



What is the activity?									
What is the Hazard	What is the risk?	Who could be affected?	L	S	RFR	What control measures have been applied to reduce the risk?	L	S	RRR
			(1-5)	(1-5)	(1-25)		(1-5)	(1-5)	(1-25)
			Before control measures				After control measures		
Example:- leaving too much water on the floor	Example:- staff member could slip on floor & fall	Staff, students, visitors, members of the public, contractors	5	4	20	Minimum water used, staff instructed to clean water up immediately, barriers are used to warn others, building cleaned when closed, staff are trained.	5	2	10
Behaviours/ activities throughout the OSCE process that could increase risk of spreading virus	UoA staff/NHS staff and/or students contract Covid-19	UoA staff/NHS staff and students	5	5	25	Site coordinators will be on hand to escort the student (while still distancing themselves) to various sites, avoiding other fellow staff/students as timings will be similar throughout the floor. Other coordinating staff will be at appropriate areas on the floor also to stop flow of students/clashing to maintain a safe environment.	1	3	3
						Face coverings must be worn by staff and students at all times, including when leaving each station.			
						Signage in place to remind staff and students of recommendation for social distancing in corridors and communal areas.			
						Time management/timetables to be put in place to make sure movement on the floor is kept to a minimum. Extra time allowed for students to move between stations			
						All participants sanitise hands on entering and exiting the OSCE station and/or when leaving and exiting the room. Where models are being examined, students will don appropriate PPE before entering the station and doff before leaving. The student briefing immediately before the assessment will emphasize the need to maintain 2m social distance at all times, cleaning requirements, hand hygiene and PPE usage. Students will be instructed to follow the instruction of site			
						Answer papers from unmanned stations will either be collected by site coordinators (gloved) or placed into collection box and left for at least 3 hours before marking (or for marker to wear gloves).			
						Ventilation will be increased in all areas to maximum possible through air-conditioning system. Windows to be opened as much as weather conditions allow, but as a minimum, at the end of each station in the station			
						Furniture layout not altered during OSCE to preserve 1m distancing and avoid face-to-face orientation as much as possible.			
Non-compliance with cleaning/hand sanitiser regime leaves virus on surfaces and touchpoints	UoA staff/NHS staff and/or students contract Covid-19	UoA staff/NHS staff and students	5	3	15	After each student, anything touched by the student will be cleaned by the student themselves with disinfectant wipes eg chair, table, laminates. Other equipment will be cleaned with disinfectant wipes at the end of each run by the site coordinator or examiner to reduce the risk of spreading virus. Candidates will wear PPE when touching equipment. Laminates will be touched by student only or by gloved hands. There will be extra signage in unmanned stations to remind students to clean touched surfaces.	1	3	3
Risk of spreading virus during OSCE breaks	UoA staff/NHS staff and/or students contract Covid-19	UoA staff/NHS staff and students	5	5	25	To avoid the gathering of staff, the breaks will be conducted in the designated rooms of the invigilators etc. This will reduce the foot fall in the kitchen area and therefore reduce the risk of contracting Covid-19. Only individual drinks and food eg juice boxes, bottled water, sandwich bags, etc will be available to staff members. Staff may	1	2	2
Risk of injury during routine set up/clear up of OSCE	Non-compliance with the correct moving and handling procedure and gelling of hands at appropriate times	UoA Technical staff	4	3	12	Rules have been put in place that when moving beds/trolley beds and mannequins from one location to another that two or more persons are to carry out the action	1	2	2
						Technical staff are required to take a manual handling course according to University legislation	1	3	3
						Each surface should be already disinfected but to reduce risk further, technicians are required to wear gloves and face coverings throughout	1	1	2
						All heavy boxes/equipment are located on level surface within reach as to not put pressure on body when removing. There are University approved steps to minimise injury via stretching for	1	3	4
			4	3		All staff and students must wear gloves when using sharps.	3	1	3

Risk of injury during set up of OSCE	Sharps	UoA Technical staff/ NHS staff and students	4	3		Any untrained personnel is to be accompanied by a professional in this field to reduce the risk	1	3	3
			4	3	12	Safety mechanisms are located on each needle, reducing the risk of needle sticks when fully engaged	1	3	3

Risk Assessment compiled by: Victoria Evans

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RISK FACTOR MATRIX		Severity (What could the impact be?) → → → →				
		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood (How likely is it to occur) ↓ ↓ ↓ ↓		A trivial injury, not requiring hospital treatment, could occur	A minor injury could occur which may require minor hospital treatment	A major injury (e.g. a fractured bone) could occur resulting in an over seven day absence from work	A major injury will occur unless risk controls are put in place	A fatality will occur unless robust risk controls are put in place
1	<b>Very Unlikely</b> It is very unlikely to occur	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
2	<b>Unlikely</b> It is unlikely to occur but it is possible	2 LOW	4 LOW	6 MEDIUM	8 MEDIUM	10 MEDIUM
3	<b>Fairly Likely</b> It could occur but not on a regular basis	3 LOW	6 MEDIUM	9 MEDIUM	12 MEDIUM	15 HIGH
4	<b>Likely</b> It could occur on a regular basis	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
5	<b>Very Likely</b> It will almost certainly occur	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

RISK ACTION		
Severity (S) X Likelihood (L) = RISK FACTOR RATING (RFR) before risk controls.		
After risk controls are applied = RESIDUAL RISK RATING (RRR)		
1 - 5	Indicates a <b>LOW</b> risk	Proceed but ensure controls are maintained
6 - 10	Indicates a <b>MEDIUM</b> risk	Proceed with caution as there are Medium risks still present. Improve control measures at next annual review
12 - 25	Indicates a <b>HIGH</b> risk	<b>DO NOT PROCEED.</b> Further control measures need to be applied to reduce the risk to a Medium or Low risk