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| --- | --- | --- | --- |
| **Name of Employee:** |  | **Job Role:** |  |
| **Faculty / Directorate:** |  | **Department:** |  |
| **Employees Contact Details:** |  |  |  |

**Process:**

* Line Manager completes **Individual Role-based Risk Assessment for Staff who are at Increased Risk of Severe Illness from Coronavirus**
* Completed form emailed to OH Administrator [occhealthc-19@brookes.ac.uk](mailto:occhealthc-19@brookes.ac.uk)
* Telephone consultation between member of staff and OH Adviser
* OHA may consult with OH Physician
* If deemed fit for work, but employee is unhappy with the outcome case will be referred back to line manager. Line Manager to consult with HR Business Partner

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

**RISK ASSESSMENT: See Appendix 1 for Risk Assessment Ratings**

**Please Note:** Where the initial risk rating is Extreme or High once additional control measures have been put in place the risk rating score should aim to be between 1 and a maximum of 8 (ideally 6), taking account of any additional adjustments recommended following the OH Assessment. The overall risk should not be significantly greater at work than the risks in their own home and of shopping in the local supermarket or social distancing in the streets, parks and the countryside.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment Title:** | |  | | | | | |  |
| **Name of Assessor:** | |  | | | | | |  |
| **Date of Assessment:** | |  | | | | | |  |
| **Who might be harmed and how?** | **What are the hazards?** | **Current control measures** | **Risk rating** | **Additional control measures required?** | **New**  **Risk**  **Rating**  **1-6** | **Action by who and when** | **Date completed** | |
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| **Residual Risk?** |
| Unexpected contact with an infected person less than 2 metres in distance.  Due to the highly contagious nature of Covid-19 and the fact the carriers could be infected and not be aware there is always going to be a risk of contracting or passing on Covid-19 while out working amongst the general population regardless of control measures. | |

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| **Escalation process**  The severity and likelihood of a risk occurring is always a question of judgement, relevant experience, expert judgements and any relevant publication can be used to inform a judgement.  **Likelihood** – consider how likely it is that the risk will occur. The frequency-based score is appropriate in most circumstances and is easier to identify. It should be used whenever it is possible to identify a frequency.  **Severity**– consider how severe the impact, or consequence, or the risk would be if it did materialise. Severity is the term given to the resulting loss, injury, disadvantage, or gain if a risk materialises. Remember – there are likely to be a range of outcomes for this event.  **Note** - Evaluating risk is an iterative process. Once you calculate the risk rating, it could lead to the conclusion that, for example, a particular risk seems to have too high a risk rating. In such cases the rating may need to be reviewed, checking the likelihood and/or severity ratings.  A score of 15 or above – who should be notified? |

**Appendix 1**

**RISK ASSESSMENT RATINGS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Rating** | **SEVERITY OF HAZARD**  **(How bad it may be)** | **Risk Rating** | **LIKELIHOOD OF HARM**  **(The chance it may occur)** |
| 5 | Catastrophic | 5 | Almost Certain |
| 4 | Major | 4 | Likely |
| 3 | Moderate | 3 | Possible |
| 2 | Minor | 2 | Unlikely |
| 1 | Negligible | 1 | Rare |

**Ratings – Multiplication Table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Likelihood** | | | | |
| **Severity** |  | **1** | **2** | **3** | **4** | **5** |
| **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 |

|  |  |
| --- | --- |
| **Total Risk Rating** | **RISK** |
| **1-3** | **Low** |
| **4-6** | **Moderate** |
| **7-12** | **High** |
| **13-25** | **Extreme** |