Risk and Opportunity Assessment

Process name/risk: COVID-19 / *Glasgow & Maidstone*
Absolute Rating (prior to any controls): *16*
Reviewed by: Jan Baker   Date: 13/12/21

Controls	Status	Interested parties
Guidance	Effective	Health & Safety Officer
	Details: Regular reminders and guidance to all employees to help prevent catching and spreading COVID-19 – Maintain COVID Secure working environment.	
Cleansing	Effective	Health & Safety Officer
	Details: Continue to provide sanitiser gel, anti-bacterial wipes & regular deep cleansing of areas frequently touched.	
Isolation	Effective	Health & Safety Officer
	Details: Maintain an area for isolation should an employee become ill in the workplace. Glass desk partitions to remain in place.	
Precautions	Effective	All Employees
	Details: Follow guidance on self-isolation, social distancing and always wear a face mask when not seated at a desk. Follow government rules when socialising and not at work.	
Regular Assessment	Effective	Senior Management
	Details: Keep up to date with guidance and regularly assess the risk.	

Are further controls or improvements needed?*

Keep up to date with government guidelines.

*Please refer to the Change Process

Revised risk rating: 4	**Likelihood:** Possible	**Consequence:** Moderate

Approved by   Lucie Ronde-Oustau   **Date** 13/12/2021

![STA International logo]

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Risk Matrix

	Consequence			
Likelihood	Minor	Moderate	Major	Catastrophic
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)