



The de Ferrers Trust

Risk Assessment Form: COVID-19 5th November 2020 Risk Assessment Review

Date of Assessment: 5th November 2020				Basis for this risk assessment: Academy setting's revised planning for operations following changes to government guidance 5.11.2020 The government states in its new national restrictions from 5th November 2020 that Schools should remain open for all children and young person as they have since the start of the autumn term for the duration of the national restrictions. It states that the risk to children themselves of becoming severely ill from coronavirus (Covid 19) is very low and there are negative health impacts of being out of school. For the vast majority of children, the benefits of being back in the classroom far outweigh the low risk from Coronavirus and schools can take action to reduce risks still further					
Name: Michelle Oliphant				Job Title: Principal					
Signature:				Person (S) involved: Staff, Students, Contractors, Visitors					
<u>Ref</u>	<u>Identified potential hazards:</u>	<u>Risk Factor</u> <u>L</u> <u>S</u> <u>RS</u>			<u>Control Measures</u>	<u>Residual Risk</u> <u>L</u> <u>S</u> <u>RS</u>			<u>Person(s) responsible and specific actions</u> <u>Review measures</u>
1	Policies and procedures not being followed leading to incidents	2	2	4	<ul style="list-style-type: none"> All pupils, staff and volunteers are aware of all relevant policies and procedures covering Health and Safety, Infection Control and First Aid All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 	1	2	2	BOM: sharing of policies, training Principal: communication with staff and parents. Principal/Business Office Manager: Review measures: H&S Covid 19 message through staff bulletin, parent bulletin & assemblies Principal/BOM:

				<ul style="list-style-type: none"> - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' - DfE Guidance for full opening: Schools (published 2nd July 2020) • The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE - The school's local health protection team (HPT) • All staff and volunteers are made aware of any infection control procedures and social distancing arrangements following this revision via email and whole staff briefing via virtual meeting. • All pupils and parents are made aware of any infection control procedures and social distancing arrangements via letter. • The BOM/Trust conducts a review of all supplier arrangements to ensure they are appropriate • All visitors to the setting will be restricted to only those that are absolutely necessary during the lockdown period from 5th November. All visitors to the site are to be booked in to the site in advance, with prior permission of the Principal. All other communication to be via email or telephone. • All internal meetings move to Zoom or Teams at all levels unless social distancing 				<p>Health & safety Policy, Infection Control Policy, sharing of Infection control RA, 'Reporting of Covid 19 in your setting' document</p> <p>BOM - all staff 'Infection control training' completed, First Aiders training completed</p> <p>ALT/Principal</p> <p>Principal/BOM:</p> <p>Principal/VP Pastoral:</p> <p>BOM:</p>
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					is over 2m and the room is sufficiently ventilated.				
2	Insufficient premises management leading to potential hazards	1	3	3	<ul style="list-style-type: none"> • The site manager checks all areas of the school grounds, including car parks and walkways, for any potential hazards. • The site manager checks all security systems for integrity and that they are in working order. • External signage is visible to show that access to the school premises is restricted. • Additional signage purchased and installed as required • Any hazards found during checks on the premises are reported to the Principal as soon as possible and issues are resolved ASAP • The Principal identifies which areas of the school may be used for different school activities and communicates this to staff, pupils and volunteers accordingly. This will include further zoning plans for year group or class bubbles where appropriate. • The site manager arranges for any further changes to the premises to be made to account for current social distancing measures. • The site manager checks that all mandatory inspections of gas equipment are up-to-date, and arranges any required inspections as soon as possible. • The site manager ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. • The site manager checks that all ventilation systems, including fume extraction 	1	2	2	SRM SRM SRM SRM/BOM Principal Principal SRM:

					<ul style="list-style-type: none"> • Fire drills are undertaken and recorded. In an emergency, social distancing may not be possible. • An additional addendum to the Fire Evac will be in place • The Business Office Manager and Academy Leadership Team make suitable amendments to the lockdown policy. • Personal Emergency Evacuation Plans (PEEPs) are in place for students/staff who need assistance to evacuate the building. • Staff have received Fire Awareness Training. • Signage is up to date and fire prevention and safety equipment is on site. • Alarm points and the fire log book checks are completed regularly. 					<p>BOM</p> <p>BOM/ALT</p> <p>SENCO/BOM</p> <p>HR/BOM</p> <p>SRM</p> <p>SRM</p>
4	Lack of hygiene provision and effective cleaning	2	4	8	<ul style="list-style-type: none"> • Enhanced cleaning to be undertaken where required. See section below. • Cleaning wipes will be provided for staff to wipe down staff surfaces (staff desks) when they leave a classroom and enter a new one. The need to wipe down surfaces will be communicated to staff via email and staff briefing. • The necessary areas of the school are deep cleaned, where required, with suitable cleaning agents and equipment and in line with COSHH procedures. • Staff will be made aware of relevant COSHH product information on cleaning products and risk with hand sanitisers. • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed 	1	4	4		<p>BOM/SRM</p> <p>Staff will be required to ensure their personal areas and classrooms are kept clear from clutter and personal items to ensure this process of cleaning is effective</p> <p>BOM/SRM Risk assessment for Hand Sanitiser</p> <p>SRM</p>

					<ul style="list-style-type: none"> • All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. • Adequate amounts of suitable cleaning agents are available. e.g. Chlorine tablets used by the cleaners and sanitiser and wipes for staff. • Where practicable, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaners if cleaning an area used by staff or students who begin to show Covid symptoms. (PPE is not required for general teaching or supervision. PPE will be available for staff attending to students with COVID-19 symptoms). • Provisions are made for the safe removal and disposal of disposable PPE including PPE used by students using school transport. Adequate provisions for hand washing or sanitation should be available next to or close to disposal sites and students will need to be made aware of safe removal practices. 					<p>Cleaning contractor/SRM</p> <p>BOM/SRM</p> <p>SRM</p>
5	Site staff absence (including cleaners)	3	4	1 2	<ul style="list-style-type: none"> • In the case of site staff absence, the school should contact the Trust to discuss and arrange sharing of site staff support from another school in the Trust. • Where the cleaning is contracted out, replacement staff should be requested from the relevant cleaning company. • If the site cannot be cleaned or maintained due to lack of staff, the school should seek advice from the Trust before making a decision to temporarily close on health and safety grounds. 	3	3	9		<p>VPCur/BOM</p> <p>Principal</p>

					<ul style="list-style-type: none"> Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover. 					
6	Lack of infection control and social distancing resulting in cases of covid-19	2	4	8	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. All staff to complete infection control training. Training record held by HR Face coverings should be worn by adults and students when moving around school, outside of classrooms, such as in corridors and communal areas, and potentially the changing rooms where social distancing cannot be easily maintained. If social distancing cannot be maintained outdoors, then face coverings should be worn (some individuals are exempt from wearing face coverings and staff and pupils should remain sensitive to those needs). Where necessary, school transport is restricted to essential use only. Where practical, Students using school transport will be encouraged to practise infection control and social distancing measures Guidance should be communicated to students and parents that pupils should sit in year groups on school busses and when waiting for the bus. However, schools and academies are not in a position to enforce this recommendation Masks should be used by all students using school transport unless they have a medical reason not to. Bins will be provided for the disposal of single use paper masks along with hand 	1	4	4		<p>ALT</p> <p>BOM/HR</p> <p>Staff/Students/parents/visitors</p> <p>ALT – VP Cur</p> <p>Principal/VP Pastoral/Parents</p> <p>Principal/VP Pastoral</p> <p>SRM</p> <p>Principal/VP Pastoral</p> <p>SRM</p>

				<p>practically possible separate to other year group bubbles.</p> <ul style="list-style-type: none"> • Staggered start, break, lunch and end times to the day will enable distancing of year group bubbles. • Each year group bubble are allocated specific toilets. Where possible the sharing of toilets across year groups will be avoided where this is unavoidable (Year 8,9 and 11) an increased cleaning regime are in place and separate cubicles will be allocated for each year group. • Each year group are allocated an outside break area. • Students are be expected to bring their own equipment to school and students in years 9, 10 and 11 will use iPad wherever possible. iPad styluses are purchased for all students in year 9 and 11. • Use of shared school equipment including books is permitted under the guidance but should be kept to a minimum. Where sharing of equipment including text books does need to take place it should be cleaned/wiped down between class bubbles within a year group and must be deep cleaned or in the case of books wiped down and rested for 48 hours (72 hours for plastics) between year group bubbles. • Due to the use of year group bubbles and zones, no practical lessons (Art, DT, Music or Science) at KS3 will take place during the 2nd half of the Autumn term. The teacher will model and project via technology. This will be reviewed at the end of term 2 (Christmas) following the publication of CLEAPSS guidance. Some specialist 						<p>VP/BOM/SRM</p> <p>VP Pastoral/AP T&L</p> <p>VP Cur/AP T&L/DLs</p> <p>ALT</p> <p>ALT</p>
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					<p>of zoning bubbles and has been written and an addendum to the behaviour policy too.</p> <ul style="list-style-type: none"> • Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and are sent home as soon as possible. Individuals will wear face coverings and be kept in the medical room or quarantine area (outside if possible) away from other people. Masks and PPE is provided and must be worn by staff attending individuals who are showing symptoms. • https://schoolsnet.derbyshire.gov.uk/site-elements/documents/administration/test-and-trace-information-for-parents-and-carers.pdf 					
7	Limited access to learning for all pupils	3	2	6	<ul style="list-style-type: none"> • The expectation is that all young people will remain in full time education throughout the lockdown from November 5th 2020 • Curriculum leaders at all levels developed subject specific curriculum plans in partnership with Trust leaders and their counterparts across the de Ferrers Trust that take account for gaps in knowledge as a result of the extended school closures. • In addition to developing a full time recovery curriculum, curriculum leaders have also developed a minimum 4 week blended learning curriculum and also a minimum 4 week full time home learning curriculum, in case of future local or national lockdowns being implemented. • The Principal works with the ICT technicians to ensure enough ICT devices, e.g. all students in years 9 (iPad should be 	1	2	2		<p>Principal/AP Attendance</p> <p>Principal/VPs/AP T & L</p>

					<p>launched for year 9 as soon as possible), 10 and 11 to have iPads and iPad styluses</p> <ul style="list-style-type: none"> • The Principal liaises with the relevant personnel to ensure adequate provision is in place for all pupils to be able to work effectively in school within year group and class zonal bubbles, e.g. learning support. Those with EHC plans may need to be 'taught' outside of original groups • The Principal and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils if any groups need to return to learning remotely. • Students not in years with iPads should work in subject exercise books or subject workbooks which they will need to bring to each lesson. The importance of students having the correct equipment and books for lessons should be communicated in letters/emails to parents, assemblies and advisory time. 					Principal/AP T & L/SENCO Principal/VPs
8	Reduced safeguarding ability due to students being away from school and staff should a student, class, year group bubble or the whole school need to self-isolate or return to lock down	3	3	9	<ul style="list-style-type: none"> • The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary Covid self isolation of pupils or risks from lockdown period. • The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. • The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. Previously completed during lockdown period 	2	3	6		DSL/VP Pastoral

					<ul style="list-style-type: none"> As many students as possible contacted on a regular basis AND ALL vulnerable students weekly Staff and pupil bereavement is managed in line with the <u>guidance from the Trust</u> 					
9	Lack of effective communication to all stakeholders	2	2	4	<ul style="list-style-type: none"> The Principal liaises with the Trust about the school and includes any local guidance into the closure or reopening action plans, where required. The school's website is kept up-to-date with any information regarding closures or reopenings e.g. dates and local arrangements. Parents are informed via letter about the relevant information regarding the school, including staggered times of the day, pick-up and drop-off arrangements entrance into the school site, and lunch arrangements. Staff and volunteers are informed via virtual meeting; including any changes to the workday, e.g. staggered starts and ends to the days, breaks and lunchtimes and social distancing/zoning plans and allocated work and social areas and toilets. Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. Students and staff are reminded not to attend school if they display symptoms of coronavirus 	1	2	2		Principal Principal/PA to Principal Principal/CGE HR Principal/VP Pastoral/HR Principal/VP Pastoral/HR

				<ul style="list-style-type: none"> • The Principal and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available, • The Principal and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. 					Principal/DSL/VP Pastoral/HR
10	Returning staff member or pupil contracting covid-19 as a result of the government opening schools to all pupils	2	4	8	<p><i>Measures repeated for ease if necessary</i></p> <p>Individuals reminded not to attend site if displaying symptoms or someone in their household is.</p> <p>Reduce mixing within education or childcare setting by (further details can be found in school reopening plan):</p> <ul style="list-style-type: none"> • The use of year group bubbles and zones • Staggered times to the day • Separate toilets where possible, increased clean regime where not • Separate entry and exit points into school for year group bubbles • Separate break areas • Where possible students remain in one or a limited number of class-rooms and teachers rotate • One-way circulation in place where appropriate (crossing in corridors deemed as low risk) • Take away pre-ordered hot food delivered to classrooms • Liquid alcohol hand sanitiser pumps will be located inside each classroom and students 	1	4	4	Principal/ALT/All staff

and staff should use this when entering rooms and before and after eating.

- Teachers should adhere to 2M social distancing from students and other staff members wherever possible and no closer than 1M. If teachers need to be closer to other staff or pupils this should where possible be for no longer than 15 minutes. A 2M teacher's zone will be marked in each classroom
- staggering breaks will ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.
- Students will be taught about the importance of infection control including hand hygiene and ['Catch it Bin, Kill it'](#). Students will be reminded of the importance of hand washing after using the toilets. In addition to reminders in virtual assemblies and advisor time visual aids will be located around the school.
- Where it is necessary for toilets to be used for more than one year group staff on duty should monitor toilets to ensure that they do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.
- Noting that some children and young people will need additional support to follow these measures - additional signage to support

Use outside space and PE:

- for exercise and breaks
- Regular PE lessons for all students are encouraged. Whenever possible this should take place outside to enable social distancing and to avoid the build up of viral load in indoor spaces. Where indoor

spaces are used, less vigorous sporting activities will need to be taught.

- Fitness Suit use (additional guidance to be added)
- Sports hall use (additional guidance to be added)
- No outdoor equipment will be used unless previously agreed in order to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read [COVID-19: cleaning of non-healthcare settings](#)

For shared rooms:

- Year group bubbles in place to facilitate use of shared rooms/areas, areas can be shared by whole year group bubbles as long as different groups do not mix and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#)
- stagger the use of staff rooms and offices to limit occupancy, socially distanced seating in these areas and restricted time usage

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.
- Students should have their own basic equipment to use each day in school. This includes pens, pencils, pencil sharpener, eraser, ruler, coloured pencils, highlighters and a glue stick.

- Students in years 9, 10 and 11 are expected to bring their iPad to school fully charged, in its protective case, with their charger and stylus (special pen). We will be issuing all students in Year 9 and 11 (year 10 already have these) with a stylus free of charge as teachers are being encouraged to use iPads in lessons wherever possible and appropriate to limit the use of exercise books.
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.
- the sharing of exercise books is permitted across year groups bubble but wherever possible departments will be investing in digital textbooks that can be loaded on to iPads using apps such as 'classoos'
- Where physical textbooks are used they should be wiped down between students and rested for 48 hours (72 hours if plastic) if used across year group bubbles
- The collection of exercise books for marking is permitted but teachers are reminded to follow hand washing/sanitising procedures and to not touch their face or mouth with their hand or their pen. Staff may wish to rest books for 48 hours either side of marking. Staff in vulnerable groups are reminded to take greater care here. The use of iPad in years 9,10 and 11 should enable remote marking.
- **No** practical lessons are planned at this time apart from demos from staff if necessary. This will be reviewed when additional advice is released from CLEAPSS.

Meetings

				<ul style="list-style-type: none"> • When staff come together, organisers of meetings should ensure that staff can socially distance at 2M if meeting for longer than 15 minutes. • Meetings with parents/guardians where parents/guardians need to come onto site should be approved by the principal. Where these have been approved, visitors will need to be made aware of social distancing practices and wear a face covering whenever possible. <p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> • encouraging parents and children and young people to walk, cycle or car share to their education setting where possible • schools, parents and young people following the government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if public transport is required • Transport arrangements will remain the same as 2019/20 unless DCC along with the DfE guidelines recommend different. • make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus • make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers • taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts • local authorities or transport providers could consider the following: 						Local authority
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					<ul style="list-style-type: none"> • guidance or training for school transport colleagues • substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers • cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out <p>communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</p>					
11	Clinically extremely vulnerable employees/pupils exposure to covid-19	2	4	8	<p>Students:</p> <ul style="list-style-type: none"> • The government states that those children whose doctors have confirmed that they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place and school will make appropriate arrangements to enable them to continue their education at home; • Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves should attend education; <p>Staff:</p> <ul style="list-style-type: none"> • Those individuals who are clinically extremely vulnerable are advised to work from home and not go to work. • individuals in this group will have been identified through a letter from the NHS or GP. Staff with these letters should contact HR and support can be provided, including working from home 	1	1	1		Shielding employees/families and Principals/Trust/ SENCO HR/Employees

					<p>where possible whilst the national restrictions are in place.</p> <ul style="list-style-type: none"> All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable and follow the risk assessment measures in place for any other staff members (see below). 	1	4	4		
12	Clinically vulnerable employees/pupils exposure to covid-19	2	4	8	<ul style="list-style-type: none"> Staff and children who are clinically vulnerable or have underlying health conditions, but are not clinically extremely vulnerable, may continue to attend school in line with current guidance. Risk assessments are being reviewed to determine how these staff can be further supported within school. 	1	4	4		Employee/families and Principal/Trust
13	Risk of exposure to any other staff members	2	4	8	<p>Follow government advice on social distancing in the workplace</p> <p>Good hygiene advice for all employees</p> <ul style="list-style-type: none"> Wash your hands often with soap and warm water Use tissues to wipe your nose or catch a sneeze, and then put them in the bin straight away 	1	4	4		

					<ul style="list-style-type: none"> • Don't touch your eyes, nose or mouth if your hands aren't clean <p>Social distancing advice for all employees</p> <ul style="list-style-type: none"> • Try to cut down the number of people you meet with on a daily basis, • Keep your distance from people when you see them (2 metres suggested) • Avoid busy public venues like bars, restaurants and cinemas <p>Additional support measures may include but are not limited to;</p> <ul style="list-style-type: none"> • hand washing/sanitation built in to activities for staff member and students who are participating • advise staff and students to wear clean clothes every day • clear succession (on call person) to cover in case of any symptoms -Use radios where possible, Staff leave the room to report or student if it is staff, Symptomatic person goes outside and on call is called to get first aider to deal with issue (using PPE), All staff teaching will use sims oncall support 					
14	Suspected staff or student Covid-19 case due to displaying symptoms	2	4	8	<ul style="list-style-type: none"> • All rooms used by that student or member of staff are closed for enhanced cleaning. • Room should be secured with appropriate signage 'Closed for Cleaning' and cleaners should wait a minimum of 30 minutes before commencing the enhanced cleaning. • PPE should be worn when carrying out cleaning following suspected cases. • Areas where the individual has passed through and spent minimal time (corridors etc) are cleaned thoroughly, as normal. • See guidance for suspected or confirm case here 	1	4	4		SRM/cleaners
15	Requirement for first aid provision increasing the	3	4	1 2	<ul style="list-style-type: none"> • Ensure that there is a designated first aider on site each day. 	2	4	8		Principal

	risk of infection to first aiders				<ul style="list-style-type: none"> Provide first aider with enhanced PPE (face mask, face visor, disposable gloves, disposable aprons) to enable them to safely deal with first aid matters. 					TGA
16	Risk of exposure to covid-19 of other vulnerable groups particularly BAME who are disproportionately affected by the virus	3	3	9	<ul style="list-style-type: none"> Communicate with this group of staff and pupil families regularly Identify any underlying health conditions which may exacerbate the virus deal with the individuals on a case by case basis and risk assess 	2	3	6		HR
17	Risk to staff due to additional movement around the school site	2	3	6	<ul style="list-style-type: none"> All staff should request a laptop bag with a shoulder strap from IT. Where using exercise books students will be expected to carry their own books to and from lessons Year 9, 10 and 11 will be expected to work on iPads wherever possible. The use of physical textbooks should be reduced wherever possible. Staff should make use of iPads where possible for marking work Staff with mobility issues will have their personal risk assessments reviewed within the context of any new working arrangements and additional adjustments or support strategies should be put in place Staff must make line managers and/or HR aware of any new or existing mobility issues that might affect them that they have not previously shared Staff should be made aware of safe manual handling advice if necessary in line with current academy policies 	1	3	3		IT VP Pastoral/HOY/Advisors VPs/APs/DLs VP Cur/HR All staff BOM/HR

I have discussed and agree to the above risk assessment and will adhere to the control measures in place.

Employer

Employee.....

Instructions for doing a Risk Assessment

Risk Factor Key			
Likelihood (L)		Severity (S)	Risk Score (RS)
3=Probable 2= Occasional 1= Remote	x	5= Catastrophic 4= Critical 3= Serious 2=Marginal 1=Negligible	= 10+ High Score 5-9 Medium Risk 1-4 Low Risk

Each form must be completed by a competent person. They must identify every individual or group of people affected by the potential hazard.

What is important is that Control Measures reduce the risk to a manageable level. i.e. 1-9

If residual risk is still 5-9 with control measures consult line management for advice before proceeding.

Score of 1-4 Preventative measures must be introduced.

Score of 5-9 Situation will need tight controls, seek professional advice or alternative if at all possible.

Score of 10+ If residual risk is above 10. Do not proceed. Find an alternative.

Record details of preventative measures, and monitor to ensure control measures are adequate. Ensure assessment is honest and realistic. If you require any assistance please contact.