**GENERIC** **RISK ASSESSMENT FOR PUBLIC EXAMINATIONS DURING THE COVID-19 PANDEMIC**

The generic risk assessments to which this guidance refers have been developed using the formulas below. It is unlikely that generic assessments will be totally appropriate for each individual examination or school setting, there may be different circumstances. It should therefore be modified prior to each examination making that assessment specific to the particular premises, room, persons etc.

For example:

The risk rating in the generic assessments is calculated using the formula

## Likelihood X Severity

* 1. something ‘unlikely’ to occur in your opinion (2) multiplied by severity rating of ‘significant’ (2) would result in a risk rating of 4 which is ‘Tolerable’ and only requires the control measures to be monitored and reviewed.

This calculation must be made with your existing precautions (control measures) in place. If you do have all, or more, of the existing precautions in the generic assessment operating then the risk factor may be lower.

If however, you have identified a particular hazard covered by a generic risk assessment and you do not have all, or any, of the existing precautions listed in place, then your risk factor will be higher and will require further action on your behalf to reduce the risk. This may involve adopting some, or all, of the ‘existing precautions’ listed and listing them as ‘additional precautions’ which are in effect further measures you need to implement to control the risk. You may also have other control measures in mind that are not listed and which are equally valid in controlling the risk. It is important that a person (or organisation e.g. EA) is identified as the person (body) responsible for the remedial measures. A feasible date for implementation should also be recorded and no action by this date should prompt a reminder to the responsible person (body).

When the ‘additional precautions’ are implemented and the risk assessment is reviewed then the ‘additional precautions’ become ‘existing precautions’ and the risk factor is recalculated.

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| --- | --- | --- |
| **Probability Rating ‐ Likelihood** | | |
| very likely | Likely to occur immediately or in the short term | 4 |
| likely | Could occur in time, or if repeated enough | 3 |
| unlikely | Though unlikely, may occur over time | 2 |
| very unlikely | Unlikely to occur | 1 |

|  |  |  |
| --- | --- | --- |
| **Severity Rating** | | |
| very serious | Single or multiple fatalities, widespread illness, large scale  property/equipment damage | 4 |
| serious | Serious injury or illness, serious property/equipment damage | 3 |
| significant | Significant injury or illness, significant property/equipment damage | 2 |
| minor | Minor injuries and/or illness, minor property/equipment damage | 1 |

# Risk Assessment Matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **X** | **1** | **2** | **3** | **4** |
| **1** | **1**  **Insignificant/ Trivial** | **2**  **Low/**  **Tolerable** | **3**  **Low/**  **Tolerable** | **4**  **Low/**  **Tolerable** |
| **2** | **2**  **Low/**  **Tolerable** | **4**  **Low/ Tolerable** | **6**  **Medium/ Substantial** | **8**  **Medium/ Substantial** |
| **3** | **3**  **Low/ Tolerable** | **6**  **Medium/ Substantial** | **9**  **Medium/ Substantial** | **12**  **High/ Intolerable** |
| **4** | **4**  **Low/ Tolerable** | **8**  **Medium/ Substantial** | **12**  **Hign/ Intolerable** | **16**  **High/ Intolerable** |

|  |  |
| --- | --- |
| **Risk Level Description** | **Numerical Value** |
| High – Intolerable. Immediate action required. Activity should be  stopped until control measures can be implemented to reduce risk | **12 ‐ 16** |
| Medium – Substantial. Activity can proceed, but with caution, ensuring control measures are maintained. Efforts should be made  to control/reduce the risk. | **6 ‐ 9** |
| Low – Tolerable. Activity can proceed. Control measures must be monitored and reviewed as required to ensure they remain suitable  and sufficient. | **2 ‐ 4** |
| Insignificant – Trivial. Monitor activity/task for future changes that would increase the risk | **1** |