



Risk and Opportunity Assessment

Process name/risk: COVID-19 / *Glasgow & Maidstone*

Absolute Rating (prior to any controls): 16

Reviewed by: Lynsey Hanson

Date: 9/4/2021

Controls	Status	Interested parties
Guidance	Effective	Senior Management
	Details: Issue guidance to all employees to help prevent catching and spreading COVID-19	
Cleansing	Effective	Health & Safety Officer
	Details: Source sanitiser gel, anti-bacterial wipes & regular deep cleansing of areas frequently touched.	
Isolation	Effective	Senior Management
	Details: Make an area available for isolation should an employee become ill in the workplace [ensuring 2 metres away from other people].	
Precautions	Effective	All Employees
	Details: Follow guidance on catching & preventing spreading COVID-19.	
Regular Assessment	Effective	Senior Management & All Employees
	Details: Keep updated, regularly assess the risk and prepare to invoke BCP. Registration for the Government Free Workplace Testing Program, all staff will be able to carry out testing twice a week.	

Are further controls or improvements needed?*

Public Health England advises closure of the workplace is not recommended if a member of staff or the public with confirmed COVID-19 has recently been in the workplace. The management team will be contacted by the PHE local Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. A further risk assessment of each setting will be undertaken by the Health Protection Team at the time. STA have also registered for the Government Free Workplace Testing Program, all staff will be able to carry out testing twice a week.

*Please refer to the Change Process

Revised risk rating:	Likelihood: Possible	Consequence: Moderate
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Approved by
Risk and Opportunity Review

Jan Baker
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Date 09-04-2021
V2 15/01/18



Risk and Opportunity Assessment

Risk Matrix

		<u>Consequence</u>			
		Minor	Moderate	Major	Catastrophic
<u>Likelihood</u>	Almost Certain	4	8	12	16
	Likely	3	6	9	12
	Possible	2	4	6	8
	Low Risks	1	2	3	4

Red – High Risk: Implement a new process or control

Orange – Medium : Aggressively manage risk, consider new controls and/or revise process

Green – Low Risk: Monitor – Could anything be added to improve risk score?

Definitions

Consequence – to the Company if the event took place

Catastrophic - the Company would cease to trade all together

Major - the company would not be able to operate for a period of time (severely impacted)

Moderate - an ISO non-compliance or Regulator fine (the consequence of the event occurring)

Minor - internal malfunction, serious EOD or complaint

Likelihood – occurrence if the Control was not in place

Low risk – very unlikely to ever happen

Possible –unlikely but possible (e.g. human error)

Likely – the event would be likely to happen (e.g. if no training notes no one would read the Process)

Almost certain – without the control the event would happen (e.g. breach of data protection act if no security questions asked)