

Risk Assessment – COVID19

UHI | NORTH HIGHLAND

Reference No: UHINHCRA/UHI NH/001

Curriculum Area/ Department:	All UHI NH sites All staff	Risk Assessors (Name/Position):	Jim Hutton, Safety Officer	Date of Assessment:	19.4.22
Scope of Risk Assessment:	<p>This Risk Assessment (RA) is intended to mitigate general risks related to COVID19 for students and staff engaged in work on UHI NH sites.</p> <p>It must be complied with fully by all students and staff who have been authorised to access UHI NH sites during phases of lockdown (lockdown phases are defined in the latest version of Scottish Government's COVID19 route map¹).</p> <p>Refer to additional COVID19-related RAs for location-specific or activity-specific risks.</p>				
Approved By (Name/Position):		Date Approved/Signature:		Review Date:	
Giles Huby, UHI NH Senior H&S Manager		<i>Signed electronically</i>		19.10.22	

Date Reviewed	Name/Position	Change summary	Version
05 Jun 2020	Giles Huby, Director of ETEC	Initial Issue	1.0
18 Jun 2020	Giles Huby, Director of ETEC	Amends cleaning waste disposal following suspect COVID case; updates wrt reference ¹	1.1
07 Aug 2020	Giles Huby, Director of ETEC	Students added to scope; reference ¹ updated; general updates due to Phase 3 context; duplicated content removed	1.2
25 Aug 2020	Giles Huby, Director of ETEC	Amends details of signing in/out, hand washing, equipment cleaning details in break and workshop areas; and face coverings, following SG schools' guidance update	1.3
02 Sep 2020	Giles Huby, Director of ETEC	Face coverings details updated following updated SG guidance	1.4
28 Sep 2020	Giles Huby, Director of ETEC	Amended vs updated SG guidance on car sharing, individual Risk Assessments, Protect Scotland app; and site access details	1.5
30 Nov 2020	Giles Huby, Director of ETEC	Sect 1 updated to include Test & Trace contact	1.6
22 Mar 2021	Giles Huby, Director of EBE	Sect 4 updated with respect to school senior phase pupils	1.7

¹ <https://www.gov.scot/publications/covid-19-framework-decision-making-scotlands-route-map-through-out-crisis-phase-3-update-30th-july-2020/pages/3/>

6 May 2021	Jim Hutton Health and Safety Officer	Sect 4 updated with respect to senior phase pupils	
21 July 2021	Jim Hutton Health and Safety Officer	Sect 1 updated to include Information on voluntary LFD testing. All references to 2m social distancing changed to 1m Section 3 wording changed from essential to necessary	1.9
16 Aug 2021	Jim Hutton Health and Safety Officer	Sect 1 updated to reflect change in guidance for higher risk employees. Vaccination recommendation from public health Scotland and college promotion of the programme added LFD testing twice weekly recommendation from public health Scotland and college promotion of the programme added Sect 2 updated to reflect the need to purge ventilate college vehicles after use. Sect 6 Ventilation requirement for all staff to watch the HSE video on ventilation and actions required by them. Ventilation requirement for all staff to read HSE guidance information and actions required by them. CO2 monitor usage and the action required by whoever is in control of the room/space. Sect 7 Change to allow break areas to be used provided all covid restrictions are followed Change to allow event refreshments provided all covid restriction measures are followed. Change to allow communal tea/coffee serving provided all covid restriction measures are followed. Change to allow refreshment provision to 3 rd party permitted visitors provided all covid restriction measures are followed.	1.10
23 Aug 2021	Jim Hutton Health and Safety Officer	Sect 4 Change to School Groups School bubbles no longer required,, 1metre distancing, face coverigns to be wom at all times.seating plans to allow track and trace,	1.11
25Aug 2021	Giles Huby Director of EBE	Sect 3 Removal of restriction on 3 rd party visitors Sect 4 Changes to mandatory Face Coverings Information	1.12
1 Sep 2021	Jim Hutton Health and Safety Officer	Sect 4 changes to mandatory face coverings information	1.13
21 st Sept	Jim Hutton Health and Safety Officer	Sect 4 changes to mandatory face covering information and SG change to workplace and defined list settings	1.14
22 nd Dec 2021	Jim Hutton Health and Safety Officer	Changes to layout to improve flow of the RA. Section one Work from home unless attendance is essential Section One Link to current Public Health so check advice on current household isolation	1.15
9 th March 2022	Jim Hutton Health and Safety Officer	Section 1 Self isolation information updated. Section 3 Addition of QR codes and forms for recording test and protect information for members of the public accessing Hair and Beauty, Refectory and Restaurants	1.16
21 st March 2022	Jim Hutton Health and Safety Officer	Major Change in line with SG change from taking actions to suppress the virus to managing the virus transmission and impact with a move from Covid Regulations to Covid Advice in effect from 21 st March 2022. Deployment of Covid measures now based on Scot Gov threat assessment.3 levels LOW-MEDIUM HIGH. Introduction of monitoring the threat assessment and reacting with appropriate measures. Current assessment (21 st March 2022) for NHC areas is MEDIUM based on HIGH number of positive cases with LOW Disease impact.	1.17

19 th April 2022	Jim Hutton Health and Safety Officer	Major change in line with SG removing legal requirements for face coverings.	

Hazard		Initial Risk			Controls	Residual Risk		
Hazard Description	People at risk	Severity	Likelihood	Risk Rating	Describe fully all controls applicable. If a control can only be verified by documentation, then it must be available. All controls must be valid in that they reduce severity, likelihood or both.	Severity	Likelihood	Risk Rating
14th April 2022 CURRENT THREAT ASSESSMENT BASED ON MEDIUM INCIDENTS OF POSITIVE CASES IN OVERALL UHI NH AREA AND LOW DISEASE IMPACT We are currently at MEDIUM RISK on Scot Gov Threat Assessment Matrix The Assessment below is based on this level of threat								
1. Before visiting any UHI NH site								
COVID19 transmission	Students, Staff, Contractors	5	4	20	<p>Controls Prior to Attending UHI NH</p> <p>VACCINATION</p> <p>Get Vaccinated (voluntary)</p> <p>Vaccination is promoted by UHI North Highland though website and communications to students and staff. Current Public Health information recommends that all staff and students take up the opportunity to receive the recommended doses of the Coronavirus vaccination and booster .</p> <p>TESTING (voluntary)</p> <p>It is recommended that voluntary LFD (Lateral Flow Device) Testing is carried out Twice weekly or immediately prior to anyone attending UHI North Highland site. Do not attend if test indicates a positive result.</p> <ul style="list-style-type: none"> • LFD test kits are available from UHI North Highland <p>SELF ISOLATE WHEN REQUIRED</p> <p>Do not visit any UHI North Highland site if:</p> <ul style="list-style-type: none"> • You or anyone in your household displays any COVID19 symptoms (as per latest NHS Scotland guidance). Follow NHS Self Isolation Explainer • If you are an identified Close Contact AND the latest guidance at NHS INFORM states that you should self-isolate. 	3	3	9

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					<ul style="list-style-type: none"> You have been contacted by NHS Scotland's Test & Protect organisation as a close contact of someone who has the virus² AND you have been told by Test and Protect to self-isolate. <p>From 1st May 2022 General public health information is that anyone who is unwell should stay at home.</p> <p>HYBRID WORKING</p> <ul style="list-style-type: none"> Staff can work from home, <u>except</u> where attendance is essential for practical work or for essential UHI NH related work that must be carried out on site. Staff should agree any hybrid working arrangements with their line manager. Students should attend campus as directed by their PAT UHI North Highland contact should define and agree Contractor's attendance and any conditions of attendance with the contractors. 			
		5	4	20	<p>People on the Highest Risk List</p> <p>Scottish Government advice is that people on the Highest Risk List can continue to follow the same advice as the rest of the population, unless your GP or clinician advises otherwise.</p> <ul style="list-style-type: none"> Consider the Scottish Government Advice for People on the Highest Risk List and adopt the safety steps you can take for yourself listed there. Discuss any additional risk mitigations that may need to be implemented when you return to work with your line manager/PAT <u>before</u> you visit the site. 	3	4	12

² [Coronavirus \(COVID-19\): Test and Protect information leaflet - gov.scot \(www.gov.scot\)](https://www.gov.scot/topics/health/coronavirus-covid-19/test-and-protect)

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2. Travel to/from UHI NH sites (Residual risk ratings based on controls in section one being completed)								
COVID19 transmission	Students, Staff, Contractors	5	4	20	<p>Controls Prior to Attending UHI NH -TRAVEL</p> <p>When car sharing to and from UHI NH</p> <ul style="list-style-type: none"> ○ Do not car share if you have covid symptoms or feel unwell or test positive for covid; ○ maintain good ventilation by keeping the car windows open; ○ clean your hands before and after your journey; ○ if the vehicle is your responsibility, clean the door handles and other areas that people touch; <ul style="list-style-type: none"> • Dedicated school transport should have all touch points cleaned and sanitised prior to being put in service and be well ventilated when transporting students to UHI NH sites. • See separate RA for use of UHI NH vehicles. 	3	3	9
3. Entering and Leaving an UHI NH Site (Residual risk ratings based on controls in section one being completed)								
COVID19 transmission Chemicals (alcohol-based hand sanitiser)	Students, Staff, Contractors	5	4	20	<ul style="list-style-type: none"> • COVID-19 site controls must be notified to all returning students and staff. • Anybody visiting site will be informed that they are not to enter if they're experiencing COVID 19 symptoms and will be advised to self-isolate in line with government recommendations • No entry shall be permitted to anyone displaying COVID19 symptoms. 	3	3	9

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					<ul style="list-style-type: none"> • Test and protect general contact tracing ends 30th April <p>You must observe all safety notices on site regarding all COVID19 precautions.</p> <p>Face Coverings:</p> <p>Wearing of Face Coverings is not mandatory.</p> <p>UHI North Highland encourages voluntary wearing of face coverings</p> <ul style="list-style-type: none"> ○ disposable face coverings must be disposed of safely and hygienically. Staff and students should place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be. <p>HYGIENE</p> <ul style="list-style-type: none"> • Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate. • Hand washing with soap and water is the preferred method whenever possible. Hand sanitiser should not be used as a quick alternative to correct hand washing with soap and water if the latter is readily to hand. • Hand sanitiser pump action containers available in multiple work areas of UHI NH buildings and especially on main travel routes through the building/site including access and egress areas. Refer to COSHH assessments for alcohol-based hand sanitiser • Alcohol wipes and sanitiser is made available in all rooms <p>The following hygiene measures must be observed by all:</p> <ul style="list-style-type: none"> • Use gel/sanitiser on entry to the building and at regular intervals. 			

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				16	<ul style="list-style-type: none"> Avoiding touching eyes, nose and mouth Wash hands frequently, with soap and water for at least 20 seconds Cover your cough or sneeze with a tissue and throw it away in a bin and wash your hands. Self-cleaning of equipment by staff and students Visitors should attend reception. Host should meet them and induct them to the building and include sharing covid information. Contractors should attend the Estate Team office – the location will be notified to contractors pre attendance. Contractors will be inducted to building on arrival, including sharing covid information. Permitted visitors and contractors confined to defined areas and no unnecessary movements around the building allowed. 			
4. Congestion on site (Residual risk ratings based on controls in section one being completed)								
COVID19 transmission Chemicals (alcohol-based hand sanitiser)	Students, Staff, Contractors	5	4	16	<ul style="list-style-type: none"> Hybrid working reduces the number of staff on site. Blended learning, where appropriate, reduces the number of students on site. Congestion avoided by staggering start/finish times and break/lunchtimes. Maximise use of Teams for meetings. Where meetings are face-to-face, they should be held in a well-ventilated space. 	3	3	9

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					<ul style="list-style-type: none"> Active congestion monitoring to be carried by all staff and any events of congestion to be reported via Riskex so that focussed action can be taken. Pupils/students to sit side by side where possible as opposed to face to face. Maximisation of ventilation within all spaces. Tea/Coffee refreshments may be served to 3rd party visitors if hygiene standards are observed, and disposable cups are used. Refreshments may be served at meetings/events if social distancing and hygiene standards are observed, and disposable cups are used. 			
Stress	Students & Staff	4	4	16	<ul style="list-style-type: none"> Regular communication is in place (individual and group) to ensure staff are fully informed of how and when to return to work safely. All to be made aware of supportive mechanisms available to them (e.g., counselling, occupational health, HR, etc) through line managers. Workplace/controls put in place to reduce risk of transmission of COVID19 are documented in procedures and policies and disseminated to employees through line managers and HR. Where stress risk assessments are already in place these must be reviewed and updated subject to the significance of new working arrangements. Line managers are aware of how changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing. Managers to hold regular informal discussions with their team and look at ways to reduce causes of stress. 	4	3	12

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					<ul style="list-style-type: none"> Concerns on workload issues or support should be escalated to line manager. Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs 			
5. Incident Responses (Residual risk ratings based on controls in section one being completed)								
COVID19 transmission	Students, Staff, Contractors	5	4	20	Response to suspected COVID19 infection <ul style="list-style-type: none"> Refer out to separate UHI NH positive case procedure, which is applicable in all instances where someone: <ul style="list-style-type: none"> Becomes unwell with COVID19 symptoms, irrespective of location. Needs to self-isolate because they have been traced as a close contact. 	3	3	9
		4	4	16	Response to Fire Alarms <ul style="list-style-type: none"> If the Fire Alarm sounds (and it is not a scheduled Fire Alarm test) then the building should be evacuated in accordance with the Emergency Fire Action Plan. Everyone should endeavour to be aware of any persons who may be distance aware and provide a suitable distance between them . When at the Fire Assembly Point everyone should endeavour to be aware of any persons who may be distance aware and provide a suitable distance between them and this shall be supervised by the Fire Warden. 	3	3	9
		5	4	20	First Aid Provision <ul style="list-style-type: none"> FA bag contents include additional sanitiser wipes and PPE for the First Aider. 	3	3	9

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					<ul style="list-style-type: none"> For minor injuries, First Aider can verbally instruct the injured party to apply treatment (under their supervision) Whenever practicable a first aider may apply distancing in situations where they need to support a casualty to provide appropriate emergency first aid. See separate Risk Assessment for those FA circumstances when 1m distancing cannot be maintained. 			
6. Offices & Classrooms (Residual risk ratings based on controls in section one being completed)								
COVID19 transmission	Students, Staff, Contractors	4	4	16	<p>Ensure all spaces are well ventilated,</p> <p>All Staff should view the HSE video on ventilation to ensure they understand ventilation requirements and the actions they need to carry out.</p> <p>All staff should read the ventilation information HSE have issued.</p> <p>Doors and windows to be opened at daily start times and wedged open where practical in order to increase ventilation. [If windows' state of repair means they cannot be opened, immediately report on Unidesk]. Note that:</p> <ul style="list-style-type: none"> Fire Doors must NOT be wedged open. The Emergency Fire Action Plan asks people to close internal doors on the exit route whilst leaving the building if it is safe to do so. <ul style="list-style-type: none"> CO2 monitors are in some spaces. These give a visual indication of CO2 levels in the room. All Staff should familiarise themselves with the monitors and act to further increase ventilation in the space, by further opening window and doors if the indicator shows YELLOW. If indicator shows RED and the alarm sounds, 	3	3	9

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					then purge ventilation should take place to replace the air in the room. <i>It should be noted that CO2 monitors cannot monitor levels of virus, but by monitoring levels of CO2, these can be used as a proxy measure.</i>			
7. Canteen & Break Areas (Residual risk ratings based on controls in section one being completed)								
COVID19 transmission Chemicals (alcohol-based hand sanitiser)	Students, Staff, Contractors	4	4	16	<ul style="list-style-type: none"> Break areas can be used with hygiene standards in place. All to take food and drinks for their consumption only and using own plates and mugs etc. Communal coffee/tea can be used with hygiene standards in place. Wash/sanitise hands immediately before and after touching kettles, microwaves and other kitchen equipment and clean these items down after use with wipes. Immediately after using tables, chairs, equipment ,etc users shall clean the touched surfaces afterwards with wipes. Staggered tea breaks to minimise people in area . All to wash and dry their hands more routinely (20 second rule). Newspapers are not to be taken into work. Active monitoring to be carried out at regular intervals by all staff. 	3	3	9
8. Toilets (Residual risk ratings based on controls in section one being completed)								

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COVID19 transmission Chemicals (alcohol-based hand sanitiser)	Students, Staff, Contractors	4	4	16	<ul style="list-style-type: none"> Observe the number of persons in a toilet and wait outside of the room if it appears congested. Observe the 20 second rule for hand washing after using the toilet. Close toilet lids before flushing, to prevent droplet transmission. 	3	2	9
10. Use of Work Equipment (Residual risk ratings based on controls in section one being completed)								
COVID19 transmission Chemicals (alcohol-based hand sanitiser)	Students, Staff, Contractors	4	4	16	<ul style="list-style-type: none"> In every possible circumstance allocate equipment/tools to specific individuals to minimise sharing. Wash/sanitise hands immediately after using any multi-user equipment or provide and use disposable gloves where this is more suitable. Teaching staff shall ensure that all tools/equipment /surfaces used during a lesson and/or for the day are cleaned at the end by all students involved with disposable wipes before someone else might use them. Teaching staff should end lessons 5 minutes early to provide time for supervised self-cleaning.. Alcohol based hand sanitiser and wipes available for use. Refer to COSHH assessments for alcohol-based hand sanitiser. 	3	3	9
Electricity/mains voltage when using portable electrical equipment	Students, Staff, Contractors	4	2	8	<ul style="list-style-type: none"> Before using a portable appliance for the first time: <ul style="list-style-type: none"> Carry out a pre-use check. This is a visual inspection of the entire device and its power lead, checking for damage, burning or loss external/internal parts. 	4	1	4

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					<ul style="list-style-type: none"> If in any doubt about the item do not use it, segregate it so others cannot use it, and contact the Estates team straight away. 			
11. Cleaning (Residual risk ratings based on controls in section one being completed)								
COVID19 transmission Chemicals (cleaning materials)		5	4	20	Cleaning of potentially contaminated areas following a suspected case of COVID19 in someone working onsite <ul style="list-style-type: none"> Consult the latest national guidance at https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Ensure sufficient PPE (disposable gloves and aprons) are used Ensure area is isolated from general use Provide sufficient and effective detergent, disinfectant, disposable cloths and mops for use in cleaning and disinfecting affected areas Dispose of contaminated cleaning materials, PPE and infected items securely within disposable bags. When full, the plastic bag should then be placed in a second bin bag and tied. These bags should be stored for 72 hours before being put out for collection. 	3	3	9
COVID19 transmission Chemicals (cleaning materials)	Students, Staff, Contractors	4	5	20	Routine cleaning <ul style="list-style-type: none"> All staff are requested to conduct regular and appropriate cleaning measures in their own working areas: all hand contact points cleaned (including door handles, light switches, furniture, handrails, IT equipment, desks, phones, taps, dispensers, food preparation areas). Appropriate cleaning products are 	3	3	9

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					<p>provided, so that staff can frequently clean their workstations during the day.</p> <ul style="list-style-type: none"> • All staff are requested to turn the room used sign on the door from green to red when a room has been used ,to alert the cleaning team that the room requires cleaning. • Cleaners to carry out cleaning regime (specific focus on common area touchpoints, door handles, stair handrails, washing facilities, restrooms etc.) • Everyone shall, wash and dry their hands more routinely (20 second rule): <ul style="list-style-type: none"> ○ Before any eating or drinking ○ After using the toilet ○ After using a disposable tissue ○ When you start and when you finish your shift ○ Keep your hands away from your face to prevent risk of transmission (i.e., your eyes and mouth). • Alcohol based hand sanitising/moisturising available for use. Refer to COSHH assessments for alcohol-based hand sanitiser. • Persons undertaking the cleaning instructed with clear safe usage instructions: <ul style="list-style-type: none"> ○ The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use ○ Correct PPE is provided for the use of cleaning materials ○ Waste bins lined with a plastic bag so that they can be emptied without contacting the contents. 			

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					<ul style="list-style-type: none"> Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing. 			
Covid Outbreak	Students, Staff, Contractors	5	4	20	<p>Regularly monitor campus communities and assess Covid Threat Level and apply appropriate measures .</p> <p>Regularly review SG advice on Covid Threat Levels and Outbreak Management and follow the guidance.</p>	3	3	9

Assign values for the hazard severity (a) and likelihood of occurrence (b) (considering the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band.

Hazard Severity (a)	Likelihood of Occurrence (b)
1 – Trivial (e.g., discomfort, slight bruising, self-help recovery)	1 – Rare (almost never)
2 – Minor (e.g., small cut, abrasion, basic first aid need)	2 – Unlikely (occurs rarely)
3 – Moderate (e.g., strain, sprain, incapacitation > 3 days)	3 – Possible (could occur, but uncommon)
4 – Major (e.g., fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely (recurrent but not frequent)
5 – Fatal (single or multiple)	5 – Very likely (occurs frequently)

CONSEQUENCE	LIKELIHOOD				
	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Very Likely (5)
Fatal (5)	5	10	15	20	25
Major (4)	4	8	12	16	20
Moderate (3)	3	6	9	12	15
Minor (2)	2	4	6	8	10
Trivial (1)	1	2	3	4	5

The risk rating (high, medium or low) indicates the level of response required to be taken.

Rating Bands (a x b)		
Low Risk (1 to 8)	Medium Risk (9 to 12)	High Risk (15 to 25)
Trivial to Tolerable	Moderate to Substantial	Intolerable
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	STOP THE ACTIVITY Identify new controls. Activity must not proceed until risks are reduced to a low or medium level