



When complete this form must be added to your generic assessment library or site specific file

Location Woodchurch High School		Date assessment August 2020	Assessment undertaken By Mr C Hall .	
Activity Full School Opening – Prevention of Coronavirus (Covid 19)		Review On going date	Signature C Hall	
(1) Hazard	(2) Who might be harmed and how?	(3) What controls exist to reduce risk?	Risk H/M/ L	(4) What action could you take to further reduce risk?

<p><u>Awareness of Policy and Procedure</u></p>	<p>Staff , Pupils , Visitors , Non-adherence to policy or current guidance, cause further injury or spread of the virus. Failure to comply with legislation, risk of litigation.</p>	<ul style="list-style-type: none"> ● Health and Safety Policy, First Aid Policy, Infection Control Guidance and Procedures in place and trained staff available. ● All staff have regard to all relevant guidance and legislation including, but not limited to, the following: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DofE and PHE (2020) 'COVID-19: guidance for educational settings' ● Premises, Cleaning , Catering and Teaching and support Staff updated on current procedures and guidance. Reference given to Public Health England /Gov UK web pages. 	<p>L</p>	<p>Full staff briefing on First day back by SLT and Health and Safety Officer. Safety Measures in Place – Staff Expectations.</p> <p>Updated guidance on meetings/briefings sent to staff.</p> <p>Reminder Safety Matters e-mail.- Social Distancing – Hygiene – Procedures for suspected or confirmed Covid Cases.</p>
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(1) Hazard	(2) Who might be harmed and how?	(3) What controls exist to reduce risk?	Risk H/M/L	(4) What action could you take to further reduce risk?

Hygiene Standards

Staff, pupils, visitors
Poor hygiene e.g. not
hand washing, or using
sanitiser will spread the
virus and cause
infection. Not Cleaning
surfaces or contact
points e.g. door
handles.

- Staff are made aware of the school's infection control procedures in relation to coronavirus via **e-mail** and contact the school as soon as possible if they believe they may have been exposed to Coronavirus and confirm Test and Trace team contacted..
- Parents are made aware of the school's infection control procedures in relation to coronavirus via **e-mail** – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus /tested positive as guidance on isolation periods will be given.
- Pupils are made aware of the school's infection control procedures in relation to coronavirus via assembly, staff guidance and notices throughout the school and are informed that they must tell a member of staff if they feel unwell.
- Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, at regular intervals and before entering and leaving the school.
- Liquid soap and hand sanitiser are readily available.
- Where necessary pupils are supervised and supported by staff to maintain regular hygiene.
- Increased cleaning regime in place.
- Limit use of shared resources – avoid where practical. Departments advised. On cleaning equipment between classes and quarantine practice.

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NHS how to wash your hands video to be shown for pupils returning to school.

Pupils and staff monitored regards compliance with infection control and social distancing all staff to enforce this.

Ill Health
Suspected case of Covid 19

Staff, Pupils and Visitors – Contracted Covid 19 whilst at School. Medical condition places person at higher risk if infected.
Other staff or pupils infected through failing to comply with control measures and policy.

- Deep cleaning of premises can be completed by the premises and cleaning staff which follows national guidance and compliant with the Health and Safety Policy
- Additional specialist support will be used based on current advice from the HSE or Public Health England and will follow Local authority advice to schools.
- Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately referred to the SLT and Health and Safety Officer. PHE and NHS advice to be followed.
- Staff act in line with PHE guidance and infection control procedures and ensure that any unwell pupils are moved away from others, and are supervised at all times. (Nurse office to be used until pupil leaves school.)
- Areas used by unwell staff and pupils are appropriately cleaned once vacated.
- If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.
- Non-contact thermometer available to test temperature.

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Non-contact thermometer now in use

Safety Matters Notice reminding staff of procedure and use of PPE requirement when dealing with unwell pupil / member of staff.

Face Masks / Gloves / Protective Aprons available for use by staff – First Aid Room

Distributed to support staff and departments where required .

Ill Health

Spread of Infection

Staff, Pupils, Visitors
Poor hygiene and close contact with individuals. Infection spread via uncleaned surfaces or equipment.

- Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill.
- Member of staff to remain with any unwell pupil at all times until collected by parent/guardian. Maintain a 2m distance and use PPE – Face mask, / gloves and eye protection. For appropriate disposal after use.
- Parents/Staff then advised to follow NHS advice - other household members including siblings must self isolate for 14 days.
- Staff and Pupils not to return to school until well and after the isolation period advised by PHE. (Currently 10 days from date of first symptoms) Must also contact Test and Trace team.
- Parents to notify school if their child has impaired immune system or vulnerable to infection. – Must also follow GP and Government advice re Self isolation and remain at home. Specific children may be subject to individual Risk Assessment
- Additional needs and provisions for children who are vulnerable will be assessed by the Health and Safety Officer and implemented with the agreement of the Headteacher and liaison with the parents.
- Bodily fluids appropriately cleaned and materials used disposed of.
- As of Sept 20 return letters have been sent to parents to update school on any health conditions for children with a HCP.

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Notice in First Aid / Nurse Office for disposal requirements of PPE used in suspected cases. –(Double Bagging and 72 hr periods as appropriate)

Spread of Infection

- Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus Or have tested positive. Must follow current Government advice.
- All staff expected to return to work in September 2020– Shielding and isolation periods ended at beginning of August , those who are extremely clinically vulnerable will follow GP advice and if returning to school subject of individual risk assessment.

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Poor Management of Infection

Staff, Pupils Visitors
Unnecessary visitors to school increase risk of infection and cannot be screened. Suspected cases not addressed and infection spreads. Inadequate cleaning system following suspected case in school. Planned return to school following infection and in accordance with government advice.

- All staff to monitor themselves and others and be aware of symptoms to watch for. Report any suspected case to the Headteacher and Health and Safety Officer.
- Staff reporting sick must do so in accordance with current Policy and if the sickness is Covid 19 (Tested Positive) must advise the school of such in order to comply with RIDDOR Regs (Control of Infectious Disease.)
- Consistent approach to management of any confirmed or suspected case and return of individual to school following PHE guidance.
- Parents must inform the school if their child has had Covid 19 and is returning to school in order that the correct isolation time following infection is followed.

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Poor management of Infection

Poor Communication /Information

Staff , Pupils , Visitors
Reputation of school
damaged due to
misinformation.
Information not acted
upon or advice sort.
Poor communication
reduces compliance
with policy and control
measures. Continued
communication to staff,
pupils and parents
reduces stress and
reduces risk by
updating expectations
and requirements

- Parents advised of isolation periods and links to PHE/ Government Websites and NHS advice line for further guidance.
- School reports any confirmed or suspected cases to Local Authority and PHE – Health Protection Teams
- Staff to report to Headteacher/SLT any suspected cases of Covid 19 within school. Information release considered to parents only by the SLT and liaison with local Authority Health Protection Team.
- Additional precautions and actions put into place if advised by LA Health Protection Team
- Staff and Parents to be updated regularly on status of school, changes to opening times. Infection control procedures – Parent Mail Regular messages sent.
- External contractors to be informed prior to any attendance and advised of Infection control measures in place. – Compliance related contractors have priority other contractors will be agreed based on level of impact and importance to the operational running of the school and safety to staff and pupils.

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Reminder e-mail to parents for all pupils returning in January and current Lockdown provisions from January 2021

Disruption to operational running of school

Staff, Pupils,
Suspension of lessons through sickness, isolation of pupils and staff, decontamination of effected rooms. Additional contingency measures, key members of staff not in work. Business functions effected by key staff absence.

- Business continuity plan in place and updated.
- Exam contingency plan in place and National guidance and direction from Dept. of Education followed.
- School adheres to and maintains compliance to advice ref school closures from Dept. of Education and Public Health England., together with local Authority guidance
- External contractors considered to fulfil key functions if required due to staff absence. E.g. cleaning.

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School Closure.

Following Outbreak or localised Lockdown

Staff and Pupils.
Closed due to Government direction or advice – Policy or directed by law. Advice or direction from Public Health Team following outbreak.

- Pupils to be informed by teaching staff and assured of continued support and education. Expectations for working from home and how this will be accomplished. Provisions made by Headteacher for continued education of pupils at home
- Communication to parents re direction or policy from Government on closing schools include regular updates.
- Sufficient IT support for both staff and pupils if necessary supply of equipment to pupils who do not have on line access at home. Pupils to have access to necessary reading and educational materials at home.
- Behaviour and conduct codes will continue to apply to both staff and pupils whilst working remotely ,

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Early communication to parents and regular updates on reasons and actions being taken to facilitate children returning to school as soon as possible and when safe to do so .

IT support to confirm recent updates to Google platforms are completed and no adverse effects on IT services if further lockdown / school closure.

School Closure

Following Outbreak or localised Lockdown

Lockdown From 5th Jan 2021

- Staff to be reminded of GDPR and Data Protection principles when working from home.
- Establish communication lines for staff to line managers and regular updates on status of school and developments to be sent to all staff.
- Deep cleaning of school to be arranged when necessary in accordance with current guidance and necessity.
- Remote learning provisions in place.
- Keyworker , Vulnerable and additional identified pupils only to attend school. criteria expanded for current lockdown.
- Staff and Pupils who are extremely clinically vulnerable advised re isolation / shielding as per individual advice from NHS / GP.
- Staff supported in on line learning and working within school.
- Additional guidance now given on specific staff meetings - faculties / pastoral teams and whole staff meetings - Limited numbers within meetings and designated rooms to allow for sufficient social distancing - 2m and safety whilst maintaining good communications and providing support to staff . Regular contact and face to face support from the school leadership and department heads is vital to the operational running of the school and promoting positive staff welfare.
- Specific entrance and exits for department staff to prevent congestion and reduce risk.
- Whole school meetings to be delivered via 'Google Meet '

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E-mail instructions to staff on designated rooms and entrance points. 7.1.21

Additional signage in staff bases. - Hygiene / Distancing / Personal Possessions. General Safety

- Staff welfare supported with staff bases remaining in use, allowing staff to have easy communication and interaction and a break out area from classrooms. Staff advised on social distancing and reducing numbers within staff bases when using these facilities.
- Staff to continue socially distanced seating plans for lessons - reduced pupil numbers allowing for increased space where this can be used.
- All morning briefings will be available 'live' on google teams for access remotely.
- Staff reminded of personal responsibility for their safety and those of colleagues and pupils.
- Regular communications to staff on developments and changes to our safety controls. - Rapid Covid Testing.
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Re-opening from September 2020 – All pupils and staff return.

Staff , Pupils , Visitors
Potential exposure to persons carrying the virus . Ill health due to contracting virus.
Increased numbers of staff and pupils on site
reduced degree of ability to social distance. Pupils who have been attending in limited numbers and contained in 'bubble' groups now merged into larger Year groups.

Public Transport –
Reduced social distancing.

- Year Groups for pupils will be their 'Bubble' group and will remain separated from the other year groups.
- Limited movement of pupils through school where possible, Staggered movement. School timetable will remain to deliver a full curriculum as possible.
- Entrance and exit points designated for each year group,- reduced contact and grouping of pupils.
- Staggered start times for first day back by Year Group. – Letters to parents sent.
- Impractical to continue staggered starts for whole school due to limited school transport facilities and unknown capacity outside of regular school hours.
- Pupils advised they will require Face masks for travel on public Transport and school bus services.
- Pupils advised to walk/cycle where possible to school.
- Individual RA for pupils that require additional support who may be at a higher risk due to health SEND team aware.
- PPE available for staff re First Aid and if required for closer contact with pupils that have additional needs.
- Classroom to be sat apart (maintaining 1 m distance where practicable) Supervised at all times. Break times - staggered and pupils escorted to break out areas.
- Designated break and lunch area's for each year group. Each year group will be encouraged to socially distance.
- Sporting activities not to break 2 m Social Distance rules. where practical.
- Sports conducted in accordance with governing body guidance.

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Staff present on entry exit points at beginning and end of school day.

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(1) Hazard	(2) Who may be harmed and how ?	(3) What controls exist to reduce the risk?		(4) What action could you take to further reduce the risk?
<p><u>Re-opening from September 2020 – All pupils and staff return.</u></p>	<p>Staff , Pupils , Visitors Potential exposure to persons carrying the virus . Ill health due to contracting virus. Increased numbers of staff and pupils on site reduced degree of ability to social distance. Pupils who have been attending in limited numbers and contained in 'bubble' groups now merged into larger Year groups.</p>	<ul style="list-style-type: none"> ● Handwashing regularly and use of sanitiser to be encouraged by staff. ● Toilet and wash basin areas to be monitored and during break and lunch time , control access and allow social distancing at wash basins as practically achievable . – Social distance markers in place. Prevent crowding. ● All staff , Pupils and visitors to follow a 'Walk on the Left' rule , to prevent crowding, ensure movement around school and reduce contact . ● Entrance and exit from classrooms at end of each period to be controlled by staff, - Exit and entry in single file, prevent close contact. ● Wherever possible pupils and staff to remain 2m apart – signs throughout all buildings . ● Break and lunch periods to be monitored and pupils separated when too close together. Encouraged to continue social distancing once outside of school. ● No physical contact between pupils/staff other than for safety reasons or to assist in pupils personal needs. ● Pupils wearing face coverings on arrival at school to remove them and place in a plastic bag of their own. Discourage from touching their face and instructed to wash hands after removing. Pupils /Staff / Visitors should continue to wear them on corridors and busy communal areas. Masks and face coverings should be worn in corridors and communal areas. ● Staff and pupils advised not to share any resources /personal items. 	<p>L</p>	<p>Include as part of staff duty rota.</p> <p>Additional 'Keep Left' signage on main corridors in all buildings. Staff to enforce walk on the left during transition periods. Instructions included on visitor notices and to contractors.</p>

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<p><u>Re-opening from September 2020 – All pupils and staff return.</u></p>	<p>Staff , Pupils , Visitors Potential exposure to persons carrying the virus . Ill health due to contracting virus. Increased numbers of staff and pupils on site reduced degree of ability to social distance. Pupils who have been attending in limited numbers and contained in 'bubble' groups now merged into larger Year groups.</p>	<ul style="list-style-type: none"> ● Classroom doors and windows to be opened to increase airflow within building. All staff advised that ALL doors to be closed when evacuating building or in event of a critical incident. ● Additional cleaning products /ant-bac wipes for staff to use in between lessons where use of shared resources is unavoidable. Dept technicians to ensure adequate supplies. ● Wash basins within classrooms to be utilised for handwashing where practical – Food technology /Art/ Science to reduce demand on toilet area's. ● Confiscated coats and other items to be placed in individual plastic bags , labelled if necessary and not placed in contact with other pupils personal possessions. ● Staggered lunch times and breaks for year groups. Staff in each classroom to stagger release of each class to prevent congestion on corridors and stairwells. ● Limited provision of canteen prepared meals on initial opening of school –(reduces congestion and crowding of dining area's). Lunches will be pre-ordered and delivered to year group lunch area's maintaining year group 'bubbles' over lunch periods. ● Break times may be reduced and year groups limited to their classroom or designated area. 	<p>L</p>

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(5) Hazard	(6) Who may be harmed and how ?	(7) What controls exist to reduce the risk?	(8) What action could you take to further reduce the risk?
<p><u>Re-opening from September 2020 – All pupils and staff return.</u></p>	<p>Staff , Pupils , Visitors Potential exposure to persons carrying the virus . Ill health due to contracting virus. Increased numbers of staff and pupils on site reduced degree of ability to social distance. Pupils who have been attending in limited numbers and contained in 'bubble' groups now merged into larger Year groups.</p>	<ul style="list-style-type: none"> ● Further advice to staff on safety requirements, social distancing and department and faculty meetings. ● PPE supplied for SEN Staff and support staff that require it for the support of pupils with additional needs / personal care. Routine wearing of face protection not required in accordance with PHE guidance. ● Individual Risk Assessments for pupils who may have been classed as extremely clinically vulnerable or who due to their behaviours , staff require PPE. ● SEN pupils to remain within their year group 'bubble'. ● As far as practically achievable same support staff to have contact with individual pupils that require closer support – personal needs/feeding etc. ● Use of school minibus to transport pupils only when necessary for educational purposes. Vehicles to be cleaned after use and prior to other year group use. ● Science / Tech / Art departments to follow additional guidance from CLEAPPS, - 1m distance at work stations. Staggered positions , additional cleaning of shared resources. If unable to clean set aside for 72hrs. PPE to be used as appropriate to the task. ● Visitor Notices and information at all main entrance points. No entry for any person displaying symptoms. Visitors policy in place. ● Essential visitors only. ● Full visitor details to be recorded for Test and trace purposes. ● Face Masks available at reception. ● Sanitise hands before entering building. 	<p>L</p>

- Use of face masks/coverings should be used in communal areas and during movement through school by pupils staff and visitors.

- Pupils and staff to follow guidance on use of masks / requirements.

Emergencies

Staff, Pupils
Inadequate number of staff to supervise pupil numbers.
Risk of injury. –Fire or other evacuation emergency.

- Emergency Contact details for staff and pupils are up to date and accessible.
- Parents to be contacted as soon as possible in the event of an emergency. Parents to be advised immediately if their child is unwell and showing symptoms of Covid 19. Parents will be advised as per PHE / NHS guidance and informed of any steps taken by the school e.g. isolating the pupil until collected by parents.
- Fire Procedures remain the same – i.e. method of evacuation and follow current drill.
- Specific guidance and advice given to SEND staff where necessary.
- Accidents – First Aid – trained staff reminded to record accidents and report to H&S Officer. PPE essential and additional procedures to sanitise area's following any intervention. E.g. Blood spillage. First Aid staff and those using PPE advised on safe disposal.
- PPE guidance signs and notices displayed in First Aid room. Additional PPE available in Sports Centre First Aid Kit.
- PPE – Additional Face Mask and Aprons added to Mini bus First Aid kits .

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Fire Evacuation drill carried out for whole school in December.

Higher Risk to Black/Minority ethnic groups

Staff and Pupils who are within this group area at increased risk – Not extremely vulnerable as per NHS definition, but current information indicates that Covid 19 is a greater risk to their health.

Additional Guidance.

Self Isolating Pupils/Staff due to Covid 19 Symptoms – Testing

Updated 15/12/20

Staff / Pupils
Seek medical advice.
Prevent potential spread of infection.

- Staff may continue to work from home where practically possible to do so.
- Social distancing measures for staff separate offices if available, increased space, no shared desks.
- Staff and pupils to follow advice on shielding – GP advice – Shielding has ended in August Follow NHS advice regarding individual medical circumstances.
- Any staff or pupil who is extremely vulnerable may be subject to additional risk assessment.
- Consider change of role to enable staff member to maintain social distancing or at different times to minimise contact with others.
- **Record the following details: name, staff or pupil, symptoms present, date of onset, date last in school, class group, check contact details are up to date**
- Tell them to go to [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus) or to ring 119 to book a test. It is crucial that they access a test within the first 3 days (5 at the most) of their first symptom.
- **Advise them to inform designated school contact of the result of their test.**

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Staff or Pupils have Tested Positive

Updated 10.9.20 - 10 Day Isolation Period

Staff/Pupils – Health at risk, Potential for spread of infection if not isolated and receive medical treatment where required.

- Remind them to access [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus) or ring NHS 111 for advice on managing symptoms
- Remind them that they must stay away from school for 10 days from symptom onset. After that (providing they are well), they can return to school Note: If they are categorised as clinically vulnerable, refer to <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- Confirm that the individual must isolate for 10 days from symptom onset. After that, they can return to school if they feel better and as long as they have not had a fever without medication for 48 hours.
- Pupils and staff identified as having been in potential close contact with a confirmed case will be advised to isolate for 10 days and follow government advice.
- PHE and LA advice and guidance to be obtained on notification of a positive case. Track and trace assistance to be given and information provided. Pupil class details, timetable, seating plans in already in place. Additional contact questions to be asked and PHE / T & T advised.
- Isolation of year / whole school group is a precaution that may be taken.
- See Test and Trace Procedures

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Reminder e-mail to parents /carers and staff. Include on H & S Briefing on first day back for staff.

Immediate notification to parents / staff effected. Confirmed with letter and email.

Use of Air Conditioning Systems- Highlighted by CIBSE Report – Wirral Local Authority Notification.

Pupils, Staff and Visitors. Recirculation systems can spread Covid 19 Virus (pathogens). Within a room increasing risk.

Household members of the wider class do not need to self-isolate unless the pupil/staff member they live with develops symptoms

- **Individuals testing positive will be contacted by the NHS Test and Trace team who will identify and communicate with any other contacts who need to take action. This also will be actioned by the school to identify at early stages potential contacts.**

- **After confirmation of a positive test, the school should arrange for cleaning of the setting as per [guidance for cleaning non-healthcare settings](#)**

From WC 23 June 2020

Air conditioning systems can be used as now considered low risk. – Further guidance from HSE sought and received. **Consultation with HSE and Updated CIBSE report systems can be used with following controls:**

- **Rooms with windows and Air conditioning can use the system and open windows to supplement with fresh air.**

- **Closed environments – Server Rooms will continue to operate Air Con subject to access controls. - Face Mask to be worn, limited time in room under 30 min. Authorised persons only, Sanitise hands before and after entering.**

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Regular update to parents as to position and requirement for identified pupils to remain out of school.

Face Mask / Coverings

Updated 20/10/20

Routine wearing of face masks is not a requirement of staff or pupils at this time. PPE protective masks will be worn for first aid purposes and where required for individual risk assessments and activities that normally require the use of PPE.

Following an increase in new cases in the wider area and the Merseyside region classed as a Tier 3 for Covid Controls and in order to provide further confidence to parents face masks in communal area's and during movement throughout school should be worn.

Further request from the Regional Head of Public Health England to schools is also taken into consideration and this advice that masks should be worn has been communicated.

Staff may also choose to use visors when in communal areas , during transition periods, and at their discretion in class.

PHE /Government guidance is followed and subject to ongoing review. Wearing of masks is not mandatory and remains at the discretion of the school , staff and pupils are advised that Masks/Face coverings should be worn on corridors and communal areas.

Guidance is already given to staff/pupils using masks/face coverings for travel on public transport.

Masks and face coverings should not be worn in the event of a critical incident or evacuation

Staff/Pupils/ Visitors
Potential spread of virus from respiratory droplets.

Virus spread through poor hygiene and use of masks

Use of masks to be monitored by all staff ensure pupils comply with guidance in their use. Guidance information provided.

E-mail to staff including updated government guidance advising that due to current regional increase in cases for Merseyside the recommendation to schools is that Masks/Face Coverings should be worn in communal areas and on corridors.

Individual visors allocated to staff who require them. May be used in lessons if staff wish to.

Staff that are required to have close contact (Within 1m) with pupils are instructed to wear a Visor / Face covering. Other PPE as appropriate or as per the individual risk assessment.

as they may present a barrier to communication.

Test and Trace Procedures

Effective Test and Trace procedures required to limit potential spread of virus through contacts.

Supported from January 2021 with Rapid Testing

Rapid Testing In Schools from 11.1.21

Lateral flow Testing for all pupils and staff who consent.

Pupils , Visitors, staff,

Virus spread through close contact or contamination during testing process.

- NHS QR Code system in operation for each site - Main School and Sports complex.
- Test and Trace procedure established in school identify all pupils and staff who may have been in contact with a positive case.
- Parents and staff notified of requirements to isolate , in person and in writing.
- Database to monitor return dates and cross reference to Test and Trace advice.
- Pupils identified as close contacts within school will be able to remain in school if testing negative on daily basis (7days) by participating in the Rapid Testing

- Separate RA completed for Rapid Testing Station.
- Staff supporting to complete on line training module and walk through.
- Information notices and consent forms distributed to staff and pupils.
- Separate building to be used from main school to manage testing and reduce risk.
- Disposal of clinical waste by contractor.
- All necessary PPE and equipment to be provided as required by the RA and operating process.

- IT support systems in place for consent management and test recording.

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Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

HIGH

MEDIUM

LOW

Likelihood:

Consequence:

5 – Very likely

5 – Catastrophic

4 – Likely

4 – Major

3 – Fairly likely

3 – Moderate

2 – Unlikely

2 – Minor

1 – Very unlikely

1 – Insignificant

(1) List hazards **something with the potential to cause harm** here

(2) List groups of people who are especially at risk from the significant hazards which you have identified

List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

