

Risk Matrix Table: to be used in conjunction with all Risk Assessments

		Severity			
		Negligible <i>small/unimportant;</i> not likely to have a major effect on the operation of the activity/organisation / no bodily injury requiring minor first aid.	Marginal <i>minimal importance;</i> has an effect on the operation of activity/organisation but will not affect the event outcome /or require significant medical treatment.	Critical <i>serious/important;</i> will affect the operation of the activity/organisation in a negative way / lead to serious injuries or medical treatment of persons involved.	Catastrophic <i>maximum importance;</i> could result in disaster/death; WILL affect the operation of the organisation in a negative way / death, dismemberment or serious injury to persons
Probability	Low This risk has rarely been a problem and never occurred in this situation/ activity	LOW (1)	MEDIUM (4)	MEDIUM (6)	HIGH (10)
	Medium This risk will MOST LIKELY occur at this event	LOW (2)	MEDIUM (5)	HIGH (8)	EXTREME (11)
	High This risk WILL occur, possibly multiple times, and has occurred in the past	MEDIUM (3)	HIGH (7)	HIGH (9)	EXTREME (12)

Explanation of Risk Ranking		
LOW	MEDIUM	If the consequences to this event/activity are LOW / MEDIUM, it should be OK to proceed with this event/activity. It is advised that if the activity is MEDIUM, risk mitigation efforts should be made.
HIGH		If the consequences to this event/activity are HIGH, seek additional support/authorisation before proceeding.
EXTREME		If the consequences to this event/activity are EXTREME, it is advised that you do not undertake this without prior consultation with Management Team

Risk Assessment Table

List All Activities	Associated Risk(s)	Severity	Probability	Risk Score	Method(s) to Manage the Risk
<i>Your activity name</i>	<i>Risk(s) associated with the activity</i>	<i>Level of impact on the organisation and persons</i>	<i>The chances of that risk happening</i>	<i>Risk score, found by combining impact and probability on the risk matrix</i>	<i>A list of methods you will use to minimize the chances of the risk happening and/or the resulting damages of the risk</i>
Trip Hazards	Hazards within the office environment that could be deemed as a trip hazard are: desks, chairs, cupboards, wires, boxes, objects left on the floor.	Low (1)	Low (2)	3	All desks are within the middle of the office, with space between the tables so that people can walk through and past the desks safely. There are no items at the side of desks and all bags are required to be put under the desks when the member of staff is using the desk. The office employs a 'hot desk' system and so there are no items of a

				<p>personal nature left near any desks that would need to be moved. All chairs are on wheels within the office and there is a requirement that chairs are returned to under the desk when not in use, therefore eliminating clutter and obstacles. Cupboards are situated within the sides of the office to ensure obstacle opportunities are reduced. All doors are closed when not in use. Wires that are trailing on the floor are covered with a mat to ensure the trip hazard is eliminated. The mat has a yellow rim round it as part of the design to allow staff to see that the mat is there, and a potential trip hazard is imminent. Boxes are minimized within the office and all boxes are disposed of in the skip within the main carpark. Boxes that are not to be disposed of are stored in the appropriate store room and stacked up in two's so there is minimal risk of them falling. All items and objects that are on the floor are moved to a safe and appropriate place to eliminate trip hazards. This is the responsibility</p>
--	--	--	--	--

					of all staff on a 'as and when needed' basis.
Low Door for Store Room	The door for the store room within the office is low and possible injury may occur if a staff member hits their head on the frame of the door.	Low (1)	Low (1)	2	There is a warning sign on top of the door to warn all staff that the door is low and there is a risk of injury. The door is kept locked with only authorized members of the management team having access to the room for GDPR reasons. Therefore, the requirement for regular use by different staff is minimized.
Fire Hazards	Where possible, fire hazards are minimised within the office environment. However, concerns such as electrical equipment, combustible materials such as paper are unavoidable within the office.	Low (1)	Low (1)	2	<p>Smoke alarms are in place and are checked on a weekly basis by the building maintenance team. In the event of the test failing, the H&S lead would inform the building manager to action.</p> <p>Paper is used in an environmental sustainable manner and used responsibly in line with organizational requirements. Waste paper and other combustible materials that are not needed are disposed with appropriately in the allocated recycling facilities in the car park.</p> <p>There is minimal need for compressed gases and</p>

					<p>containers such as staff's personal belongings such as deodorants are not be kept in the possession of the staff member in a cool, dry location such as their work bag.</p> <p>Electrical equipment is checked to ensure it is in good working condition and all equipment is PAT tested on a yearly basis. This does not apply to items that have purchased within the past twelve months. There is a PAT Testing checklist in operation so that all items are audited for when the next test is needed.</p>
Electrical Equipment	Electrical equipment poses a risk in relation to electrocution and a fire hazard.	Low (1)	Low (1)	2	<p>Electrical equipment is checked to ensure it is in good working condition and all equipment is PAT tested on a yearly basis. This does not apply to items that have purchased within the past twelve months. There is a PAT Testing checklist in operation so that all items are audited for when the next test is needed.</p> <p>All electrical equipment is away from water and/or liquids to prevent the risk of electrocution.</p>

					Extension leads are only used on the desks and the desks for the laptops and phones to be charged. They are fire retardant adaptors with a very low voltage. There are no additional multi adaptor extensions within the office.
Lighting	Lighting affecting staff's eyesight due to potential glare, flickering, outside environmental influences, working order.	Low (1)	Low (1)	2	All lighting is in good working order with all issues reported to the building maintenance. All bulbs are working within the lights. There is no glare and no flickering of any lights within the office. Lights are on during the day hours to supplement the environmental changes of daylight from the windows. Desks are positioned so that they do not act as a glare to any desktops or laptops.
Chairs	Chairs can cause risks due to faults, poor condition and settings of the chair due to staff 'hot desk' process. They can also act as a trip hazard.	Low (1)	Low (1)	2	Chairs are swivel chairs that are adjustable in height and recline according to user requirements. All chairs are checked within each monthly health and safety audit and all issues are reported to the building maintenance team. Chairs will be replaced if they are faulty and cannot be fixed.

					<p>Chairs are put away properly under the desks when not in use to prevent trip hazards.</p> <p>Staff are reminded to not move around the office on the chairs to guard against back injuries.</p>
Laptops/Desktops	Laptops pose a risk in relation to DSE, RSI and fire hazards due to poor positioning, screen brightness and working condition.	Low (1)	Low (1)	2	<p>All laptops are upgraded regularly by the Head of IT to ensure they are in good working order. The Head of IT has a reporting email for any laptop/desktop issues. All concerns that are raised are actioned within an appropriate time scale according to the severity of the issue.</p> <p>All staff are aware of the DSE Risk Assessment and should action all points from that Risk Assessment with regard Display Screen Equipment guidelines.</p> <p>RSI will be avoided by minimising the use of laptops and desktops. Regular breaks should be taken and where needed mouse mats, wrist supports and laptop tables should be utilised. Staff should notify the H&S Lead if there any concerns regarding RSI so that</p>

					appropriate actions can be implemented.
Temperature	<p>Temperature fluctuations within the office are based on environmental considerations such as weather.</p> <p>Considerations that also need to be looked at should be the working condition of the air conditioning unit and the heating system which is an integrated system.</p>	Low (1)	Low (1)	2	<p>The temperature can be adjusted to ensure a comfortable working environment for all staff. The air conditioning and heating system is in good working order and any issues are reported to the building maintenance team. The system has a yearly service to ensure safe working condition.</p> <p>The office has windows that can open and has stoppers so that the windows cannot open fully but can open enough to allow air through. There is also a fan in the office for the summer months if it gets too hot.</p>
Daily Waste	<p>Fire hazard due to waste paper and other combustible materials. Possible rodent infestation due to waste food being left. Infection control precautions based on unwashed plates, cups and cutlery being left.</p>	Low (1)	Low (1)	2	<p>All waste is disposed of in the appropriate containers outside the main building in the car park at the end of each day. Food waste is disposed of in a container that has a lid on it to reduce the possibility of infestations.</p>

					<p>All plates, cups, cutlery are washed throughout the day by the staff who have used them. There is also a system of washing all items at the end of each day should there be any left.</p>
Covid-19	Outbreak of Covid-19 within the office building.	Medium (4)	Medium (5)	20	<p>The main risk driver is to ensure the Health and Safety and Wellbeing of the staff team and any visitors who access Head Office based on the Covid-19 Pandemic.</p> <p>The office environment must adhere to all government guidelines in response to safe working practices and environments during the Covid-19 pandemic and the gradual easing of all lockdown procedures. Aspire Education Academy must also be in a position where it can operate business requirements to remain viable.</p> <p>During lockdown in response to the Covid-19 pandemic, Head Office, which consists of 3 x separate offices were locked down with all staff working from home or</p>

			<p>furloughed.</p> <p>As lockdown processes begin to ease, the safety of all accessing Head Office will be paramount.</p> <p>There are 3 x offices within the building that Aspire Education Academy use. There is a main Admin Office, a main Operations Office and a Manager's Office. The Admin Office will allow no more than 6 members of staff at any one time. This will mean that if the Admin Team are fully staffed in the office, then no other persons will be allowed to access the Admin Office. If any other person needs to have contact with any member of the Admin Team, this should be done via Microsoft Teams, telephone or if face to face contact is absolutely necessary, the second half of the Admin Office that has been cordoned off should be used with the double doors used as access and entry.</p> <p>The Operations Office will have a restriction on 6 people</p>
--	--	--	---

			<p>at any one time being allowed in the office. Priority will be given to the Heads of Operations, IQA, Quality and Safeguarding/Health and Safety.</p> <p>The third office is the Managers Office. This is to be used as an overflow office when additional staff need to access the office. Only two members of staff will be allowed to access the Managers Office at any one time.</p> <p>People wishing to access any of the offices must not enter the office without authorisation. There will be a system of knocking on the office door and waiting to be greeted and authorised to enter the office dependant on the current numbers in the office at that time. there is also a system in place where staff members key fobs will only work for their allocated office and will not admit them into any other office. Once the staff member has knocked on the office</p>
--	--	--	--

			<p>door, they must step back and remain 2 metres from the door. It must be stressed however, that there must be absolutely minimal cross office contact. Wherever possible offices should be accessed by that department and no-one else. Communication should be completed by Microsoft Teams or telephone calls or emails, unless absolutely necessary.</p> <p>The office building has several communal areas, including kitchen areas, toilet facilities and break out rooms. The building management has issued information that the communal areas will be on a 'one in, one out' system and only one person at a time should be in the kitchen or toilet facilities at a time. Aspire Education Academy staff will follow this guidance and ensure that when they used the kitchen facilities, they wash their hands directly after use.</p> <p>There is a daily cleaning schedule that is now in place</p>
--	--	--	---

			<p>and must be adhered to by all nominated staff. The Health and Safety Manager will complete a deep clean on a weekly basis of all three offices.</p> <p>Staff must report any signs of C-19 at the earliest opportunity to their Line Manager and the Health and Safety Manager. No member of staff showing any symptoms of C-19 must enter the office environment. They should self-isolate for a period of 10 days. All staff must be transparent with regard disclosing symptoms. Failure to do so may result in further action taking place as a direct neglect of own health and safety responsibilities. All staff are RAG rated according to their own personal circumstances and potential underlying health conditions. All staff are required to inform the Health and Safety Manager and HR Manager of any underlying health conditions and/or family circumstances that may cause</p>
--	--	--	---

			<p>additional issues if C-19 is contracted.</p> <p>Visitors to Aspire Education Academy offices will not be allowed until it is deemed safe. The initial easing of lockdown means that the safety of visitors and staff who come into contact with visitors cannot be guaranteed. Therefore, all meetings with external professionals must be completed via Microsoft Teams. This will be reviewed 3 months after lockdown has been eased.</p> <p>Each staff member must use their own business issued equipment only. Staff are not permitted to use any other staff members equipment under any circumstances. If there is a fault with any equipment, then the Head of IT must be contacted. Equipment must be cleaned regularly by each member of staff who is issued with equipment such as laptops, mobile telephones, individual printers. This must</p>
--	--	--	---

			<p>be in accordance with appropriate cleaning products that are safe for use on electrical and technological devices. Communal equipment such as office scanners and printers and photocopiers can be used by office staff. The staff members must wash their hands thoroughly after each use.</p> <p>The Head of IT is a member of the team who integrates with all staff and has input with all IT systems. All IT issues will be managed using remote access to a staff members equipment to ensure that minimal contact is made. If equipment has hardware issues and requires contact management, then the Head of IT must ensure that all equipment is cleaned after use and appropriate and thorough hand washing takes place afterwards. Once returned, the staff member's equipment must be cleaned again to ensure that risk of infection is</p>
--	--	--	--

			<p>low. All communication with the Head of IT must be based on protocols identified within the office layout measures where only the Head of IT can access the IT office.</p> <p>Where possible all staff who can work from home, must work from home.</p> <p>There will be no hotdesking in operation. Each member of office staff will have their own identified desk and will not use any other desk. Identification of desks are as they were prior to lockdown. Additional staff who need to access the office environment will be able to utilise the Managers Office which will be used as an overflow office. Staff who wish to access the office, other than the identified priority Managers and Admin Team, must seek authorisation of date and time of office access by their Line Manager and the Health and Safety Manager so that numbers of people in the office can be monitored.</p>
--	--	--	--

			<p>All staff who access the office environment must keep at a distance of 2 metres from each other at all times. Failure to adhere to this will result in further action as a direct neglect of health and safety responsibilities.</p> <p>When face to face delivery resumes, there will be days where Tutors will need to access the office to bring in their files and have them checked. All work must be completed by Tutors prior to arrival at the office. All arrivals at the office must be by appointment only with time slots given that must be adhered to. Tutors will only be able to access the overflow office that is currently the Managers Office, with only two members of staff able to access that office at any one time. This will be the Tutor and the nominated member of staff who is checking the files. Where possible, all staff who</p>
--	--	--	--

			<p>can work from home on 'file check in day' must work from home to reduce the amount of staff in the office environments.</p> <p>The Directors and HR Manager and Finance Manager visit the office on a required basis to offer support and direction and travel from Wales to visit Head Office. During booked visits, only required staff should be in the office on that particular day to reduce the amount of staff in the main office. Allocated desks must be given to the Directors and HR Manager and Finance Manager with a deep clean of the workstation prior to their arrival. A further deep clean must take place after they have left the office building. Where possible, during times in between SMT meetings, where the Directors need to complete work, the overflow Managers Office should be used. For meetings where Microsoft Teams can be</p>
--	--	--	---

			<p>used, this should be the first option to ensure and maintain the health and safety of the Directors and HR Manager and Finance Manager.</p> <p>Each team within the main operations office must walk the route of their allocated desk and to not walk to other departmental tables during the day. All communication can be completed from individual desks or through telephone conversations or Microsoft Teams.</p> <p>Waste bins and recycling must be kept within each individual office and then disposed of at the end of each day. The allocated department for the daily cleaning will be responsible for the emptying of the recycling bins to the main bin in the carpark. Due to use of this bin within the carpark, whoever is responsible must wear gloves and dispose of them when they return to the office.</p>
--	--	--	--

					Each desk will have a box of tissues and a packet of wipes and hand sanitiser so that staff can use these when needed. Gloves will be provided for taking waste and rubbish to the main bins in the carpark of the Business Centre. These must be disposed of after use.
Evacuation Route/Exits	Exits routes blocked by obstacles. Exits not signposted appropriately so evacuation procedures are unclear. Safety precautions compromised due to poor security mechanisms.	Low (1)	Low (1)	2	All exits are signposted so that all staff are aware that they are evacuation routes. All office based staff have a fob that allow entry to the office. All staff have a responsibility to sign in and sign out each day they are in the office. All visitors must sign in and complete the visitors book and be issued with a 'red' visitors lanyard. All fire doors are approved fire doors and are closed at all times. The locking system is disengaged when the fire alarm system is activated. All doors are free from obstacles and blockages so that all staff can exit the office safely if needed.