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| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of** | **Swimming (All activities)** | | **Date** | 01/10/2020 | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative** | Ryan Lamprell | President | | | **N/A** |
| **Qualified/Experienced Individual\*** |  |  | | |  |

\* 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.

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| **Hazard** | **Action** | **Who might be harmed** | **Inherent** | | |  | **Residual** | | | **Further controls** |
| **Likelihood** | **Impact** | **Score** | **Control measures** | **Likelihood** | **Impact** | **Score** |
| Covid 19 | Social distancing- swimming | Swim club members, coaches, lifeguards, anyone who comes into contact whilst doing the activity e.g. cleaners | **2** | **5** | **10** | Follow guidance of social distancing from the centre  Follow guidance of social distancing for clubs from the Swim England organisation <https://www.swimming.org/swimengland/pool-return-guidance-documents/>  Arrive no earlier than 5 minutes before start of swim session to avoid congregation | **2** | **3** | **6** | Follow one way system around the poolside  Each lane becomes double lanes  A maximum of 9 people per lane  Sessions are reduced to 45 minutes  Limited stopping and no congregated stopping at the end of a lane  No use of butterfly or kickboards  Only use cubicle showers  Only use the cubicles to change in at end of session and use cleaning products provided to clean them after  Come ‘pool ready’ |
| Covid 19 | Social distancing- non-pool training | Swim club members, coaches, anyone who comes into contact whilst doing the activity e.g. cleaners | **2** | **5** | **10** | Ensure all members attempt to keep of distance of 2m to those not in their household, in line with the recommendation from the Public Health Agency  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  Follow the guidance of the centre where training sessions take place. | **2** | **3** | **6** | Do not share equipment with those not in the same household  Follow the one way system around the centre and signs  Where a distance of 2m is not possible then ‘one mentre plus’ must be followed  Come ready for activity |
| Covid 19 | Social distancing- socials | Swim club members, public who come into contact during the activity , staff at places of visit | **3** | **5** | **15** | A detailed plan with mitigating control measures outlined for each social activity will be written prior and strictly enforced by swim team members.  Keep a distance of 2m to those not in the same household, in line with the recommendation from the Public Health Agency  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  Maximum number of members at a social shall be stated in activity plan and shall be within the government guidance  Follow the rules of the venue where socials are held | **2** | **4** | **8** | Where a distance of 2m is not possible then ‘one mentre plus’ must be followed  Limited alcohol so members are aware of their surroundings and ensure they follow the guidelines  Online socials to be encouraged for socials with a large attendance so social distancing is mitigated completely. |
| Covid 19 | Social distancing- standing event | Swim club members, public who come into contact during the activity | **2** | **5** | **10** | Keep a distance of 2m to those not in the same household, in line with the recommendation from the Public Health Agency  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people> |  |  |  | Where a distance of 2m is not possible then ‘one mentre plus’ must be followed.  Additional control measures will be outlined by the venues individual risk assessment and will be followed at all times. |
| Covid 19 | Social distancing- competitions | Swim club members, coaches, lifeguards, anyone who comes into contact whilst doing the activity e.g. cleaners | **2** | **5** | **10** | Keep a distance of 2m to those not in the same household, in line with the recommendation from the Public Health Agency  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  Competitions will not be happening until 2021 and the risk assessment will be updated following Swim England guidelines as and when they recommence. | **2** | **4** | **8** | Limit the team to the minimum amount needed for any competition in the future. |
| Covid 19 | Social distancing - Tour | Swim club members, public who come into contact with members | **0** | **0** | **0** | Tour is not planned to go ahead under current government advice. As and when this changes, a revised risk assessment will include Covid-19 mitigating measures in place for Tour. | **0** | **0** | **0** |  |
| Covid 19 | Washing hands- Swimming | Swim club members, coaches | **1** | **5** | **5** | Use hand sanitiser provided by the venue and follow the venue rules  Wash hands with hot water and soap for at least 20 seconds, following the government guidelines, before and after getting in the pool  Where possible swimmer should have a shower before using pool  Venue should be deeply cleaned at least once a day  Use cleaning products and follow the guidance of the venue to clean areas i.e. the shower cubicle | **1** | **3** | **3** |  |
| Covid 19 | Washing hands-  Non-pool training | Swim club members | **2** | **5** | **10** | Use hand sanitiser provided by the venue and follow the venue rules  Venue should be deeply cleaned at least once a day  Use cleaning products and follow the guidance of the venue to clean areas | **1** | **3** | **3** | Where washing hands with warm water and soap is not possible, antibacterial gel/alcohol hand sanitiser shall be used |
| Covid 19 | Washing hands-  Socials | Swim club members | **2** | **5** | **10** | Encourage members to wash hands with hot water and soap for at least 20 seconds, following the government guidelines, frequently  Use cleaning products and follow the guidance of the venue to clean areas | **1** | **3** | **3** | Where washing hands with warm water and soap is not possible, antibacterial gel/alcohol hand sanitiser shall be used |
| Covid 19 | Washing hands- Standing events | Swim club members | **1** | **5** | **5** | Encourage members to wash hands with hot water and soap for at least 20 seconds, following the government guidelines, frequently  Use cleaning products and follow the guidance of the venue to clean areas | **1** | **3** | **3** | Where washing hands with warm water and soap is not possible, antibacterial gel/alcohol hand sanitiser shall be used |
| Covid 19 | Washing hands-  Tour | Swim club members | **1** | **5** | **5** | Encourage members to wash hands with hot water and soap for at least 20 seconds, following the government guidelines, frequently  Follow guidance of accommodation which is tbc | **1** | **3** | **3** | Where washing hands with warm water and soap is not possible, antibacterial gel/alcohol hand sanitiser shall be used |
| Covid 19 | Washing hands-  Competitions | Swim club members | **1** | **5** | **5** | Encourage members to wash hands with hot water and soap for at least 20 seconds, following the government guidelines, frequently  Venue should be deeply cleaned at least once a day  Use cleaning products and follow the guidance of the venue to clean areas | **1** | **3** | **3** | Where washing hands with warm water and soap is not possible, antibacterial gel/alcohol hand sanitiser shall be used |
| Covid 19 | Face coverings-  Swimming | Swim club members, coaches, lifeguards, venue staff members, public coming into contact whilst swimming | **3** | **5** | **15** | Swimmers must follow the Public Health guidance on the use of  PPE (personal protective  equipment) to protect against COVID-19 relates to health care settings.  Swimmers are encouraged to wear face masks/visors on travel to the pool but not whilst swimming | **2** | **4** | **8** |  |
| Covid 19 | Face coverings-  Non-pool training | Swim club members, coaches, venue staff members, public coming into contact whilst completing the activity | **4** | **5** | **20** | Members must follow the Public Health guidance on the use of  PPE (personal protective  equipment) to protect against COVID-19 relates to health care settings.  Swimmers are encouraged to wear face masks/ visors when travelling to training but not whilst undertaking the activity. | **2** | **4** | **8** |  |
| Covid 19 | Face coverings-  Socials | Swim club members, public coming into contact whilst completing the activity, Venue staff members | **4** | **5** | **20** | Members must follow the Public Health guidance on the use of  PPE (personal protective  equipment) to protect against COVID-19 relates to health care settings.  In transport to socials and during socials such as a taxi or bus a face covering is mandatory and should be worn before getting into the vehicle and kept on until leaving  Socials outside will be encouraged and a plan of mitigating measures will be written for each social. | **3** | **4** | **12** | Face coverings must not be wore by more than one individual and should be disinfected regularly, if not after every use  Anyone seen not following government guidelines will be asked to do so and if it continues then they shall be asked to leave the social and potentially follow disciplinary actions as per the clubs constitution. |
| Covid 19 | Face coverings-  Standing events | Swim club members, public coming into contact whilst completing the activity, Venue staff members | **3** | **5** | **15** | Members must follow the Public Health guidance on the use of  PPE (personal protective  equipment) to protect against COVID-19 relates to health care settings.  Coverings must be tight fitting and cover both the mouth and nose | **2** | **3** | **6** | Face coverings must not be wore by more than one individual and should be disinfected regularly, if not after every use |
| Covid 19 | Face coverings-  Tour | Swim club members, public coming into contact whilst completing the activity, Venue staff members | **0** | **0** | **0** | Members must follow the Public Health guidance on the use of  PPE (personal protective  equipment) to protect against COVID-19 relates to health care settings.  Tour is not planned to go ahead under current government advice. As and when this changes, a revised risk assessment will include Covid-19 mitigating measures in place for Tour. | **0** | **0** | **0** | Face coverings must not be wore by more than one individual and should be disinfected regularly, if not after every use |
| Covid 19 | Face coverings-  Competitions | Swim club members, public coming into contact whilst completing the activity, Venue staff members | **3** | **5** | **15** | Members must follow the Public Health guidance on the use of  PPE (personal protective  equipment) to protect against COVID-19 relates to health care settings. | **2** | **3** | **6** | Face coverings must not be wore by more than one individual and should be disinfected regularly, if not after every use |
| Covid 19 | Movement around buildings- Swimming | Swim club members, coaches, lifeguards, public coming into contact whilst completing the activity, Venue staff members | **3** | **5** | **15** | Disencourage members from making non-essential trips around the venue  Follow the venue rules:   * one way system * reducing the maximum number of swimmers to 25 to avoid large groups | **1** | **3** | **3** |  |
| Covid 19 | Movement around buildings- Non-pool training | Swim club members, public coming into contact whilst completing the activity, Venue staff members | **3** | **5** | **15** | Disencourage members from making non-essential trips around the venue  Follow the venue rules and one way system if it has one | **1** | **3** | **3** |  |
| Covid 19 | Movement around buildings- Socials | Swim club members, public coming into contact whilst completing the activity, Venue staff members | **3** | **5** | **15** | Disencourage members from making non-essential trips around the venue  The social is encouraged to be outdoors however if in a building then the guidelines of that building should be followed. E.G. one way system, table service | **2** | **4** | **8** | Staggering start so that there is limit congregation of people in an area |
| Covid 19 | Movement around buildings- Standing events | Swim club members, public coming into contact whilst completing the activity, Venue staff members | **3** | **5** | **15** | Disencourage members from making non-essential trips around the venue  Follow the venue rules such as a one way system | **1** | **4** | **3** |  |
| Covid 19 | Protecting those at higher risk | Swim club members, Vulnerable groups – Elderly, Pregnant members, those with existing underlying health condition | **4** | **5** | **20** | Members will be asked to clarify if they have any specific health issue that may put them in the ‘at risk’ category  Members that are deemed ‘at risk’ will be asked to come to the pool training sessions at the quieter periods or if deemed as ‘vulnerable’ by government then shall be asked to stay at home of follow a home training plan  Home training plans for those who have to self-isolate | **2** | **5** | **10** |  |
| Covid 19 | Symptoms of Covid | Swim club members, coaches, Public coming into contact whilst completing the activity, Vulnerable groups- Elderly, Pregnant members, those with existing underlying health condition | **4** | **5** | **20** | If a member is showing symptoms of Covid 19 such as a continuous cough, high temperature or loss of smell or taste then the member will be asked to get a Covid 19 test and follow the stay at home guidance  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 other members, then committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, using track and trace to 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/>  Names and contact numbers will be provided for each swim club activity so if a person does develop Covid 19 then those who have been in contact with them are easier to track | **3** | **5** | **15** | Alternative training and social activities will be given to individual self isolating to encourage them to stay at home during the incubation period of Covid 19. |
| Covid 19 | Mental health | Swim club members, coaches | **3** | **5** | **15** | Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE  President to complete training by the Southampton University Student Union for the wellbeing of members  Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services  Social media posts to encourage members to reach out and feel included | **2** | **3** | **6** | Those who have to self isolate will be contacted by a committee member once a week |
| Covid 19 | Physical activity-  Swimming | Swim club members, coaches, Public coming into contact whilst completing the activity, Vulnerable groups- Elderly, Pregnant members, those with existing underlying health condition | **3** | **5** | **15** | Ensure regular review of Government guidelines before engaging in physical activities  Follow the Swim England guidance for Covid 19 and check for updates every 2 weeks  <https://www.swimming.org/swimengland/pool-return-guidance-documents/>  Maximum of 25 swimmers to attend a Jubilee swimming pool session | **2** | **4** | **8** | Members should familiarise themself with all the government guidance around social distancing and hygiene, in particular |
| Covid 19 | Physical activity-  Non-pool training | Swim club members, coaches, Public coming into contact whilst completing the activity, Vulnerable groups- Elderly, Pregnant members, those with existing underlying health condition | **4** | **5** | **20** | Ensure regular review of Government guidelines before engaging in physical activities  Encourage the activities to be outside and there is not to be more than 6 people from different households in one group provided they are socially distancing | **1** | **3** | **3** | Members should familiarise themself with all the government guidance around social distancing and hygiene, in particular  Wash hands thoroughly, following the advice of the government, before and after using any equipment |
| Covid 19 | Travelling-  Swimming | Swim club members, Coaches, Public coming into contact whilst completing the activity | **3** | **5** | **15** | Jubilee Swimming Pool is where all pool training will be held and is on campus thus reducing the amount of people who have to use public transport to travel .  Members shouldn’t travel with someone from outside their household unless they can practise social distancing like cycling or walking on a wide footpath .  It is not possible to practice effective social distancing in small vehicles therefore lift sharing is highly discouraged.  Members should consider all other forms of transport before using public transport and if they must use public transport then they should wear face coverings and thoroughly wash hands upon arrival to the pool  Leaving your home - the place you live - to stay at another home is not allowed.  The guidelines will be reviewed regularly to be in line with government recommendations  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people> | **1** | **3** | **3** |  |
| Covid 19 | Travelling-  Non-pool training | Swim club members, Coaches, Public coming into contact whilst completing the activity | **3** | **5** | **15** | Members shouldn’t travel with someone from outside their household unless they can practise social distancing like cycling or walking on a wide footpath .  It is not possible to practice effective social distancing in small vehicles therefore lift sharing is highly discouraged.  Members should consider all other forms of transport before using public transport and if they must use public transport then they should wear face coverings and thoroughly wash hands upon arrival to the pool  Leaving your home - the place you live - to stay at another home is not allowed.  The guidelines will be reviewed regularly to be in line with government recommendations  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people> | **1** | **3** | **3** |  |
| Covid 19 | Travelling- Socials | Swim club members, Public coming into contact whilst completing the activity, Vulnerable groups- Elderly, Pregnant members, those with existing underlying health condition | **3** | **5** | **15** | Members shouldn’t travel with someone from outside their household unless they can practise social distancing like walking on a wide footpath .  It is not possible to practice effective social distancing in small vehicles therefore lift sharing is highly discouraged.  Members should consider all other forms of transport before using public transport and if they must use public transport then they should wear face coverings and thoroughly wash hands upon arrival to the pool  Although not recommend to get a taxi, members who have to get a taxi must ensure they wear face coverings and still maintain social distancing rules from those not in the same household as them  Leaving your home - the place you live - to stay at another home is not allowed.  The guidelines will be reviewed regularly to be in line with government recommendations  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people> | **1** | **3** | **3** |  |
| Covid 19 | Travelling- Standing events | Swim club members, Public coming into contact whilst completing the activity, Vulnerable groups- Elderly, Pregnant members, those with existing underlying health condition | **3** | **5** | **15** | Members shouldn’t travel with someone from outside their household unless they can practise social distancing like walking on a wide footpath .  It is not possible to practice effective social distancing in small vehicles therefore lift sharing is highly discouraged.  Members should consider all other forms of transport before using public transport and if they must use public transport then they should wear face coverings and thoroughly wash hands upon arrival to the pool  Although not recommend to get a taxi, members who have to get a taxi must ensure they wear face coverings and still maintain social distancing rules from those not in the same household as them  Leaving your home - the place you live - to stay at another home is not allowed.  The guidelines will be reviewed regularly to be in line with government recommendations  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people> | **1** | **3** | **3** |  |
| Covid 19 | Travelling- Tour | Swim club members, Public coming into contact whilst completing the activity, Vulnerable groups- Elderly, Pregnant members, those with existing underlying health condition | **0** | **0** | **0** | Tour is not planned to go ahead under current government advice. As and when this changes, a revised risk assessment will include Covid-19 mitigating measures in place for Tour. | **0** | **0** | **0** |  |
| Covid 19 | Travelling-  Competitions | Swim club members, Public coming into contact whilst completing the activity, Vulnerable groups- Elderly, Pregnant members, those with existing underlying health condition | **3** | **5** | **15** | Members shouldn’t travel with someone from outside their household unless they can practise social distancing like walking on a wide footpath .  It is not possible to practice effective social distancing in small vehicles therefore lift sharing is highly discouraged.  Members should consider all other forms of transport before using public transport and if they must use public transport then they should wear face coverings and thoroughly wash hands upon arrival to the pool  Although not recommend to get a taxi, members who have to get a taxi must ensure they wear face coverings and still maintain social distancing rules from those not in the same household as them  Leaving your home - the place you live - to stay at another home is not allowed.  The guidelines will be reviewed regularly to be in line with government recommendations  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people> | **1** | **3** | **3** |  |
| Covid 19 | Sharing equipment- swimming | Swim club members, Coaches, Public coming into contact whilst completing the activity, Staff at Venue | **4** | **5** | **20** | Members must bring their own kit bag which should have all the basic swim equipment such as a pull buoy and hand paddles. Kit bags can be stored in the SUSC storage box which is not allowed to be used by anyone else  Lockers and cubicles should be cleaned using cleaning products provided by the venue after use and will be deeply cleaned frequently by staff members at the venue  Blocks for starting practice will not be used until further notice and equipment use during sets will be limited to where necessary. | **2** | **4** | **8** |  |
| Covid 19 | Sharing equipment- non-pool training | Swim club members, Coaches, Public coming into contact whilst completing the activity, Staff at venue | **3** | **5** | **15** | Members should use cleaning products provided by the venue to clean equipment after use  Reduce the amount of shared equipment used during a session  Equipment will be deeply cleaned frequently by staff members at the venue | **2** | **4** | **8** |  |
| Covid 19 | Sharing equipment- socials | Swim club members, Public coming into contact whilst completing the activity, Staff at venue | **3** | **5** | **15** | Most socials will be online therefore no sharing of equipment  A detailed plan of mitigating Covid 19 measures will be shared for each social  Members should wash hands thoroughly after coming into contact with any item that is communal | **2** | **4** | **8** |  |
| Covid 19 | Changes planned to make activity safer | Swim club members, Public coming into contact whilst completing the activity, Staff at venue | **4** | **5** | **20** | Compare the standard risk assessments for SUSC activities and the additional Covid -19 risk assessment. The Covid 19 risk assessment superseeds any standard risk assessment for activities and highlights changes to make activities safer. | **1** | **3** | **3** |  |
| Covid 19 | NHS Track and Trace | Swim club members, Public coming into contact whilst completing the activity, Staff at venue | **3** | **5** | **15** | Names and contact information will be collected for people attending the training sessions and other activities, to be given to NHS test and trace in the event of a positive covid 19 case. | **1** | **2** | **2** |  |
| Covid 19 | Taster Session  on 04/10/2020 - Coaching | Swim club members, Public coming into contact whilst completing the activity, Staff at venue, coaches. | **3** | **5** | **15** | There will be three coaches on poolside to help organise new members at the taster session as per the pre-planned session that must be booked onto. Having these additional coaches will reduce congregation of members during the session as they can better manage everyone as opposed to one coach. The coaches must remain 2m apart and at no point will they get in the pool and contribute to the maximum number of pool users. | **1** | **4** | **4** | The three-hour time slot will be split down into three 45-minute sessions with a 15 minute interval to allow swimmers to exit the pool and centre before the next session starts. |
| Covid 19 | NUDL time trial event – 26/10/2020 | Swim club members, Public coming into contact whilst completing the activity, Staff at venue, coaches. | **3** | **5** | **15** | Time trail will be running in compliance with the swim England provisions stated on their website (“https://www.swimming.org/swimengland/tag/coronavirus-advice/”)  Disinfectant for blocks will be pool water to prevent changing the pool Ph. Non-swimming members (i.e. timekeepers, lifeguards etc.) will be in charge of cleaning the facilities before, during and after the event.  Warm up before the time trail will be ran in the same format as our normal training sessions (i.e. 24 maximum capacity)  To stop congregation of swimmers, no swimmer will be allowed to turn up to the session until a maximum of five minutes before the session.  Only one swimmer will be allowed behind the blocks at one time.  Timekeepers will need to stay a minimum of 2 meters apart and wear face masks when doing activities. | **1** | **4** | **4** | Timekeepers will be in charge of cleaning shared equipment and limited sharing will be enforced.  Swimmers will be required to stay in their respective area two metres apart during the event.  In the case of relays, we will implement designated areas behind the blocks where swimmers will be able to maintain social distance from each other.  There will be significant residual water left on the blocks which will suffice in cleaning the contact areas |

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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 |  |  |  | |  |  | |
| 2 |  |  |  | |  |  | |
| 3 |  |  |  | |  |  | |
| 4 |  |  |  | |  |  | |
| 5 |  |  |  | |  |  | |
| 6 |  |  |  | |  |  | |
| Responsible Committee members signature: | | | | | Responsible Assessor signature: | | |
| Print name: RYAN LAMPRELL | | | | Date:  27/08/2020 | Print name: EVIE GARNER | | Date: 27/08/2020 |

**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  2  3  4  5 |
| 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** | | | | |

|  |  |  |
| --- | --- | --- |
| 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. |

Risk process

Identify the impact and likelihood using the tables above.

Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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.

|  |  |
| --- | --- |
| 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 |