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| **Risk Assessment** |
| **Risk Assessment for the activity of**required | **SUSO in person activity – member auditions, weekly rehearsals, recordings and livestreamed performances** | **Date**required | Auditions – 10, 11, 12th October Weekly rehearsals – every Friday evening 4-6pm in term time |
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|  |  |  |  |
|  | **Name** | **Role** | **Experience/Qualification** |
| **Club or Society Representative**required | Joe Stick | President, H&S Rep | **N/A** |
| **Qualified/Experienced Individual\***required |  |  |  |

\* This can be a representative of an NGB, Partner Organisation or individual with relevant experience/qualification. Where an external individual is not available/appropriate a second sign-off within the Club or Society is acceptable where experience can be referenced.

**COVID-19: Advice, guidance and Risk Assessment for Clubs and Societies**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Please see below for a checklist guidance to help Clubs, Societies and students to understand how to participate to activities safely during the coronavirus pandemic.

Covid-19 Activities Check List for Clubs and Societies:

☐ *Read the latest Government updates and guidelines*

☐ *Appoint a lead on health and safety within your committee (This person needs to complete Health & Safety online training, the Risk Assessment completion training and be updated on the latest COVID-19 overview/guidance)*

☐ *Review and update existing Risk Assessments to include COVID-19 risk management or review and submit and additional COVID-19 Risk Assessment covering additional risks*

☐ *Share the results of the risk assessment with your members and on your website and Groups Hub, this has to be available for download.*

☐ *Check in advance if the facilities you want to use have reopened and their guidance for returning to activity*

☐*Register any activities that your club is planning to organise on SUSU website at least 5 working days before the activity will take place*

☐ *Check the RA of any venue/location or facility where the Club or Society intend to hold the event and share guidance with members*

☐ *The activity can go ahead once you have received the confirmation from SUSU staff.*

As a SUSU affiliated Club or Society, you must protect people from harm. This includes taking reasonable steps to protect your members and others from coronavirus. This risk assessment will help you manage risk and protect people. In this Risk Assessment we expect you to:

* Identify what activity or situations might cause transmission of the virus;
* Think about who could be at risk
* Decide how likely it is that someone could be exposed
* Act to remove the activity or situation, or if this isn’t possible, control the risk.
* This is a draft copy of a generic Risk Assessment for dealing with the current Covid-19 situation. It is not likely to cover all scenarios and each Club or Society should consider their own unique circumstances.

| **Hazard** | **Action** | **Who might be harmed****(user; those nearby; those in the vicinity; members of the public)** | **Inherent** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Covid-19 | 1. Hand washing, Cleaning and Sanitising | * All society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity: hired extra musicians where required
 | 1 | 5 | 5 | * Hand sanitiser provided by the SU made available in the plant pot
* Enforce all members of the society and people present at SUJO in-person activity to use hand sanitizer at arrival and exit of the venue. This will be facilitated by a member of committee who is present at the entrance and exit when necessary i.e. when people arrive and depart
* Frequently cleaning and disinfecting objects and surfaces that are touched regularly – hourly cleaning of common contact points such as door handles and light switches, this will be completed by a committee member
* Ensuring the one way system out in place by the SU is followed
* Inform and provide guidance for all members regarding hand washing, cleaning and sanitization
 | 1 | 3 | 3 | No further action or control measures required |
| Covid-19 | 2. Social Distancing | * Society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity: hired extra musicians where required
 | 2 | 5 | 10 | * Social Distancing - Reducing the number of persons in any activity area to comply with the 2-metre gap recommended by the Public Health Agency
* <https://www.publichealth.hscni.net/news/covid-19-coronavirus>
* <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>

  | 2 | 3 | 6 | * Remind and inform members and visitors of social distancing guidance
* Avoiding sharing workstations and equipment
* Following the in place one way system in the Plant Pot
* Organise seating plan to ensure members are separated by at least 2m. (3m in sections of wind instruments)
* Prevent movement of society members and people present at society activity from their assigned seat to ensure social distancing is maintained. SUJO members will only allowed to be permitted to move from their seat and around the plant pot if they need to use toilet facilities.
 |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | * Society members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions

Anyone else who physically comes in contact with you in relation to your activity: hired conductors and extra musicians where required | 3 | 5 | 15 | * People should keep a distance of "one metre plus" this means staying a minimum of one metre apart, while observing precautions to reduce the risk of transmission.
 | 2 | 5 | 10 | * Where it’s not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by: wearing a face mask when subject to less than a 2m distance.
* Keeping the activity time involved as short as possible
* Using back-to-back or side-to-side sitting whenever possible, and where this is not possible ensure face coverings are worn and a distance of 2m between people is maintained.
* Staggering arrival and departure times – inform and ensure all members not to congregate and interact on arrival and departure in groups larger than 6. Assign a committee member to enforce and facilitate this outside the venue
* Dismiss members of SUJO at the end of society activity by their bubbles of 6 people to prevent congregation of students within the venue during departure
* Ensure all members of SUJO follow the one way system put in place by the SU when entering and leaving the venue
* Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ – create and allocate section bubbles of 6 people.
* Making a seating plan and preventing any interaction outside of these bubbles.
 |
| Covid-19 | 4. Movement around Buildings | * All society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions

Anyone else who physically comes in contact with you in relation to your activity: hired extra musicians where required | 3 | 5 | 15 | * Reducing movement by discouraging non-essential trips within buildings and sites.
* Reducing task rotation and equipment rotation, for example, single tasks for the activity.
* Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing.
 | 2 | 3 | 6 | * Only allowing members of the society to use the toilet facilities in the SU when rehearsing
* Members will be encouraged to bring water with them from home as they will not be allowed to use other facilities.
* Ensure members do not use lifts within the buildings unless they are incapable of using stairs due to health-related reasons.
* Inform and ensure all members of SUJO follow the correct movement guidelines provided for the venue
* During rest breaks, members will not be allowed to move from their seat unless they need to go to the toilet.
* Reduce capacity to venue capacity or lower as stipulated by the venue risk assessment and social distancing guidelines, to reduce the number of people in attendance in the site.
* When setting up, ensure musicians are only in contact with the equipment they will be using in the rehearsal
* If instruments are shared such as percussion and amps, SUJO will prevent members from using equipment (instruments) that they have not been assigned to use.
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| Covid-19 | 5. Explain the changes you are planning to make your activity safe | * All society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions

Anyone else who physically comes in contact with you in relation to your activity: hired extra musicians where required | 3 | 5 | 15 | * Ensure the RA is uploaded on Groups Hub and request our members download and read it.
* Ensure every activity starts with a reminder of key COVID-19 precautions and how to maintain them.
* Ensure participants are aware of the consequences of not complying with guidance.
* Update RA in accordance with the union’s guidelines

  | 1 | 5 | 5 | * Members that do not comply with the covid-19 guidance will receive a warning. They will be made aware of the risks and consequences of their actions for all individual members and the society as a whole.
* If they repeat offend, they will be asked to not take part in any activity, and we will raise the issue with SUSU for further support.
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| Covid-19 | 6. Protecting people who are at higher risk  | * All society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity: hired extra musicians where required
 | 4 | 5 | 20 | * Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category.
* Planning for people who are unable to engage in person
* Provide meaningful alternative activity for those who are shielding
* Helping members at increased risk to engage from home, either in their current role or an alternative role
* Planning for members who need to self-isolate.
 | 2 | 5 | 10 | * Provide members who are at risk with online facilities to join rehearsal, practise and audition activity virtually and from home.
* Set up Microsoft teams calls for people to connect virtually without having to come to in-person activity and hence putting themselves at risk.
* Encourage those at high risk to join online rather than coming to in person activity.
 |
| Covid-19 | 7. Symptoms of Covid-19  | * All society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity: hired extra musicians where required
 | 4 | 5 | 20 | * If member becomes unwell with a new continuous cough or high temperature, they will be sent home and advised to follow the stay at home guidance. **They will not be permitted to take part in SUJO society activity until they have taken a COVID test with negative results and/or have self-isolated for at least 14 days.**
* Committee Members will maintain regular contact with members during this time.
* If advised that a member has developed Covid-19 and that they were recently in contact with member, the SUJO committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/>
 | 2 | 5 | 10 | * Planning for people who are unable to engage in person
* Provide meaningful alternative activity for those who have someone shielding in their household
* Helping members at increased risk to engage from home, either in their current role or an alternative role
* Offering people the safest available roles in an activity.
* Planning for members who need to self-isolate.
* Provide members who are at risk with online facilities to join rehearsal, practise and audition activity virtually and from home.
* Set up Microsoft teams calls for people to connect virtually without having to come to in-person activity and hence putting themselves at risk.
* If any member does not feel well or is showing any symptoms of sickness they will not be permitted to attend any in-person SUSO activity - they will engage with society activity virtually in an online environment as described.
 |
| Covid-19 | 8. Face coverings  | * All society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity: hired extra musicians where required
 | 4 | 5 | 20 | * Follow Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours
* Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-
	+ Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.
	+ Wearers must be clean shaven.
* SUJO activity does not require full medical PPE to be worn.
* Members must follow government guidance on face coverings.
 | 3 | 5 | 15 | * Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.
* Face coverings have to be worn by all SUJO members whilst within the venue including whilst undertaking society activity such as auditions, rehearsals, recordings, performances and any other society activity. They may not be removed unless given permission. It is vital no members remove their face covering as there is increased aerosol dispersal due to wind and brass instrument playing.
* Instrumentalists who do not need to blow an instrument will have to wear a facemask at all times
* Wind and Brass players may remove their face covering once seated and ready to play their instrument (this is required as they cannot play their instrument with a face covering on). During rest breaks and non-performing arts activity these players must place their masks back on.
* Members that are given permission to remove their masks must sanitise their hands before removing their masks AND must sanitise before placing their mask back on. This is to reduce the effects of transmission by touch.
* The conductor/musical director/ assistant musical director will have to wear either a visor or face covering whilst working with the band.
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| Covid-19 |  9. Mental Health   | * All SUJO Members
 | 3 | 5 | 15 | * SUJO Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer support through training such as WIDE
* Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services
* A no discrimination policy in place at SUJO
 | 2 | 4 | 8 | * Regular communication of mental health information and SUSU policies for those who need additional support.
* Committee will inform all members regularly about the services provided by the university for mental health support and will promote mental health and wellbeing awareness.
* Committee members to periodically contact all SUJO members to check-up on their mental health – this is to ensure inclusivity of all members, creating a welcoming and friendly community.
* Committee members will contact freshers and self-isolating or quarantined members more regularly (at least once a fortnight) to support those who are at more risk of suffering from poor mental health.
* Committee members who will be checking on all SUJO members will be WIDE trained and will not conduct any therapy or give personal assistance but will simply act as someone who can listen and point members to official student help services.
 |
| Covid-19 | 10. In person activity | * All society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions

Anyone else who physically comes in contact with you in relation to your activity: hired extra musicians where required | 4 | 5 | 20 | * Ensure regular review of Government guidelines before engaging in physical activities – the government guidance concerning performing arts will be checked weekly using the following: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>
 | 3 | 5 | 15 | * SUJO Committee will provide all members with government and university guidance concerning COVID-19
* Performing arts in-person activity is currently exempt from the 6-person rule as stipulated by the following: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>
* The President of SUJO and supporting committee members will regularly review the government and university guidelines to ensure SUJO are safely and legally conducting activity under all the regulation and restrictions imposed.
 |
| Covid-19 | 11. Travelling to and from in person activity | * All society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity: hired extra musicians where required
 | 4 | 5 | 20 | * You can travel for in person activity. Ideally use your nearest, local appropriate venue to reduce pressure on transport infrastructure. In this case the University of Southampton’s Students Union
* You shouldn’t travel with someone from outside your household unless you can practise social distancing - for example by cycling. It is not possible to practice effective social distancing in small vehicles. You should consider all other forms of transport before using public transport.
 | 3 | 5 | 15 | * SUJO will conduct all society activity on campus or in a local venue where possible to ensure travel by members is minimised. Most members will travel by foot to SUJO in person activity.
* Committee will advise and inform all members to travel safely and practise effective social distancing whilst travelling.
* Venues selected for off-campus activity will be decided to be as local and as close as possible to as many members where this is easily possible.
* Members will be encouraged not to travel together (especially in cars) unless they are part of the same household.
 |
| Covid-19 | 12. Sharing equipment and instruments | * All society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity: hired extra musicians where required
 | 4 | 5 | 20 | * We expect you to follow sensible precautions and clean in between users, and to follow [COVID-19 Secure guidelines](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIn_XC1OTe6QIVCLLtCh19cABWEAAYASAAEgJJO_D_BwE)
 | 3 | 5 | 15 | * Sharing of sheet music between members of the band is prohibited.
* Members are not allowed to use the same sheet music in rehearsals, performances, or to practise personally. Each member will be given individual music scores for their part for them to use and write notes on.
* Music will be distributed electronically where possible, for members to either print for themselves or to use via their personally owned electronic device such as an iPad or tablet device.
* If music cannot be distributed electronically, the Musical Director (MD) (or person in charge of music) is to distribute music in person with the following measures:
	1. MD has to handle music with sterile gloves and wear a face covering
	2. MD to prepare sterilised airtight folders. These folders will be individually sterilised, cleaned and isolated for at least 72 hours previously.
	3. MD to place music into prepared folders and isolate the folders containing the music for 72 hours.
	4. MD to sterilise outside of the folders and place on relevant member’s chair at the first rehearsal before members arrive.
	5. Upon members returning music to the MD at the end of the term, the librarian will sterilise the outside of the folders and wear a face covering and sterile gloves when handling the music before returning it to the provider.
* Sharing of stands and equipment (such as stationary) is prohibited. No members are allowed to use the same stand in rehearsals or performances. All members must bring their OWN stand and equipment to rehearsals and performances.
* Equipment that has to be shared such as the conductor’s stand, podium and chairs will be sterilised and cleaned before and after use.
* Where members are borrowing an instrument, they must have sole use of it. Percussion players must bring their own beaters, and all shared percussion instruments will be cleaned and sterilised in-between users.
 |
| Covid-19 | 13. Rest breaks in groups of 6 | * All society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity: hired extra musicians where required
 | 4 | 5 | 20 | * Members of SUJO will follow the government guidance concerning the 6-person rule as stipulated in the following: <https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>
* SUJO, which is a non-professional performing arts group, hence is currently exempt from the 6-person restriction imposed on the UK. However, in rest breaks we are not conducting any performing arts activity and will therefore follow and maintain the guidance and restrictions concerning socialising.
* During breaks, all members will wear their face coverings and be assigned into bubbles of groups of 6.
* Rest breaks have to be conducted to ensure no over working of the members of SUJO causing health problems.
 | 3 | 5 | 15 | * Members of the band will not be allowed to move from their seats during the breaks to maintain social distancing. Members will be allowed to stand up from their seats however are not permitted to walk around.
* Bubble groups of 6 will be allocated according to where people sit on the orchestra seating arrangement. (these bubble groups will typically be within sections such as 1st Violins for example).
* Members will only be allowed to move from the seats to go to the toilet.
* Conductorencouraged to move into larger/outdoor spaces with increased ventilation during scheduled breaks.
 |
| Covid-19 | 14. Ventilation | * All society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity: hired extra musicians where required
 | 3 | 5 | 15 | * The University’s Estates and Facilities team have completed a check of the ventilation in all spaces on campus being considered for music activity
* Access to any spaces deemed unsuitable will be restricted
 | 2 | 5 | 10 | * Due to increased aerosol dispersal as a result of wind and brass players, there should be increased ventilation where possible.
* Windows should be kept open where possible to increase ventilation – this is also to help with prolonged periods with a mask on.
* The number of attendees at a society activity should be reduced where possible to reduce the chance of transmission as a result of aerosol dispersion.
* The venue should be ventilated for at least an hour after use by wind and brass players where possible.
* When conducting rehearsals off campus ensure the venue has necessary ventilation.
 |
| Covid-19 | 15. Music performance specific risks associated with wind and brass players  | * All society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity: hired extra musicians where required
 | 4 | 5 | 20 | * 3m minimum social distancing maintained at all times.
* Alternative positioning other than face-to-face to be considered where possible.
* Use of larger (to accommodate 3m distance as a minimum) and well-ventilated spaces.
* Newspaper, paper towels (or anti-bacterial paper) or pots containing detergent should be provided by students for venting of water from keys/instruments, which should be disposed by the musicians themselves.
 | 2 | 5 | 10 | * Windows, where available, shall remain open at all times, weather permitting.
* Where a space that allows greater distance than 3m and/or has windows is available, it shall be prioritised for activities with these musicians.
* SUSO to open the doors (where fire safety allows) to improve ventilation.
* Move all activity online if necessary/advice suggests, following government and university guidance.
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| Covid-19 | 16. Music performance specific risks associated with keyboard musicians | * All society Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity: hired extra musicians where required
 | 3 | 5 | 15 | * Alternative positioning other than face-to-face to be considered where possible.
* 2m minimum social distancing maintained at all times
* All members or musicians who take part in SUSO who play a keyboard instrument to wear face coverings unless exempt, for “audience-facing” performances or where 2m+ social distancing is in place and perpex screens are provided
* Musiciansshall sanitise hands before and after their use of the instrument.
* Musicians shall wipe clean the keyboard and music rest before and after their use of the instrument.
* Instruments shall not be shared by multiple musicians within each society activity sessions where possible
* Instruments and equipment, where possible, are to be quarantined for 4 days after use at SUJO.
 | 2 | 5 | 10 | * Keyboard instruments that can be used by multiple people are to be correctly and regularly cleaned
* Move all activity online if necessary/advice suggests, following government and university guidance
* Any changes to government guidance surrounding performance arts, both in professional and higher education contexts, shall be followed.
* Instruments may be hired where guidelines and risk assessments provided by instrument providers are followed and correct cleaning procedures are followed
 |
| Covid-19 | 17. Training on cleaning instruments before and after use | * Damage to parts / faster wear and tear
* Cost implications for SUJO if amps, keyboards and drum kits are damaged

Loss of member experience | 4 | 2 | 8 | * All equipment affected by the need for cleaning shall be considered and advice sought from external sources as appropriate

Any cleaning guidelines determined shall be shared with relevant musicians | 2 | 2 | 4 | No further action or control measures required |
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| ***PART B – Action Plan*** |
| **Risk Assessment Action Plan** |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
| 1 | Point members in direction of hand sanitiser in Plant Pot | Joseph Stick | 30/10/20 |  |  |
| 2 | Make sure rehearsals are set up in order to comply with social distancing regulations | JS | Ongoing |  |  |
| 3 | Instruct members to stay socially distanced wherever possible | JS | 30/10/20 |  |  |
| 4 | Members bring what they need in as few trips as possible | JS | 30/10/20 |  |  |
| 5 | N/A |  |  |  |  |
| 6 | Ask in first meeting if anyone is at higher risk | JS | 30/10/20 |  |  |
| 7 | Instruct members to report to JS or another committee member if they start to show symptoms | JS | 30/10/20 |  |  |
| 8 | Instruct members to wear face coverings at all times when not actively in rehearsal | JS | 30/10/20 |  |  |
| 9 | Let members know that JS has taken WIDE training, and is available if anyone has any concerns | JS | 30/10/20 |  |  |
| 10 | Remind members that government regulations should be followed at all times | JS | 30/10/20 |  |  |
| 11 | N/A |  |  |  |  |
| 12 | No sharing of personal instruments, sheet music, stands, etc, shared instruments to be wiped down after use | JS | 30/10/20 |  |  |
| 13 | Ensure that, when breaks are taken, members are in groups of no larger than 6 | JS | 30/10/20 |  |  |
| 14 | Rehearsals to take place only in vetted venues | JS | Ongoing |  |  |
| 15 | Ask wind (brass) players to bring towels/newspaper for venting of water from instruments | JS | 29/10/20 |  |  |
| 16 | Instruct musicians to sanitise before and after playing shared instruments | JS | 30/10/20 |  |  |
| 17 | Instruct musicians to sanitise before and after playing shared instruments | JS | 30/10/20 |  |  |
| Responsible Committee members signature: Joseph FC Stick | Responsible Assessor signature: |
| Print name: Joseph Stick | Date:28/10/20 | Print name: | Date |

**Assessment Guidance**

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| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls
 | Examples: training, supervision, signage |  |
| 1. Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |

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| --- | --- |
| Impact | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.  |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support.  |
| 4 | Major  | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.  |