

Coronavirus Risk Assessment

The health and safety of our staff and volunteers is our priority. In line with UK government guidance we have completed a thorough coronavirus risk assessment process for our offices in Stratford. This has been completed in consultation with staff and union representatives, and will allow a very small number of colleagues to return to the office. We will continue to review and update this risk assessment as UK and Welsh government guidelines are revised. The assessment was completed on 27th May and updated on 4th June and 18th June 2020.

What are the hazards?	Who might be harmed and how?	What action is in place?	What further action is necessary?	Risk Rating	By When?	Done
People who have been advised by the NHS that they are in a clinically extremely vulnerable (shielding group) could contract Covid-19 at work.	Staff / volunteers contract Covid-19 at their usual place of work.	<p>Staff and volunteers in the extremely vulnerable group/shielding will continue to be advised and prioritised to stay at home, independent of government advice.</p> <p>The same will apply to those staff members living in a household with someone in the extremely vulnerable group</p> <p>Intranet guidance, safety notes, and desk booking processes, all explicitly state that Mind advises this group should not be travelling or returning to the office.</p> <p>Line managers are to approve requests to return to the office and specifically ask questions about health status. These questions are included in a Line Manager guidance pack specifically for our response to corona virus.</p>	N/A	2 x 5 = 10	N/A	
People who have been classed by the NHS as in a clinically vulnerable group (over 70's pregnant women, those with underlying health conditions) could contract Covid-19 at work.	Staff / volunteers contracting Covid-19 at their usual place of work.	<p>Staff and volunteers in the vulnerable group will continue to be advised to work from home and not come to the office, independent of government advice.</p> <p>The same will apply to those staff members living in a household with someone in the vulnerable group.</p> <p>Intranet guidance, safety notes, and desk booking processes, all explicitly state that Mind advises this group should not be travelling or returning to the office.</p> <p>Line managers are to approve requests to return to the office and specifically ask questions about health status. These questions are included in a Line Manager guidance pack specifically for our response to corona virus.</p>	N/A	2 x 5 = 20	N/A	
Black and Minority Ethnic (BAME) staff who are disproportionately affected by Covid-19 could contract Covid-19 at work.	Staff / volunteers contracting Covid-19 at their usual place of work.	<p>It is recognised that coronavirus has a disproportionate impact on people who come from ethnic minority backgrounds. For this reason, BAME staff and volunteers will continue to be prioritised to work from home and not come to the office where they feel at additional risk or vulnerable.</p> <p>The same will apply to those staff members living in a household with someone from a BAME background.</p> <p>Line Managers are to pay extra consideration to employees from ethnic minority backgrounds when making or agreeing to team requests to come back to the office. Line Managers are to ensure staff members feel safe and secure with the health and safety measures in place and signpost to further wellbeing material (available on the wellbeing tab of the Mind intranet)</p> <p>All policies and procedures and to be in keeping with the Equality Act 20210 and duties towards reasonable adjustments.</p>	N/A	2 x 5 = 10	N/A	

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<p>Insufficient safety measures, and in particular social distancing, could allow the spread of Covid-19 on Mind premises.</p> <p>Individuals and groups affected: Staff, volunteers, contractors, cleaners, and delivery drivers.</p>	<p>How: Transmission due to unsuitable space management (workstation layouts), enabled by:</p> <ul style="list-style-type: none"> not maintaining 2m social distancing insufficient hygiene measures shared workstations <p>Who:</p> <ul style="list-style-type: none"> Staff Volunteers 	<p>Desks: Hot desking remains suspended.</p> <p>Individuals are able to request a desk in Granta House if they have business-critical work to do there, or for wellbeing reasons. These need to be booked 48 hours ahead of their first attendance and the allocated desk location is clearly communicated in advance. These are indicated with a name desk sign. The exception to this is the Retail team, who have been permitted to arrange their own team rota within their existing area of the office for attendance at Granta since reopening mid-June.</p> <p><u>In Granta House and Gredley 4th floor new floor</u>, where desks are being allocated without a time limit unless a one-off visit is specified, workstations are being cleaned between occupants.</p> <p><u>In Gredley House 3rd floor main floor</u> for the teams trials period where desk occupants change daily, every workstation is use is being cleaned every evening between 6pm and 7pm.</p> <p>Detailed information and instructions provided to staff via Intranet and on desk booking form which ensures that no-one uses a desk that another person has used before the workstation has been sanitised between occupants.</p> <p>Unusable workstations in both Stratford offices are clearly marked with 'do not use' signs.</p> <p>Antibacterial wipes are provided in every area.</p> <p>All multifunction machines (printers/copiers) are provided with wipes for staff to use before and after use.</p> <p>Bins are emptied daily.</p> <p>Workstations that are/will be in use in both offices are 2 metres apart from other allocated workstations. When there is a situation when staff cannot maintain the 2m distancing rules, while in the office staff should work/face alongside one another rather than face opposite each other. Over time this can be adapted to 1 metre with mitigations in line with the current government advice for business – as usual the risk assessment will be reviewed and updated with any additional mitigations as necessary.</p> <p>Information circulated to staff: Guidance notes and posters in office informing that</p> <ul style="list-style-type: none"> Use of printer should only take place where a digital copy is not possible (e.g. for posting out) and to wipe the area after use Staff should limit use of cupboards and where possible assign to one staff member. Staff should regularly wash their hands for 20 seconds with soap and water and note the importance of proper drying with disposable towels. This is in addition to being reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it - and to avoid touching face, eyes, nose or mouth with unclean hands. <p>Staff working remotely are supported to remain connected with the organisation through internal comms (such as all staff briefing, team meetings, regular 1-2-1s,</p>	<p>Gredley House is reopens for teams to use in scheduled trials from 10 September. <u>This is independent of the individual bookings system in Granta House.</u></p> <p>Staff have been given the option to come into Gredley in groups with some of their team to trial new ways of working or because they would like to try coming into the offices for short periods.</p> <p>At all times during the Gredley House trials the following principles will be key:</p> <ul style="list-style-type: none"> No colleague should feel pressure to come into the offices All safety measures will need to be followed. An expectation that although there may be some face-to-face activities, digital ways of working are the primary way of interacting. No more than half a team should be in the offices at any one time Only activities that can be safely undertaken will be allowed to take place. <p>Facilities have purchased touch-free thermometers to test staff with allocated desks in Granta. Agreed that staff will be asked to check in with Facilities daily on arrival to have their temperature taken.</p> <p>It is recognised that a large % of the workforce will remain working from home during this period. Staff will continue to be supported to work from home with the equipment and technology needed. A review of the homeworking policy and sustainability of workforce flexibility will be a future consideration.</p>	<p>2 x 4 = 8</p>	<p>30 September</p> <p>23 September when Facilities staff availability allows</p>	<p>✓</p>
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	<p>How: Transmission when coming in to work and leaving work, due to</p> <ul style="list-style-type: none"> o not maintaining 2m social distancing • poor hygiene • using high frequency touch areas: <ul style="list-style-type: none"> o Keypads o Door handles 	<p>Mind has 10 parking spaces and sufficient bike racks for current numbers of staff attending Granta.</p> <p>The approach to car parking space allocations has been agreed and we have ascertained that in the event that a member of staff has no choice but to drive in to Stratford and the spaces at Chant Street are full, the car park at Broadway shopping centre is the recommended option for overflow.</p> <p>There are sufficient lockers and space at allocated workstations for staff to store belongings on entry.</p> <p>Arrival times at Granta are recorded during the desk booking process to ensure they are staggered to reduce crowding.</p> <p>Wall-mounted hand sanitizer is available at all entry/exit points and close to keypads.</p> <p>Granta House is currently in 'phase 2' which means attendance is for those whose:</p> <ul style="list-style-type: none"> • Roles are critical and cannot be performed remotely • Roles are critical but who are unable to work remotely due to home circumstances. <p>Those above, plus</p> <ul style="list-style-type: none"> • Staff requesting a desk for wellbeing reason • Granta maximum capacity is limited to 41, including spaces for use with laptops and Director offices (not including reception and the IT office) <p>Information circulated to staff (guidance notes and posters in office) informing that:</p> <ul style="list-style-type: none"> • Staff should regularly wash their hands for 20 seconds with soap and water and note the importance of proper drying with disposable towels. This is in addition to being reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it - and to avoid touching face, eyes, nose or mouth with unclean hands. <p>High touch areas are sanitised several times a day.</p> <p>Advice in guidance notes encourages staff to remain on site during the day.</p>	<p>A touch-free access card system has been procured for Granta and Gredley Houses; the legal approvals for the Works to landlord areas are currently with their solicitors.</p> <p>Advice included in guidance to staff coming in to Gredley for the team trials regarding the new body temperature testing cameras:</p> <ul style="list-style-type: none"> • If someone enters the building with a high temperature an audio warning will be announced and that persons image on the monitor will be shrouded in a red shadow as opposed to a green shadow. • The building concierge will not be policing access and egress to the building so we as tenants need to take responsibility for following the instructions provided by the automated system. • Bear in mind if you have cycled or run to work that your temperature might be temporarily elevated and as such you should stand outside the building for 10 to 15 minutes and then try again. • We suggest that if any staff members' temperature remains elevated after the 10 to 15 minute cool down period outside then they should go home and continue to monitor their temperature themselves only returning to the building when their temperature is no longer high. 	<p>3 x 4 = 12</p>	<p>In September/October – legals are completed, now electrical work is being scoped</p>	<p>✓</p>

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	<p>How: Transmission when moving around the buildings by</p> <ul style="list-style-type: none"> • not maintaining 2m social distancing • poor hygiene • using high frequency touch areas <ul style="list-style-type: none"> ○ Door handles ○ Push button to operate doors ○ Bannisters <p>Who:</p> <ul style="list-style-type: none"> • Staff • Volunteers • Contractors 	<p>GRANTA HOUSE</p> <p>Information circulated to staff (guidance notes and posters in office), regulating and reducing movement, informing that:</p> <ul style="list-style-type: none"> ○ discouraging non-essential trips within the office ○ to stay on the floor of their workstation and not travel between buildings ○ one way flow for exit and entry into each floor on Granta house. ○ keep left on stairs rule in place ○ only 1 person in the lift at a time ○ hand sanitiser provided at lift ○ use stairs where possible ○ stay on site during the day where possible ○ store personal items and clothing in lockers or under desk at workstation ○ take care and be aware when moving around the office ○ encourage staff to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. To follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands <p>Hand sanitiser at lifts and entrance to each floor.</p> <p>Number of staff moving around Granta is limited to 41.</p> <p>High touch areas are sanitised several times a day.</p> <p>GREDDLEY HOUSE</p> <p>In addition to the common advice from Mind above, Unex have introduced safety measures to the shared/landlord areas. These include:</p> <ul style="list-style-type: none"> • electrostatic hand held sprayers will be used regularly in the core areas • increased cleaning schedule • agreement for Mind to use one way flow for exit and entry for each of the 4 offices Gredley House when needed 		<p>3 x 4 = 12</p>		
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	<p>How: Transmission In meetings, due to:</p> <ul style="list-style-type: none"> • not maintaining 2m social distancing • poor hygiene • using high frequency touch areas: <ul style="list-style-type: none"> ○ Meeting room computers ○ Shared chairs/tables <p>Who?</p> <ul style="list-style-type: none"> • Staff • Volunteers 	<p>Granta: No physical meetings are permitted to take place in Granta House. Meetings rooms have been repurposed into workspaces to use with laptop; these are allocated using the same booking process as other workstations.</p> <p>Gredley: In first phase or reopening, only meeting rooms 1 to 3, 8-11 on floor 3 of Gredley will be available to book. All other meeting rooms will remain closed. Capacity in each meeting room to comply with social distancing. This will be made clear in guidance provided ahead of using the space and also with signs in the rooms. It is the responsibility of the person booking the room to ensure it is not exceeded. Tables and chairs that are not to be used will be removed/stacked or clearly marked.</p> <p>It is the responsibility of those using the meeting room to clean it after use in line with instructions provided in the room. Instructions sent to all relevant Heads to cascade to teams. Cleaners contracted to clean down the rooms at the end of each working day.</p> <p>IT to ensure the office is equipped to continue meetings digitally, providing support, technology and guidance to colleagues. This is with the aim of supporting a fully inclusive culture as not all the workforce will be returning to the workplace.</p> <p>Online feedback form for employees to complete to raise their experience of returning back to the office and doing activities like hybrid meetings.</p> <p>External Meetings on Office Premises: No meetings to take place with external stakeholders on office premises. No external visitors will be permitted access to the Stratford offices. No contractors are permitted on site without prior agreement from Facilities.</p>	<p>When Gredley reopens for the team ways of working trials, gatherings of people in rooms will be monitored carefully. This will inform future phases of reopening the offices.</p> <p>New maximum capacities at Gredley will be published and agreed with the use of office working group so Heads can be advised of safe practices for their plans for their days in the agreed areas.</p> <p>New capacities for Gredley House rooms to be worked out and circulated, including the large boardrooms with removable dividing walls to host possible team days.</p>	<p>3 x 4 = 12</p>	<p>From 1 September</p> <p>31 August</p> <p>21 August</p>	<p>Ongoing</p> <p>✓</p> <p>✓</p>
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	<p>How: Transmission in staff kitchens due to:</p> <ul style="list-style-type: none"> • not maintaining 2m social distancing • poor hygiene • using high frequency touch areas: <ul style="list-style-type: none"> ○ Door handles ○ Kitchen equipment ○ Crockery <p>Who:</p> <ul style="list-style-type: none"> • Staff • Volunteers 	<p>Hand soap & paper towel is available in all kitchens.</p> <p>Bins in each kitchen are emptied daily.</p> <p>Number of staff in buildings are limited so demand on kitchens is reduced.</p> <p>All glassware, crockery and cutlery has been removed from kitchens and staff have been asked to provide their own. Kitchens have also been stocked with single items.</p> <p>Information circulated to staff (guidance notes and posters in office) informing that capacity in kitchens is reduced:</p> <ul style="list-style-type: none"> □ Granta house kitchens on 1st, 2nd, 3rd Floor - 1 person in the kitchen at one time □ Frys – 1 person in kitchen area, 2 in seating areas that are 2 metres apart □ Skinny Frys – 1 person in kitchen area, 6 in seating areas that are 2 metres apart □ All other Gredley House kitchens – 1 person in the kitchen area <ul style="list-style-type: none"> ○ Use fridge only where necessary and to bring in food for that day only. ○ Staff should regularly wash their hands for 20 seconds with soap and water and note the importance of proper drying with disposable towels. This is in addition to being reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it - and to avoid touching face, eyes, nose or mouth with unclean hands. <p>High touch areas are cleaned several times a day and bins emptied daily by cleaners.</p> <p>Seats and tables that are not to be used have been removed or clearly marked.</p> <p>Seating areas in Frys and Skinny Frys provided with wipes.</p> <p>Markings on floors in Frys and Skinny Frys to mark where kitchen area is and identify queue with 2 metre spacing.</p>		3 x 4 = 12		
	<p>How: Transmission in toilet facilities due to:</p> <ul style="list-style-type: none"> • not maintaining 2m social distancing • poor hygiene • using high frequency touch areas: <ul style="list-style-type: none"> ○ Toilets ○ Door handles ○ Sinks <p>Who:</p> <ul style="list-style-type: none"> • Staff • Volunteers 	<p>Note Granta House toilets are Mind areas, Gredley House toilets are within the landlord demise.</p> <p>Paper towels are provided in all toilets.</p> <p>Soap is provided in all toilets.</p> <p>Bins in each toilet are emptied daily.</p> <p>High touch areas are cleaned several times a day.</p> <p>'In use' signs for the external toilet doors into the corridors have been installed in Granta House.</p> <p>Information circulated to staff (guidance notes and posters at toilets) informing that:</p> <ul style="list-style-type: none"> ○ Capacity in Granta toilets reduced to 1 person per facility, with 'in use' signs for doors. To reduce waiting, toilets have all become gender neutral as only one person can use the room at a time. ○ Staff should use paper towels instead of button operated hand driers ○ Staff should regularly wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. To follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands 	N/A	3 x 4 = 12	N/A	

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	<p>How: Transmission in shower and changing areas due to:</p> <ul style="list-style-type: none"> • not maintaining 2m social distancing • poor hygiene • using high frequency touch areas: <ul style="list-style-type: none"> ○ Showers ○ Door handles/locks <p>Who:</p> <ul style="list-style-type: none"> • Staff • Volunteers 	<p>Access to shower and changing facilities is for one person at a time, so no action is required to reduce concurrent use.</p> <p>Due to reduced number of staff on site, usage of facilities will be limited and regulation (in terms of rota usage) is not required.</p> <p>1 bin per facility, emptied daily.</p> <p>High touch areas are cleaned several times a day.</p> <p>Information circulated to staff (guidance notes and posters at shower areas) informing that:</p> <ul style="list-style-type: none"> ○ No personal items (including towels) are permitted to be left in the changing area; these should be placed in a bag in the colleague's locker or under their allocated workstation. ○ Colleagues should be considerate and careful when using the facilities. ○ Staff should regularly wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. As well as reminded to catch coughs and sneezes in tissues. To follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands 	N/A	3 x 4 = 12	N/A	
	<p>How: Transmission in service offices (Facilities office and the IT office) due to:</p> <ul style="list-style-type: none"> • not maintaining 2m social distancing • insufficient hygiene measures • using high frequency touch areas <p>Who?</p> <ul style="list-style-type: none"> • Staff • Volunteers 	<p>Information circulated to staff (guidance notes and posters in office) informing that:</p> <ul style="list-style-type: none"> ○ Queries for facilities and IT should take place via email or phone ○ Where colleagues need to come to the reception area (e.g. for post), only one person is allowed in the space at one time and they should wait on the marked line to maintain 2 metre distance. ○ Outgoing post to be put in pigeonhole transfer zone for facilities to frank. ○ Stationery to be dropped in team area by facilities. ○ Staff should regularly wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. To Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands <p>2 metres space from service desk are marked on the floor.</p> <p>One member of facilities franks the post each day and wipes down the machine after use.</p>	N/A	3 x 4 = 12	N/A	

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	<p>How: Transmission whilst managing deliveries, visitors and contractors:</p> <ul style="list-style-type: none"> not maintaining 2m social distancing insufficient hygiene measures using high frequency touch areas 	<p>To prepare for potentially opening the reception, a sneeze screen and divider has been installed on the reception desk.</p> <p>Reception remains closed with access only for deliveries and essential contractors. Process are listed below:</p> <p>Deliveries:</p> <ul style="list-style-type: none"> Small deliveries will be dropped in area for facilities staff to collect. Facilities staff will be able to remain behind glass door throughout, with communication via intercom. Large deliveries will be dropped at the back of the building, maintaining two metre distance. Facilities will make bulk orders of items such as stationery and cleaning products to reduce need for future deliveries. Guidance for staff informing them that personal deliveries to office have been suspended. <p>Contractors:</p> <ul style="list-style-type: none"> Where contractors can support remotely this will take place Guidance for contractors shared, where possible, in advance of their arrival on site. Contractors meet facilities in office at 2 metre distance. On site contractors do not need to sign a visitors' book but will inform facilities staff who can record their name. Where possible, contractors will be scheduled to arrive when the fewest number of staff on site and the fewest number of contractors required are asked to attend. <p>Facilities staff to use hand sanitiser or wash their hands before and after deliveries.</p>	N/A	4 x 4 = 16 due to the frequency of handling post and deliveries	N/A	
	<p>How: Transmission due to a suspected Covid-19 case on site</p> <p>Who:</p> <ul style="list-style-type: none"> Staff Volunteers Contractors Delivery drivers Cleaners 	<p>If someone has CV19 symptoms on a day they are due to come into the office, they should stay at home, not work and follow government guidelines</p> <p>If someone becomes unwell whilst on site with CV19 symptoms as identified by NHS, they should inform their line manager and the facilities team via email, return home and follow government guidelines.</p> <p>Facilities will seek advice from gov.uk and Emergency Response Team informed. Booking records would identify those on the same floor or area and HR responsible for informing those individuals. As a matter of course Facilities would arrange for the relevant floor and all shared areas to be thoroughly cleaned by cleaning contractors before reoccupation.</p>	N/A	2 x 4 = 8	N/A	
	<p>How: Transmission due to unsafe use of PPE</p> <p>Who:</p> <ul style="list-style-type: none"> Staff Volunteers Contractors Delivery drivers Cleaners 	<p>It has been assessed that PPE is not required to be used on site given the existing controls in place. However, some colleagues may choose to use their own PPE, and in this case Mind will ensure that they are supported to use it safely.</p>	N/A	N/A		

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	<p>How: Transmission whilst travelling to an external site for work</p> <p>Who:</p> <ul style="list-style-type: none"> • Staff • Volunteers 	<p>For external events or meetings which require physical attendance in order to meet a business critical need, then colleagues are encouraged to attend, unless they are shielding or have concerns for their safety. If they are uncomfortable then the Manager should find an alternative person. If this is not possible then other arrangements would need to be made. Three questions: 1. Is it business critical 2. Is it sufficiently safe 3. Is there mutual agreement to attend?</p> <p>In terms of requiring assurance from external events, managers to have assurances that measures have been put in place including a risk assessment. The manager should also consider how they intend to travel to the event, where they can avoid public transport, that is preferable.</p> <p>For Mind led events, these will be covered by separate risk assessments</p>	<p>To share with managers what is minimally expected from external events in regards to health and safety at public events.</p>	<p>N/A</p>		
	<p>How: Health and safety risks associated with Granta House closure for two months</p> <p>Who:</p> <ul style="list-style-type: none"> • Staff • Volunteers • Contractors • Delivery drivers • Cleaners 	<p>All the following were completed prior to reoccupation in Granta.</p> <ul style="list-style-type: none"> • Several all-area deep cleans in both buildings. • Water hygiene testing, and thereafter continuation of the routine regular flushing and water temperature checks. • Our PPM contractors were engaged to assess the HVAC (air con) systems. They confirmed that individual FCUs cannot be adjusted in our very old system – the individual wall thermostat controls are the only way to adjust the temperature. However the system is working as it should, with plenty of fresh air being brought in and old air being expelled via the rooftop units. <p>Gredley House routine maintenance did not stop during the lockdown and is ready for reoccupation.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	
	<p>How: Impact on mental health from CV19 pandemic</p> <p>Who:</p> <ul style="list-style-type: none"> • Staff • Volunteers 	<ul style="list-style-type: none"> • Wellbeing guidance provided to staff on the intranet • Access to EAP • Access to SilverCloud Health online Covid19 support tools (based on CBT approach) • Line managers supported to discuss and provide support with direct reports 	<p>N/A</p>	<p>5 x 2 = 10</p>	<p>N/A</p>	
	<p>How: Transmission due to poor communication of guidelines to staff and visitors leading to:</p> <ul style="list-style-type: none"> • not maintaining 2m social distancing • poor hygiene <p>Who:</p> <ul style="list-style-type: none"> • Staff • Volunteers • Contractors • Deliveries • Cleaners 	<p>Communications via guidance and posters have been listed throughout this risk assessment and this comprehensive information is available on the Intranet, with regular updates taking place via news articles, emails and briefings.</p> <p>The Listening and Responding to feedback staff group will continue to be used as a mechanism in which staff can voice any concerns or challenges around health and safety and the Staff Forum and Union continue to be an important consultative forums.</p>	<p>Continued engagement with workers and worker representatives (union and staff forum) will continue to agree any further changes in working arrangements</p>	<p>2 x 4 = 8</p>	<p>Ongoing</p>	

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Comments / Further Action

The situation and government / World Health Organisation advice will be monitored regularly, and staff made aware of any changes to guidelines.

This risk assessment will continued to be reviewed at least monthly and whenever there is a proposed change to the Mind guidance or working arrangements.

With the current social distancing measures in place the number of usable desks is 101 across Granta (41) and Gredley (60 PC workstations). The usual capacity is 419 for ??? total number of staff based out of the Stratford offices.

Risk Rating Matrix (for injury/illness hazards)

		1	2	3	4	5
		Rare	Unlikely	Possible	Likely	Almost certain
Injury/Illness		Conceivable but only in extreme circumstances	Hasn't happened yet but could	Could happen or known it to have	Could easily happen	Often happens
5	Fatality/Fatalities	5	10	15	20	25
4	Loss of sight/limb/long term illness	4	8	12	16	20
3	Day away from work	3	6	9	12	15
2	Medical treatment beyond first aid	2	4	6	8	10
1	First aid injury/illness	1	2	3	4	5

High
Medium
Low