

GUIDANCE FOR DETERMINING THE SEVERITY OF AN INCIDENT

LEVEL	SEVERITY	DESCRIPTION
5	Catastrophic	Fatality, fatal diseases or multiple major injuries. Has already had a significant impact on GEMS People, Environment, Asset or Reputation (PEAR).
4	Major	Serious injuries or life-threatening occupational disease (includes amputations, major fractures, multiple injuries, occupational cancer, acute poisoning). Likely to have a significant impact on GEMS People, Environment, Assets or Reputation (PEAR).
3	Moderate	Injury requiring medical treatment or ill health leading to disability (includes lacerations, burns, sprains, minor fractures, dermatitis, deafness, and work-related upper limb disorders). Requires support from external agencies such as medical or police.
2	Minor	Injury or ill-health requiring first aid only (includes minor cuts and bruises, irritation, ill health with temporary discomfort). Dealt with by the school medical and operational team
1	Negligible	Not likely to cause injury or ill-health

GUIDANCE FOR DETERMINING THE LIKELIHOOD OF AN INCIDENT

LEVEL	LIKELIHOOD	DESCRIPTION
5	Certain	Continual or repeating experience
4	Frequent	Common occurrence
3	Occasional	Possible or known to occur
2	Remote	No likely to occur under normal circumstances
1	Rare	Not expected to occur but still possible

RISK RATING

SCORE	RATING
1-4	Low
5-10	Medium
12-25	High

RISK MATRIX

		LIKELIHOOD				
		CERTAIN (5)	FREQUENT (4)	OCCASIONAL (3)	REMOTE (2)	RARE (1)
SEVERITY	CATASTROPHIC (5)	25	20	15	10	5
	MAJOR (4)	20	16	12	8	4
	MODERATE (3)	15	12	9	6	3
	MINOR (2)	10	8	6	4	2
	NEGLECTIBLE (1)	5	4	3	2	1

Risk assessment

Hazard	Persons at risk					Initial risk rating			Risk rating	Controls to consider	Residual risk			Risk rating
	E	M	S	C	O	S	L	R			S	L	R	
<p>EXAMPLE: Student not following social distancing rules (this could be Student of Determination or any student.)</p>			x			3	4	12	H	<ul style="list-style-type: none"> Use visual cues to reinforce social distancing rules. Etc... 	3	2	6	M
<p>EXAMPLE: Early years students (could be Student of Determination or any student) holding hands with an adult in their bubble?</p>										<ul style="list-style-type: none"> Frequent handwashing/sanitising Etc... 				
CURRENT EXAMPLES FROM THE GENERIC RISK ASSESSMENT FOR REOPENING SCHOOLS:														
<p>Close proximity of students within assembly and dining areas</p> <p>*this is a potentially higher risk due to the large number's that could congregate</p>	x		x			4	4	16	H	<ul style="list-style-type: none"> Cancellation of large assemblies all together Consider smaller year assemblies to minimise the number of students Face masks to be worn by all 1.5 meter distancing between students Thorough cleaning of areas on a regular basis 	4	2	8	M
<p>Close proximity of students within assembly and dining areas</p>	X		X			3	4	12	H	<ul style="list-style-type: none"> One way pedestrian flow system in place Distancing signage in place throughout corridors Consider staggered break times to ease congestion Face masks to be worn Regular handwashing and sanitising to take place 	3	2	6	M

										<ul style="list-style-type: none"> Regular cleaning of frequent touch points in such areas 				
Potentially infected students entering schools and transmitting Covid-19	x	x	x			4	4	16	H	<ul style="list-style-type: none"> Thermal detectors in place at school entrance points Strict stay home policy in place for any student who is sick Travel declaration policy in place Staggered start and finish times to reduce large numbers of students arriving at the same time. 	4	2	8	M
Transmission through day to day movement across school	x		x			4	4	16	H	<ul style="list-style-type: none"> Segregated movement of students, i.e., younger students do not move around areas of older students Staggered break and lunch times to avoid larger group gatherings Outdoor break to be considered as a preferred option Consider cohorts of students who can remain together throughout classes, minimising the risk of spread to larger numbers 	4	2	8	M
School transport										Note: this will be covered under a separate risk assessment				
School arrivals/dispersals – transmission through large groups	x		x			3	4	12	H	<ul style="list-style-type: none"> Each school to have a detailed traffic management plan in place No parents allowed onto school for drop others other than early years parents Security personnel to support traffic controls Schools to consider staggered start times to ease traffic congestion 	3	1	3	L

After school activities	x	x	x	X		2	3	6	M	<ul style="list-style-type: none"> • Social distancing measures in place for after school groups, reduced group sizes • Only approved vendors are permitted to deliver ECA's • Face masks worn by those delivering ECA's • Consider only outdoor ECA's to take place initially • Regular hand washing and sanitising for both students and those delivering ECA's • Consider limiting cross age group ECA's • Deep cleaning to take place after completion of each ECA 	2	1	2	L
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