entrance to the building.</p>	1	1	1			30.6.20
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Social Distancing	Not being able to keep a safe social distance.	<p>Due to the potential difficulties of young people who attend Crocus Fields being able to social distance, staff should work through the hierarchy of measures set out in:</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell 2. Clean your hands often 3. Respiratory hygiene (catch it, bin it, kill it) 4. Clean surfaces that are touched frequently 5. Minimise contact and mixing 	2	1	2		Marie Craddock	30.6.20
Drop off and Collection arrangements	Social distance is not maintained.	<p>Drop-off and collection times are staggered.</p> <p>Parents/carers' drop-off and pick-up protocols that minimise adult to adult contact are in place.</p>	2	1	2		Marie Craddock	30.6.20
Transport to Crocus Fields	Social distance is not maintained.	<p>Consider how children and young people arrive at Crocus Fields and reduce any unnecessary travel on coaches, buses or public transport where possible. Ref: Coronavirus (COVID-19): safer travel guidance for passengers</p>	2	1	2		Marie Craddock	30.6.20

Offices	Social distance is not maintained.	Maximum of two staff in the offices at any one time. If possible open a window to allow good ventilation.	1	1	1		Marie Craddock	30.6.20
Kitchen	Social distance is not maintained.	Maximum of three staff in the kitchen at any one time.	1	1	1		Marie Craddock	30.6.20
Soft Play/Sensory Room/Pod	Social distance is not maintained.	Only one young person allowed in at a time. Should be cleaned following use.	1	1	1		Marie Craddock	30.6.20
Toilets		Young people to be given a specific toilet to use which will be attached to their allocated room if they have been allocated a specific room.	2	1	2		Marie Craddock	30.6.20
Bedrooms		Young people attending for day care only should use the communal spaces only unless they require access to a bedroom. Young people staying overnight should be allocated a bedroom for use and all other bedroom's doors should be locked to prevent the need for unnecessary deep cleaning. A full deep clean should take place once a young person has finished using the bedroom and the quilt and pillow should be quarantined for 72 hours. Curtains can be steam cleaned. Towels and flannels should be bagged and taken to the laundry.	1	1	1		Marie Craddock	30.6.20

Garden		Outdoor play should be encouraged where appropriate. Play equipment is appropriately cleaned between groups of children using it. Only toys and equipment needed for the group of young people should be available.	1	1	1		Marie Craddock	30.6.20
Young people and the environment		Individual young people have been identified who may be in particular challenging in the different parts of the building with social distancing and individual practical measures put in place following shift planning.	1	1	1		Marie Craddock	30.6.20

PPE		<p>Refer to current government guidance regarding the use of PPE contained in:</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>PPE will be available to any member of staff who wishes to use it. This will include disposable gloves, fluid repellent surgical masks, disposable plastic aprons, eye protection and body suits.</p> <p>Current Government guidance (16.6.20) for children’s social care settings states:</p> <p>“The majority of staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others”.</p>	2	1	2		Marie Craddock	30.6.20
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		<p>PPE is only needed:</p> <ul style="list-style-type: none"> • where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 meters cannot be maintained • where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. 					Marie Craddock	30.6.20
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<p>If a young person or member of staff develops symptoms of Covid -19:</p>	<p>Increased risk of others contracting Covid-19</p>	<p>The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is as follows:</p> <ul style="list-style-type: none"> • a face mask should be worn if a distance of 2 meters cannot be maintained • if contact is necessary, then gloves, an apron and a face mask should be worn • if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn <p>When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on <u>how to put PPE on and take it off safely</u> in order to reduce self-contamination.</p>	<p>2</p>	<p>1</p>	<p>2</p>		<p>Marie Craddock</p>	<p>30.6.20</p>
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<p>Caring for young people who regularly spit or require physical contact.</p>	<p>Additional risks of contracting Covid-19</p>	<p>Follow current Government guidance: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>If non-symptomatic children present behaviors which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE.</p> <p>In these circumstances, an individual risk assessment will be completed regarding use of PPE and additional space and frequent cleaning of surfaces, objects and toys will be required. Cleaning arrangements should be increased in all settings, with a specific focus on surfaces which are touched a lot.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Continuous monitoring of young people and staff to intervene as appropriately</p>	<p>Marie Craddock</p>	<p>30.6.20</p>
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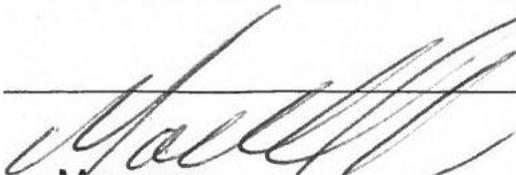
Legionella		Due to parts of the building not fully in use, rarely used outlets have been identified and flushed regularly.	1	1	1		Marie Craddock	30.6.20
Fire Procedures		Scheduled fire checks will continue as normal. Various site tasks	1	1	1		Marie Craddock	30.6.20
Building checks		Building checks will continue as normal.	1	1	1		Marie Craddock	30.6.20
Young people		Individual young person risk assessments have been reviewed prior to the young person having either care in the community or at the Crocus Fields building to evaluate any additional measures that may be required. The risk assessments are then subject to regular review if there are any behavioural changes with the young person. For young people who have great difficulty in accepting staff wearing PPE, a risk assessment should be completed using guidance from: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892466/How to work safely in care homes v3 15 Jun Head of service will be notified in these circumstances.	1	1	1		Marie Craddock	30.6.20

Staff welfare		<p>Wellbeing support for all staff is in place and also for those that require additional support. Information regarding this can be accessed from Nottingham City Council's intranet. All staff are having regular supervision.</p> <p>There is regular communication via email from Nottingham City Council regarding many connected issues.</p> <p>For staff who have been temporarily redeployed, Crocus managers will keep in regular contact and provide updates on service developments.</p>	1	1	1		Marie Craddock	30.6.20
Young people's welfare		<p>Young people's wellbeing will be monitored and any concerns will be dealt with in the usual way.</p> <p>Resources regarding Covid 19 and the implications of this will be communicated to young people in a way that is relevant and meaningful to their needs.</p>	1	1	1		Marie Craddock	30.6.20

Some training certificates may have expired during the partial closure.	Untrained staff group	<p>Expired group and individual training certificates have been identified.</p> <p>Where refresher training cannot be done – ie Physical Intervention and First Aid training, permissions for extensions have been sought and training will be arranged for the earliest opportunity.</p> <p>Some refresher requalification training may be available via eLearning.</p> <p>Healthcare training will be completed virtually and competency assessments will take place as usual and will need to be well planned that they can take place within timescales.</p>	1	1	1		Marie Craddock	30.6.20
Safeguarding		Any safeguarding issues will be followed up in the usual way.	1	1	1		Marie Craddock	30.6.20
Reviews		This risk assessment will be regularly reviewed in management meetings and the effectiveness of the control measures and plans and changes are made accordingly.	1	1	1		Marie Craddock	30.6.20

(reference websites)		Reference Websites: <ul style="list-style-type: none"> www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak 					Marie Craddock	30.6.20

Use the tab button to add extra rows (each new activity or area of assessment must be on a new row. This will make the assessment easier to view and understand

ASSESSOR (please print):	Marie Craddock	SIGNED:		DATE:	30.6.20				
MANAGER (please print):	Ella Lawrence Cowling	SIGNED:		DATE:	30.6.20				
DATE ACTION TO BE COMPLETED BY:	12.7.20	DATE COMPLETED:							
LINE MANAGER'S COMMENTS / ACTIONS:			IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES		<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO								
<input type="checkbox"/>	<input type="checkbox"/>								

Managers Note. Until this document is signed and dated by the 'Assessor' and 'Manager', it is not compliant with the policies identified within the Corporate Safety Manual

Risk Assessment

This assessment must be completed in line with the requirements identified within the Corporate Safety Manual, *Safety Policy & Arrangements – ‘Risk Assessment’*. The purpose of carrying out risk assessments is to identify those activities where action needs to be taken to improve existing control measures (or introduce new ones) in order to eliminate accidents at work (or as a result of work being carried out on behalf of the City Council) which result in personal injury or ill health. Please note that written assessment of significant risks in the workplace are required by law - ref. the Management of Health and Safety at Work Regulations 1999 (Regulation 3).

There is no need to repeat earlier risk assessments such as manual handling, COSHH, etc., but they should be referred to in this general risk assessment.

Standard Risk Assessment Definitions

- **Activity** - is identified as the type of work being carried out in the working environment. e.g. using a piece of electrical equipment.
- **Hazard** - is the *potential* to cause harm. e.g. an electric shock from using electrical equipment.
- **Control Measures** - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, making sure sockets are not overloaded, arranging for an annual check by a ‘competent’ person (i.e. a qualified electrician) etc. Control Measures include such areas as training supervision, instruction, information, safe systems of work, proper maintenance procedures, as well as physical measures such as guard rails (to prevent falls), barriers (to prevent access to hazardous areas), guarding of machinery, etc.
- **Risk** - is the likelihood that harm will occur, after the control measures have been carried out.
- **Severity (S)** - rated as follows:
 - **MAJOR** i.e. fatality or specified injury as defined by RIDDOR 2013 (e.g. a fracture). = **FACTOR 3**
 - **MODERATE** i.e. ‘over 7 day’ injury - ref. RIDDOR 2013. = **FACTOR 2**
 - **SLIGHT** i.e. injuries where persons may be off work for less than 7 days (or not at all). = **FACTOR 1**
- **Likelihood (L)** - rated as follows:
 - **LIKELY** i.e. could happen anytime. = **FACTOR 3**
 - **POSSIBLE** i.e. might happen sometimes. = **FACTOR 2**
 - **UNLIKELY** i.e. where harm is unlikely to occur. = **FACTOR 1**
- **Risk Rating (RR)** - is a means of ‘measuring’ the risk by multiplying the *severity* by the *likelihood* e.g. a *severity* factor ‘MODERATE’ with a *likelihood* factor ‘POSSIBLE’ would give a risk rating of 2 x 2 which, of course, gives a ‘score’ of 4.
- **Additional Control Measures** – is what further action could be implemented to further mitigate the risk. If an action is identified, who will do this action and the time frame for implementation will also need to be identified.
- **Risk Rating**
 - from 6 - 9 requires **IMMEDIATE** action to achieve a reduction in risk.
 - from 3 - 4 requires action **AS SOON AS POSSIBLE**.
 - from 1 - 2 may be considered acceptable (although action may be possible to reduce the risk even further can be considered).

Advice on carrying out risk assessments is available from Corporate Safety Advice

Simple Risk Matrix			
	Consequences		
Likelihood	Minor	Moderate	Major
Likely	Yellow	Red	Red
Possible	Green	Yellow	Red
Unlikely	Green	Green	Yellow

Risk Treatment Key	
Intolerable Risk Level.	Immediate action required
Tolerable Risk Level.	Risks must be reduced so far as is practicable.
Broadly Acceptable Risk Level.	Monitor and further reduce where practicable.