

## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



<b>Academy: Longford Primary Academy</b>					<b>Prepared By: C Leach</b> <b>Completed By: Louise Lawrence</b>			<b>Date: 05-09-21</b>			
<b>Activity Workplace:</b> Novel Coronavirus (COVID-19) <b>Revision:</b> 16 05-09-2021. Guidance: Schools COVID-19 Operational Guidance 27 <sup>th</sup> August 2021 Step 4 of the roadmap					<b>Manager:</b> <b>SBMAT</b>			<b>Next Annual Review Date:</b> 05-09-2022 or change to guidance			
Hazard		Initial risk			Action plan			Residual risk			
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H

**Awareness and understanding**

- Staff
- Pupils
- Parents
- Visitors
- Contractors

**4 4**

**RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY**

1. **R16** Staff, pupils, parents, visitors and contractors are advised through verbal and written communication including signs that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process if:

- they currently have Coronavirus (COVID-19) symptoms or
- they have tested positive for COVID-19 and are in their self-isolation period

2. **R16** Staff advised they must self-isolate if they live in the same household as someone with COVID-19 or are confirmed by NHS Test and Trace as a close contact of someone with COVID-19, unless any of the following applies:

- fully vaccinated (2 jabs)
- below the age of 18 years and 6 months
- currently part of or have taken part in an approved COVID-19 vaccine trial
- unable to get vaccinated for medical reasons

3. **R16** Staff/pupils advised where any of the following applies:

- fully vaccinated (2 jabs),
- below the age of 18 years and 6 months,
- have taken part in or are currently part of an approved COVID-19 vaccine trial or
- are not able to get vaccinated for medical reasons pupils, when

Revised communication to parents as new guidance issued

Reminders to parents/visitors on entry/phone call to school

PHE & Gov Uk signs in place around school and kept up to date

Updates sent to/shared with staff via meetings and emails

Ongoing weekly checks that signs remain visible and up to date

Staff to remind pupils about measures in place eg hand washing

Staff at gates/doors to remind and reassure parents of actions and measures and refer to Principal/government guidance online

Information shared regarding testing sites/procedures

School to engage

LL  
Office  
All staff

September 2021

Ongoing as required and in response to updated guidance /cases



**1 4**

**HIGH**

**LOW**


Transmission / Spread of Germs and Novel Coronavirus (COVID-19)

Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.

**R16** Main symptoms  
Continuous cough  
High temperature (over 37.8 degrees) on chest or back  
Loss of, or change to the sense of smell (anosmia)

**R16** Milder symptoms  
Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.

Affects  
Mild flu symptoms  
Respiratory infection  
Breathing difficulties  
Asthma  
Fatality

Staff/pupils who are confirmed clinically vulnerable or clinically extremely vulnerable.	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul>	4	5	RISK ASSESSMENT	FORM MANAGING HEALTH AND SAFETY	Identify and liaise with CV/CEV staff to complete and risk assessments	LL/all staff	September 2021	2	5	HIGH
<p>Staff/pupils who live with someone who is confirmed clinically vulnerable or clinically extremely vulnerable.</p> <p>Staff/pupils who are from Black, Asian and Minority Ethnic (BAME) backgrounds</p> <p>Long-term conditions like diabetes, cancer and chronic lung disease. Conditions such as obesity. Underlying health problems</p> <p>Expectant mothers</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p>R16 Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>R16 Milder symptoms Headaches, fatigue &amp; lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			VERY HIGH	<p>1.COVID 19: Individual Risk Assessment completed for staff who fall into these categories: vulnerable, from a -Black, Asian or Minority Ethnic origin (BAME) or pregnant.</p> <p>2.CEV staff have their existing COVID 19: Individual Risk Assessment reviewed, and action plan updated and agreed as guidance changes.</p> <p>3. R16 Where a child has been confirmed clinically extremely vulnerable (CEV) the school advise that the child should attend unless a medical professional confirms that shielding is required.</p> <p>4. R16 Pupils and staff are supported to follow increased good hand hygiene practises through increased communication and facilities/materials.</p> <p>5. R16 Pupils are monitored by staff for increased hand hygiene practises.</p> <p>6. Monitoring of pupils and staff compliance with clinical advice regarding attending school</p> <p>7. Pupils Care Plans reviewed and amended to ensure child is not put at risk of coronavirus (COVID-19) infection.</p> <p>8. Staff instructed not to supervise children in isolation at school for showing coronavirus infection (COVID-19) symptoms.</p> <p>9. Concerns discussed with SLT when shown by staff, pupils, parents especially for significant risks.</p>	<p>Ongoing monitoring and review to ensure up to date guidance is followed, staff feel safe and remain vigilant</p> <p>SENCO to liaise with parents of pupils with care plans to ensure they are in line with covid guidance</p> <p>LL to liaise with parents of pupils who are reluctant to bring their child into school because of medical conditions</p>	<p>SENCO</p> <p>LL/ class teacher s</p>	<p>Ongoing as required and in response to updated guidance /cases</p>			

- Staff
- Pupils
- Parents
- Visitors
- Contractors

**4 4 HIGH**

**RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY**

Information shared with school community  
Staff to remain vigilant

LL  
All staff

September 2021

**1 4**

**LOW**

Transmission / Spread of Germs and Novel Coronavirus (COVID-19)

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Affects  
Mild flu symptoms  
Respiratory infection  
Breathing difficulties  
Asthma  
Fatality

1.Non-essential use of public transport avoided when possible.  
2.Travel alone using own transport / cycle or walk when possible  
3.When the use of shared transport is unavoidable persons are advised to: a. travel with as few people as possible, b. avoid travelling with persons outside of own household or support bubble, c. wash hands with soap and water or hand sanitiser before using transport, d. persons over the age of 11 wear face coverings over the nose and mouth, e. sit as far away from other persons as possible, f. try to face away from other persons, g. open windows to give good ventilation, h. avoid touching anything, i. cough or sneeze into a tissue and put it in a bin, j. wash hands with soap and water or hand sanitiser after using transport,  
4.Cleaning and disinfecting of shared vehicle interiors carried out on a regular basis using standard cleaning products.  
5.When the use of public transport is required persons aged 11 and over to use a face covering and try to maintain 2- meter distance or maintain 1- meter distance with mitigation, where possible check in using NHS COVID-19 app and use precautions as follows:  
a. avoid peak travel where

Ongoing as required and in response to updated guidance /cases




## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Pupils and staff access and egress and moving around the school</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	4	4	<p style="font-size: 2em; color: orange;">HIGH</p>	<p>1. <b>R16</b> Infrared temperature checks of pupils and staff carried out where they feel unwell or show symptoms. Testers wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Pupils and staff with high temperature readings are isolated, sent home to self-isolate and required follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>2. <b>R16</b> Optional for staff to wear face masks / face covering or visors over the nose and mouth during movement around school and in communal areas and enclosed spaces.</p> <p>3. Staff to participate in the schools COVID-19 rapid testing programmes.</p>	<p>Checks to ensure equipment and resources are fully operational and in stock</p> <p>Staff to inform LL of requirements</p> <p>LL to distribute LFD to staff for self-administration 2 x week</p>	<p>MD/ All staff</p> <p>LL</p>	<p>September 2021</p> <p>Ongoing as required and in response to updated guidance /cases</p>	1	4	<p style="font-size: 2em; color: green;">LOW</p>
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Visitors, Parents Delivery drivers	Staff Pupils	4	4	HIGH	General	Physical (signs) and verbal	All staff	2	4	MEDIUM
<p><b>Contractors</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Parents</li> <li>• Visitors</li> <li>• Contractors</li> </ul> <p><b>R16</b> Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p><b>R16</b> Milder symptoms Headaches, fatigue &amp; lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	RISK ASSESSMENT	ASSESSMENT	HIGH	<p><b>1. Parents, visitors and contractors are asked by</b></p> <ol style="list-style-type: none"> <li>a. currently have Coronavirus (COVID-19) symptoms</li> <li>b. <b>R16</b> have tested positive for COVID-19 in the last 10 days</li> <li>c. <b>R16</b> have been contacted by NHS Test and Trace and told to self-isolate unless they been double vaccinated and also have a PCR test negative result. Adults who not been double vaccinated must isolate even if they have a PCR test negative result.</li> <li>d. <b>R16</b> they have been in a country or territory on the <a href="#">red list</a> or government specified amber list countries in the 10 days before arriving in England.</li> <li>e. are waiting for COVID-19 PCR test result.</li> </ol> <p><b>If any questions are answered yes, access is denied</b> and they are advised that they <b>MUST</b> not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p><b>2. R16</b> School guidance on hygiene, optional wearing of face masks/face coverings/face visors over the nose and mouth provided on arrival.</p> <p><b>3.</b> Hand washing/sanitising requested on arrival, before and after using attendance recording devices and using toilets.</p> <p><b>4.</b> Infrared temperature checks carried out on arrival.</p> <p><b>5.</b> Additional COVID-19 control</p>	<p>reminders</p> <p>symptoms and actions to take if symptomatic or close contact</p> <p>Stock of face coverings available to wear (staff/visitors)</p> <p>Communicate up to date guidance with school community and visitors</p> <p>Direct deliveries to appropriate locations to reduce contact</p> <p>Visitors to sign in using Inventry</p>	Office			



R16 Asymptomatic staff	<ul style="list-style-type: none"> <li>Staff</li> <li>Casualty</li> </ul>	5	4	R16 Staff to carry out COVID-19 rapid testing at home twice per week and	LL to check stock levels and	LL	September 2021	2	4
<p><b>Staff, pupils showing coronavirus infection (covid-19) symptoms whilst at school.</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p><b>R16</b> Main symptoms Continuous cough</p> <p>High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p><b>R16</b> Milder symptoms Headaches, fatigue &amp; lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	RISK ASSESSMENT	FORM	<p><b>R16</b> Staff to carry out COVID-19 rapid testing at home twice per week and distribute LFD to staff. If a positive result and arrange a confirmatory PCR test.</p> <p><b>2.</b> Careful consideration given to refuse a child access to school who is showing COVID-19 symptoms to avoid potential risk to others. Decisions made using latest PHE guidance.</p> <p><b>3.</b> Staff at school who develop symptoms of coronavirus infection (COVID-19), inform a member of the SLT, self-isolate at home in accordance with government guidance and arrange a COVID-19 PCR test. Government supplied home PCR test kits provided by the school in exceptional circumstances when a symptomatic staff member has barriers accessing testing by the usual routes. School arrange posting or remote drop off of test kits.</p> <p><b>4.</b> Pupils at school who develop symptoms of coronavirus infection (COVID-19) are placed in a safe isolation location and parents informed to collect the child. Child's household requested to self-isolate at home in accordance with government guidance and arrange a PCR COVID-19 test for the symptomatic child. Government supplied home PCR test kits provided by the school to parents/guardian in exceptional circumstances when a symptomatic child has</p>	<p>LL to check stock levels and distribute LFD to staff.</p> <p>Staff to report positive result to LL</p> <p>SLT to remain up to date with latest guidance</p> <p>LL to share latest guidance with staff</p> <p>Ensure pupil contact details are up to date</p> <p>LL to engage with local outbreak team/PHE where necessary to report cases/advice</p> <p>Ensure necessary protective clothing eg face masks, gloves, aprons in stock</p> <p>Dfe school attendance tracker to be completed daily</p> <p>Location for pupil isolation to be shared with staff</p>	<p>All staff</p> <p>LL</p> <p>Office</p> <p>LL</p> <p>LM</p> <p>LL</p>	<p>Ongoing as required and in response to updated guidance /cases</p>		
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**Hand and respiratory hygiene**

- Staff
- Pupils
- Parents
- Visitors
- Contractors

**4 4**

**HIGH**

**RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY**

**Provision**

1. Hand wash facilities stocked with liquid soap.
2. Hand dryers or disposable paper towels for drying hands
3. Hand sanitiser gel dispensers where sinks are not available e.g. shared spaces, signing in and out locations, entrance and exit points
4. Skin friendly skin cleaning wipes for children with skin conditions and children with complex needs.
5. Supply of disposable tissues available in classrooms, offices, shared spaces.
6. Bins with lids or remote/foot operated lids where available lined with a bin bag in classrooms, offices, shared spaces.
7. Covered bin at entrance for disposal of face coverings
8. PHE "Wash your hands" signs posted in pupil, staff and visitor toilets.
9. "Catch it, Bin it, Kill it" posters displayed in toilets, classrooms and staff areas.
10. Support provided for pupils who spit uncontrollably or use saliva as a sensory stimulant. Risk assessment carried out and suitable controls implemented.
11. COSHH Assessment for hand sanitiser communicated to staff.
12. Supply of individual, sealable plastic bags for staff to store face coverings between use

- Checks to be made to ensure hand washing facilities and hand sanitiser are well stocked – staff to notify low levels
- COSHH assessments available for new products
- Hand washing routine to be embedded into daily practice eg break times, lunch times etc
- Reminders to staff/ contractors/ visitors regarding availability of masks/ sanitiser etc
- Lidded bins available in each classroom

All staff/  
MD

LM

All staff

September 2021

Ongoing as required and in response to updated guidance /cases



**1 4**

**LOW**

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Respiratory infection  
Breathing difficulties  
Asthma  
Fatality



Cleaning Classrooms	Staff Pupils	4	4	HIGH	General	COSHH for cleaning sprays and anti-bacterial cleaning products as necessary –	LL	September 2021	1	4	LOW
Shared spaces Offices Staffrooms Meeting rooms	Parents Visitors Contractors	RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY			1.Cleaning schedules reviewed and increased cleaning implemented.	and anti-bacterial cleaning products as necessary –	All staff	Ongoing as required and in response to updated guidance /cases			
Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	R16 Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)				2.Anti-bacterial wipes/sprays securely stored in classrooms and staff occupied rooms.	shared with staff and filed	LL				
Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	R16 Milder symptoms Headaches, fatigue & lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.				3.Frequently touched surfaces e.g., handrails, door handles, light switches, work surfaces, remote controls and electronic devices cleaned and disinfected using standard cleaning products such as detergents or anti-bacterial products as a minimum twice a day, before or after school and during the day.	Reminder to staff to keep areas clutter free					
	Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				4.Bins emptied frequently to suit usage.	LL to inform cleaners of additional cleaning requirements					
	Effects of using hazardous cleaning substances Irritation of skin and respiratory system, damage to eyes and internal organs				5.Staff wear latex free gloves when cleaning, disinfecting surfaces and handling waste such as used tissues, used PPE.	LL to inform MD of additional fogging requirements					
					6.Staff using cleaning and disinfecting products read COSHH Assessments and follow measures including wearing PPE specified.	Staff to wipe down surfaces/equipment as necessary	All staff				
					7.Staff wash hands thoroughly after removing used PPE and using cleaning and disinfecting products.						
					8.Cleaning contractor provide COVID-19 Risk Assessment to School Principal.						
					9.Clutter, rarely used and difficult to clean items removed and stored to make cleaning easier. <u>10.</u>						
					R16 Water fountains cleaned regularly and after heavy use at break and lunch times						

Use of occupied spaces	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Visitors</li> <li>Contractors</li> </ul>	4	4	HIGH	1. Pupils and staff provided with own stationery to prevent sharing.	Pupil resources to be made available to pupils on an individual and group basis	All staff	September 2021	1	4	LOW
<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p><b>R16</b> Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p><b>R16</b> Milder symptoms Headaches, fatigue &amp; lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>2. Pupils limited on items brought into school to essentials such as lunch boxes, hats, coats, books, stationery, water bottles and bags.</p> <p>3. <b>R16</b> Resources cleaned before being taken home and on return.</p> <p>4. Contactless drop off points used for issue of materials such as stationery supplies.</p> <p>5. Outside space used for education where possible following a full and thorough risk assessment.</p> <p>6. <b>R16</b> Use of increased space areas when possible.</p> <p>7. Ventilation in the building maximised while a comfortable environment is maintained.</p> <p>8. <b>R16</b> Poorly ventilated spaces identified through the use of state funded CO2 monitors and steps taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.</p> <p>9. Mechanical ventilation systems a. adjusted to increase the ventilation rate wherever possible b. adjusted to full fresh air ventilation unless used to ventilate a single room along with an additional fresh air supply.</p>	<p>Funded CO2 monitors to be installed on arrival</p> <p>Checks to be made to ensure rooms are well ventilated</p> <p>Staff to ensure rooms are uncluttered and clear to ensure cleaning can take place throughout</p> <p>Record of cover sheet to be held</p> <p>Children to attend school in PE kit on PE days</p>	<p>MD</p> <p>All staff/S LT/MD</p> <p>All staff</p> <p>HW</p> <p>Staff</p>	<p>Ongoing as required and in response to updated guidance /cases</p>			



Use of Offices Staffrooms	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	4	4	HIGH	General	2 <sup>nd</sup> staffroom available for staff	All staff	September 2021	1	4	LOW
<p><b>Meeting rooms</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Parents</li> <li>• Visitors</li> <li>• Contractors</li> </ul> <p><b>R16</b> Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p><b>R16</b> Milder symptoms Headaches, fatigue &amp; lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p><b>RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY</b></p> <p>1.Ventilation maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety.</p> <p>2.Small offices and storerooms and cupboards accessed by one person at a time.</p> <p>3.Locker rooms, changing areas and toilets avoided when occupied by other persons.</p> <p>4.Use of hot desks and workspaces avoided</p> <p>5. <b>R16</b> Meetings / discussions with others held when it is necessary and remote contact cannot be used. Meetings/discussions held either outdoors or in open spaces with good ventilation with open windows and for short durations.</p> <p>6.Screens used to protect reception staff</p> <p>7.Shared equipment cleaned before and after use.</p> <p>8.Restrict movement around the school between departments and rooms and use of electronic devices to communicate.</p> <p>9. <b>R16</b> Staff optional wearing of face masks / face coverings / face visors over the nose and mouth encouraged in communal areas, enclosed spaces and when meeting with parents, contractors, and visitors.</p>	<p>to use to reduce room at any one time</p> <p>Staff to have access to hand gel and sanitiser</p> <p>Staff to use own mugs/lidded cups</p> <p>Anti bacterial wipes/cleaning spray to be made available to staff</p> <p>Consideration as to whether all staff need to get together for meetings</p> <p>Use of school hall for whole school meetings</p>		<p>Ongoing as required and in response to updated guidance /cases</p>			
					<p><b>Staffrooms</b></p> <p>1.Appliances such as kettles,</p>						

## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Lunch service</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors</li> <li>• Parents</li> <li>• Contractors</li> </ul> <p><b>R16</b> Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p><b>R16</b> Milder symptoms Headaches, fatigue &amp; lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<b>4</b>	<b>4</b>	<b>HIGH</b>	<p><b>1. R16</b> Pupils wash hands before eating.</p> <p><b>2.</b> Plates and cutlery thoroughly washed at 70°C between use.</p> <p><b>3. R16</b> Tables regularly cleaned / disinfected by staff</p> <p><b>4. R16</b> Staff wash hands for at least 20 seconds with soap and water before serving food and before/after cleaning down</p> <p><b>5.</b> Catering contractor provide COVID-19 Risk Assessment to School Principal.</p> <p><b>6. R16</b> Staff optional wearing of face masks/ face coverings / face visors over the nose and mouth encouraged in communal areas.</p> <p><b>7. R16</b> Water fountains cleaned regularly and after heavy use at break and lunch times.</p>	<p>Staff to remind children to wash hands prior to lunch</p> <p>Children to be sent into lunch halls on rota to ensure they do not become too full</p> <p>MDAs to use walkie talkies to communicate and manage hall levels</p> <p>Tables to be wiped down in between different pupil groups</p>	<p>All staff</p> <p style="text-align: center;">MDA</p>	<p>September 2021</p> <p>Ongoing as required and in response to updated guidance /cases</p>	<b>1</b>	<b>4</b>	<b>LOW</b>
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## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Break time</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors</li> <li>• Parents</li> <li>• Contractors</li> </ul> <p><b>R16</b> Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p><b>R16</b> Milder symptoms Headaches, fatigue &amp; lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma</p> <ul style="list-style-type: none"> <li>• Fatality</li> </ul>	<p><b>4</b></p>	<p><b>4</b></p>	<p><b>HIGH</b></p>	<ol style="list-style-type: none"> <li>1. <b>R16</b> Play equipment cleaned regularly</li> <li>2. <b>R16</b> Water fountains cleaned regularly and after heavy use at break and lunch times.</li> <li>3. <b>R16</b> Pupils wash hands before and after break time</li> </ol>	<p>Staff to embed hand washing routines with pupils</p> <p>Play equipment/areas on rota</p>	<p>All staff</p>	<p>September 2021</p> <p>Ongoing as required and in response to updated guidance /cases</p>	<p><b>1</b></p>	<p><b>4</b></p>	<p><b>LOW</b></p>
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## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY


<p><b>Providing personal or intimate care to pupils</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p><b>R16</b> Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p><b>R16</b> Milder symptoms Headaches, fatigue &amp; lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	4	4	HIGH	<p>1.<b>R16</b> Clinically extremely vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care</p> <p>2.PPE provided for staff use includes disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles.</p> <p>3.Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. Putting on PPE video <a href="https://youtu.be/-GncQ_ed-9w">https://youtu.be/-GncQ_ed-9w</a></p> <p>Taking off PPE video <a href="https://youtu.be/-GncQ_ed-9w">https://youtu.be/-GncQ_ed-9w</a></p> <p>4.Review of Care Plans for pupils who spit uncontrollably or use saliva as a sensory stimulant to assess PPE requirements based on individual circumstances.</p> <p>5.Hand washing or sanitising by staff and pupils receiving support before and after care is provided.</p> <p>6.Temperature check of staff and pupil before providing care.</p> <p>7.When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors.</p>	<p>School intimate care policy to be followed</p> <p>Follow individual pupil plans - Call parents in the first instance if possible</p> <p>Ensure all staff reminded how to use PPE</p> <p>Ensure stocks of PPE maintained</p> <p>Additional PPE to be provided to EYFS</p>	<p>All staff</p> <p>LM</p> <p>EYFS staff</p>	<p>September 2021</p> <p>Ongoing as required and in response to updated guidance /cases</p>	2	4	MEDIUM
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Providing first aid	<ul style="list-style-type: none"> <li>Staff</li> <li>Casualty</li> </ul>	4	4	HIGH	FORM - MANAGING HEALTH AND SAFETY	All staff	September 2021		2	4	MEDIUM
<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p><b>R16</b> Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p><b>R16</b> Milder symptoms Headaches, fatigue &amp; lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			HIGH	<p>1. Clinically extremely vulnerable staff advised not to provide first aid.      2. First aiders wash/sanitise hands before and after treating a casualty.</p> <p>3. Disposable gloves, disposable apron, fluid resistant surgical mask worn when administering first aid.</p> <p>4. Safety goggles or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting.</p> <p>5. First aiders instructed on the safe “donning and doffing” of PPE.      Putting on PPE video <a href="https://youtu.be/-GncQ_ed-9w">https://youtu.be/-GncQ_ed-9w</a></p> <p>Taking off PPE video <a href="https://youtu.be/-GncQ_ed-9w">https://youtu.be/-GncQ_ed-9w</a></p> <p>6. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives.      7. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p> <p>8. In an emergency 999 to be called and the emergency services advised if the injured person is showing COVID-19 symptoms.</p> <p>9. Assessment of First Aid requirements reviewed.      10. If the casualty is capable, tell them to do things for you.</p>	<p>Ensure staff reminded to use PPE</p> <p>Only qualified first aiders to administer first aid</p> <p>Ensure stocks of PPE well maintained</p> <p>LM</p> <p>Ensure contactless thermometers operational</p>	All staff	September 2021			MEDIUM

## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Staff administration of medicines or supervision of pupils who self-administer.</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p><b>R16</b> Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p><b>R16</b> Milder symptoms Headaches, fatigue &amp; lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<b>4</b>	<b>4</b>	<b>HIGH</b>	<p>1. Review medication plans to assess if additional PPE requirements for staff administering medication are required. <b>2.</b></p> <p><b>R16</b> Staff in close contact with the child whilst administering medication have the option to wear face mask / visor.</p> <p><b>3. R16</b> Staff to wash/sanitise hands before and after administering medication to each pupil. <b>4.</b></p> <p><b>R16</b> Medication packaging and equipment used to administer medication cleaned/disinfected after use.</p>	<p>Ensure staff reminded how to use PPE</p> <p>Only qualified first aiders to administer first aid</p> <p>Ensure stocks of PPE well maintained</p> <p>Ensure contactless thermometers operational</p> <p>Check all care plans are up to date and necessary medicines are appropriately stored</p>	<p>All staff</p> <p style="text-align: center;">LM</p>	<p>September 2021</p> <p>Ongoing as required and in response to updated guidance /cases</p>	<b>2</b>	<b>4</b>	<b>MEDIUM</b>
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Transport of pupils and staff using school minibus and coach travel.	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Vehicle drivers</li> </ul>	4	4	HIGH	1.Transport arrangements discussed with providers, SBMAT and parents.	Check with transport providers	MD	September 2021	2	4	MEDIUM
<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<p><b>R16</b> Main symptoms</p> <p>Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p><b>R16</b> Milder symptoms Headaches, fatigue &amp; lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>				<p>2. <b>R16</b> Check with transport providers that drivers do not work if they are displaying any symptoms of coronavirus or have tested positive in the last 10 days or have been requested to self-isolate by NHS Test and Trace.</p> <p>3. <b>R16</b> Checks carried out to ensure transport providers, as far as possible, follow hygiene/cleaning rules.</p> <p>4. Thorough clean of vehicle interiors before and after use and clean of frequently touch items during use.</p> <p>5. <b>R16</b> Infrared temperature checks of pupils and staff who feel unwell or show symptoms before travel. Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Persons with high temperature readings are isolated, sent home to self-isolate, and required to follow PHE Stay at Home guidance and NHS Test and Trace process.</p> <p>6. Organised queuing and boarding</p> <p>7. Hand washing/use of hand sanitising gel before entering vehicle and again after travel.</p> <p>8. <b>R16</b> Staff optional wearing of a face mask or visor when working close contact of less than 2 meters with an adult cannot be avoided.</p> <p>9. Through ventilation of fresh air (from outside the vehicle) maximised by opening windows and ceiling vents</p>	<p>do adults require face masks</p> <p>Maintain communication with transport providers regarding school cases or cases reported by provider</p>		<p>Ongoing as required and in response to updated guidance /cases</p>			
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## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Availability of Equipment and PPE</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p><b>R16</b> Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p><b>R16</b> Milder symptoms Headaches, fatigue &amp; lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p><b>5</b></p>	<p><b>4</b></p>	<p><b>VERY HIGH</b></p>	<ol style="list-style-type: none"> <li>1. Alcohol-based hand sanitiser containing at least 60% alcohol available where hand wash sinks are not available such as isolation rooms, first aid rooms, shared spaces, entrance and exit points.</li> <li>2. Latex free gloves available in classrooms and isolation locations and first aid rooms.</li> <li>3. Face masks with an FFP2 or FFP3 rating available in isolation rooms.</li> <li>4. Fluid resistant surgical mask available in first aid rooms and classrooms.</li> <li>5. Face visors or safety goggles available in isolation locations and first aid rooms.</li> <li>6. Disposable aprons available in isolation locations and first aid rooms.</li> <li>7. Replenishment of stocks of hand sanitising gel, liquid soaps and PPE.</li> </ol>	<p>Ensure all staff reminded how to use PPE correctly</p> <p>Ensure stocks are well maintained</p> <p>Provide masks as requested by staff/visitors</p>	<p>Office/ MD</p>	<p>September 2021</p> <p>Ongoing as required and in response to updated guidance /cases</p>	<p><b>2</b></p>	<p><b>4</b></p>	<p><b>MEDIUM</b></p>
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## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Safely occupying buildings and using equipment that have not been in use for long periods.</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors</li> <li>• Parents</li> <li>• Contractors</li> </ul> <p>Risk to health and safety from poorly maintained building systems and equipment including heating, water, fire safety exits, emergency lighting, fire alarms, electrical wiring, gas, portable electrical equipment, passenger lifts, ventilation, access and security, catering equipment</p>	<p><b>5</b></p>	<p><b>4</b></p>	<p><b>VERY HIGH</b></p>	<p>1. Wider risk assessments reviewed and updated having considered the implications of coronavirus (COVID-19).                  2. Valid test, inspection and maintenance of systems and equipment in place. <b>3.</b>  <b>R16</b> Water fountains mains fed water supplies managed through regular flushing and through cleaning to prevent bacterial growth.                  4. Fire safety management plans reviewed and checked in line with operational changes.                  5. Ongoing in-house safety checks of escape routes, fire alarm system, emergency lighting and fire extinguishers maintained.                  6. <b>R16</b> Ongoing fire drills carried out.</p>	<p>Ongoing – necessary H&amp;S checks carried out</p>	<p>MD</p>	<p>September 2021</p> <p>Ongoing as required and in response to updated guidance /cases</p>	<p><b>1</b></p>	<p><b>4</b></p>	<p><b>LOW</b></p>
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## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Educational visits</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> </ul> <p><b>R16</b> Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p><b>R16</b> Milder symptoms Headaches, fatigue &amp; lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p><b>5</b></p>	<p><b>4</b></p>	<p><b>VERY HIGH</b></p>	<p><b>1.R16</b> COVID-secure measures in place at the destination.</p> <p><b>2.R16</b> Full and thorough risk assessments prior to the trip.</p> <p><b>3.R16</b> Obtain and follow wider advice on visiting indoor and outdoor venues. <a href="#">Outdoor Education Advisory Panel (OEAP)</a>.</p>	<p>Request copies of RA from activity provider</p> <p>Maintain contact with provider leading up to and directly after visit</p> <p>Seek further guidance where necessary</p>	<p>Class teacher /MD</p>	<p>September 2021</p> <p>Ongoing as required and in response to updated guidance /cases</p>	<p><b>2</b></p>	<p><b>4</b></p>	<p><b>MEDIUM</b></p>
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## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Music, dance and drama</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors</li> <li>• Parents</li> <li>• Contractors</li> </ul> <p><b>R16</b> Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p><b>R16</b> Milder symptoms Headaches, fatigue &amp; lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<p><b>5</b></p>	<p><b>4</b></p>	<p><b>VERY HIGH</b></p>	<ol style="list-style-type: none"> <li>1. <b>R16</b> Use of outside space wherever possible</li> <li>2. Ensuring good ventilation and adequately sized rooms are used</li> <li>3. Clean and disinfect instruments between shared use</li> <li>4. Close contact demonstrating partnering work avoided.</li> <li>5. Increased handwashing before and after handling equipment</li> <li>6. Limited handling of music scores and scripts</li> <li>7. Hired equipment cleaned before and after use.</li> <li>8. Latest advice in the DCMS <a href="#">performing arts</a> guidance</li> <li>9. Peripatetic teaching staff across multiple groups or individuals advised to follow self-isolation guidance when they have COVID-19 symptoms even if tested negative for COVID-19, still have a high temperature after the isolation period has ended</li> </ol>	<p>Children sit in rows for singing in the hall</p> <p>Year groups to be allocated instruments to reduce wider school contacts</p> <p>Cleaning/wipes to be made available in music room</p>	<p>All staff</p>	<p>September 2021</p> <p>Ongoing as required and in response to updated guidance /cases</p>	<p><b>2</b></p>	<p><b>4</b></p>	<p><b>MEDIUM</b></p>
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## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Physical activity</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.</p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Visitors</li> <li>Parents</li> <li>Contractors</li> </ul> <p><b>R16</b> Main symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p><b>R16</b> Milder symptoms Headaches, fatigue &amp; lethargy, sore throat, muscle aches; shortness of breath, tummy upset / diarrhoea or vomiting.</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	<b>5</b>	<b>4</b>	<b>VERY HIGH</b>	<ol style="list-style-type: none"> <li>1.Sports equipment thoroughly cleaned regularly</li> <li>2.Outdoor sports prioritised where possible</li> <li>3.Large indoor spaces used where outdoor space is not available.</li> <li>4.Cleaning/disinfecting of indoor space regularly.</li> <li>5.Hand washing/sanitising before and after activity.</li> <li>6.Work with external coaches when safe to do so.</li> <li>7.Additional through ventilation provided in indoor spaces by opening of windows and doors and using fresh air ventilation systems when available.</li> </ol>	<p>Children to attend school in PE kit on PE days</p> <p>Ensure that when hall is used space is adequately ventilated</p> <p>Pupils not to enter PE cupboard – staff only</p>			<b>2</b>	<b>4</b>	<b>MEDIUM</b>
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Stress	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul>	4	4	HIGH	<b>1.SBMAT Stress Policy communicated to all staff.</b> <b>2.A culture of open communication of stress and its causes raised through discussions, literature and training.</b> <b>3.Changes to work-related practices to reduce the factors which may lead to stress in the workplace.</b> <b>4.Opportunities for staff and employees to maintain and promote their health and well-being</b> <b>5.A culture of open communication throughout the organisation</b> <b>6.Good management and team building practices for those with management and supervisory responsibilities</b> <b>7.Supportive environment in which issues and concerns can be raised and dealt with appropriately</b> <b>8.Guidance for managers to assist in the sensitive management of staff likely to encounter stressful situations</b> <b>9.Appropriate training interventions to help alleviate the stress</b> <b>10.Assist and advise staff suffering from work-related stress</b> <b>11.Internal and external sources of assistance for staff with clearly identified work-related stress issues</b> <b>12.Access to a free helpline for school staff and targeted support for mental health and wellbeing available at The Education Support Partnership and Wellbeing for Education Return programme.</b>	Wellbeing checks on staff and pupils Open policy of discussion with SLT and referrals to services as necessary Regular reminders that we are here to support each other Well-being point of contact established Meetings and agendas organised in advance including phase meetings Consideration as to whether whole school meetings required	SLT All staff	September 2021 Ongoing as required and in response to updated guidance /cases	2	3	MEDIUM
	Symptoms Anxiety Excessive drinking Overeating Sleeping poorly Shaking, chills or hot flushes A tingling sensation in your arms or legs Headaches Muscle tension Dizziness High blood pressure Indigestion Constipation or diarrhea Shallow breathing or hyperventilating Affects Poor emotional and physical wellbeing										



**R16** Close contact means:

A close contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after. This is when the virus can be passed to others.

A risk assessment may be undertaken to determine this, but a contact can be:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
  - face-to-face contact including being coughed on or having a face-to face conversation within 1 metre
  - been within 1 metre for 1 minute or longer without face-to-face contact
  - sexual contacts
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - travelled in the same vehicle or a plane

**R16** Examples of close mixing:

- a form group or subject class
- a friendship group mixing at breaktimes
- sports team
- a group in an after-school activity
- a private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time
- staff and children taking part in the same class or activity session together
- children who have slept in the same room or dormitory together

***The level of risk is calculated by:***

***The likelihood***

***x***

***The Consequence***

## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

- 1- Very unlikely
- 2- Unlikely
- 3- Fairly likely
- 4- Likely
- 5- Very likely

- 1- Insignificant (no injury)
- 2- Minor (minor injury needing first aid)
- 3- Moderate (up to 3 days absence)
- 4- Major (more than 3 days absence)
- 5- Catastrophic (death)

### Risk rating:

1 – 4	<b>Low</b> (acceptable)	No further action required
5 – 9	<b>Medium</b> (adequate)	If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review
10 – 16	<b>High</b> (tolerable)	Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.
17 - 25	<b>Very High</b> (unacceptable)	Do not undertake the activity. Implement immediate improvements