



Location or School Address: West Kirby School & College	Date assessment Undertaken 24/08/21	Assessment undertaken by : Jeanne Fairbrother/ Mark Hall
Activity or situation : School Opening Step 4 Road Map September 2021	Review date : 10/09/2021- Weekly review or as appropriate for the activity	Title of Risk Assessment: RA 029A School Opening Step 4 Road Map September 2021 v1

Background information

School Opening Step 4 Road Map September 2021

The DfE guidance explains the actions school leaders should take to reduce the risk of transmission of coronavirus (COVID-19) in their school. It includes advice from Department of Health and Social Care (DHSC) and Public Health England (PHE).

This risk assessment applies to :

- primary schools
- secondary schools (including sixth forms)
- special schools, special post-16 providers and alternative provision
- 16 to 19 academies
- infant, junior, middle, upper schools

Guidance

This risk assessment has regard to all relevant guidance and legislation including, but not limited to, the following:

- The Health Protection (Notification) Regulations 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- **NEW** DfE (2021) 'Schools COVID-19 operational guidance' August 2021
- **UPDATED** DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'
- DfE (2021) 'Face coverings in education'
- **UPDATED** 'Actions for out of school settings' August 2021

Control measures indicate different measures are in place for different settings.

- **Primary schools**
- **Secondary Schools**
- **Special schools**
- **Out of school providers**

Legislation and guidance

Health and Safety At Work Act etc. 1974

Management of H&S at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

DfE Actions for schools plus associated COVID 19 Guidance

Public Health England Guidance

1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc)	Risk Score Consequence X Likelihood	4) Any further action; This should be included in the action plan below (5)
Failure to assess the risks of COVID 19 transmission in school.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none">• School has assessed the reasonably foreseeable risks of transmission of COVID 19• The risk assessment is regularly reviewed as circumstances in school and the public health advice changes.• School monitors whether the controls in place are effective.	3X2=6	

<p>Failing to have adequate outbreak management/contingency plans to allow for stepping measures up and down.</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> • School has a Coronavirus (COVID-19) Contingency Plan risk assessment. See RA 029B Contingency plan latest version (<i>also known as an outbreak management plan</i>) if restrictions need to be implemented due to COVID 19. • Remote education plans are in place for pupils who are self-isolating or shielding. • School will follow measures recommended by the Local Authority, Director of Public Health and local protection teams (HPTs) as part of the outbreak management responsibilities. See RA 029B Thresholds for extra action <p>For most education and childcare settings</p> <ul style="list-style-type: none"> • School understands the extra action thresholds - whichever of these thresholds is reached first: <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or • 10% of children, pupils, students, or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students, and staff at any one time:</p> <ul style="list-style-type: none"> • 2 children, pupils, students, and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period <p>All settings</p> <ul style="list-style-type: none"> • School will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Phone the DfE helpline (0800 046 8687, option 1) or, in line with other local HPT arrangements. (Hospitalisation could indicate increased severity of illness or a new variant of concern.) • <ul style="list-style-type: none"> ○ Wirral schools contact Wirral LA Covid helpline 0151 666 3600 Email: covidschoolsupport@wirral.gov.uk 	<p>3X2=6</p>	
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Communication	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School follows latest DfE, PHE & Gov.uk, Merseyside & Cheshire PH Team and LA guidance • RA 029A School opening COVID 19 v1 Aug 2021 published to website & shared with unions, LA & governors. • Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function. • Regular staff briefings held to cover any changes to arrangements. • School has shared with all staff the measures in place and involved staff & the governing body in that process. • A record is kept of all visitors and contractors that come to the school site. 	3X2=6	
Wellbeing - staff & pupils	Staff & pupils exposed to mental health issues due to COVID 19	<ul style="list-style-type: none"> • Staff are vigilant in discerning pupil mental health and report any concerns to the pastoral care leader. • The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. • Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships 	3x2=6	
Face coverings	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. • School will support any staff members, pupils or students that wish to continue to wear a face covering. • Face coverings should be worn in enclosed and crowded places - this includes on school & public transport. • Face coverings will be reintroduced if there is an outbreak in school or if the Director of Public Health advises that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff, and visitors, unless exempt). 	3X2=6	

		<ul style="list-style-type: none"> • Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. • School outbreak management plans cover the possibility of face coverings being reintroduced: <ul style="list-style-type: none"> ○ transparent face coverings can also be worn. ○ face visors or shields can be worn only after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. • School will not prevent individuals from entering or attending school if they are not wearing a face covering, if exempt. • School has a supply of face coverings available • Clear instructions are provided on how to put on, remove, store, and dispose of face coverings. 		
PPE	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Most staff in education, childcare and children’s social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work. • Additional PPE for COVID-19 is only required in a very limited number of scenarios: <ul style="list-style-type: none"> ○ If a child, young person or student becomes ill with COVID 19 symptoms and only if close contact is necessary ○ when performing aerosol generating procedures AGP’s • When working with pupils who cough, spit, vomit or require intimate care but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. <p>Staff are trained in correct use and disposal of PPE.</p>	3X2=6	
School fails to ensure good hygiene & cleaning standards in school to reduce risk of transmission.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<p>Hand hygiene -</p> <ul style="list-style-type: none"> • School will continue to ensure that staff & pupils maintain high standards of hand hygiene. • Suitable facilities are provided for individuals to wash/sanitise their hands regularly • Pupils are supervised, where appropriate, to use hand sanitizer safely. 	3X2=6	

		<p>Respiratory hygiene</p> <ul style="list-style-type: none"> School emphasises the ‘catch it, bin it, kill it’ approach with bins & tissues available. <p>Cleaning</p> <ul style="list-style-type: none"> School will maintain appropriate cleaning regimes, using standard products such as detergents with a focus on frequently touched areas. <p>Appropriate cleaning schedules are in place and include regular cleaning of areas and equipment</p>		
<p>Social distancing - failing to manage mixing and ‘bubbles.’</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed. Pupils are informed they no longer need to be separated into bubbles in school. In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles. <i>School has planned carefully following the latest DfE/PHE guidance and will follow all measures at a steady pace.</i> <i>Assemblies can be reintroduced again, but school will re-introduce this gradually.</i> <i>Staggered starts, lunch and breaks to limit numbers do not need to take place.</i> <i>Staff do not need to work with only one group/bubble, but school may start that way for September and re-evaluate progress in the first few weeks.</i> <i>Staff meetings in a larger, well-ventilated space.</i> <i>Staffrooms</i> <i>Meetings, including with parents, teams, Zoom etc. may continue.</i> <i>Teaching or holding meetings in well-ventilated areas wherever possible, such as outdoors or indoors with windows open.</i> <ul style="list-style-type: none"> <i>Staff (& pupils over Y7) wearing a face covering when coming into contact with people in enclosed and crowded spaces.</i> School has outbreak management plans in place to reintroduce bubbles temporarily if it becomes necessary due 	<p>3X2=6</p>	

		to local outbreaks or increases in cases at the instruction of PHE Teams. See RA 029B Contingency Plan v1 Aug 2021		
Ventilation - failure to ensure all occupied spaces are well ventilated.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • When school is in operation, it is well ventilated with comfortable teaching environments. • When holding events where visitors are on site e.g. school plays, ventilation is increased. • School has competent ventilation engineers to help assess the systems in place and how to utilise them correctly. • Mechanical ventilation is adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. • Systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. • All mechanical ventilation systems are maintained in accordance with the manufacturers' recommendations. • School opens external windows, doors & internal doors (if they are not fire doors and where safe to do so) to increase ventilation. • During colder weather, the need for increased ventilation while maintaining a comfortable temperature is balanced; opening higher vents, arranging seating away from draughts. • In cooler weather to reduce thermal discomfort caused by increased ventilation, pupils can wear additional, suitable indoor items of clothing in addition to their usual uniform • Purging or airing rooms as frequently as possible to improve ventilation usually when the room is unoccupied. • Outside space will be used, where practical. <p><i>See The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak & CIBSE COVID advice provides more information.</i></p>	3X2=6	
NHS Test & Trace - School failing to manage tracing close contacts	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School makes staff aware that it is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service 	3X2=6	

- NHS Test and Trace will work with the positive case and/or parent to identify close contacts.
 - Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.
 - School may be contacted in exceptional cases to help with identifying close contacts (as currently happens in managing other infectious diseases).
 - School will continue to work with the local director of Public Health & local HP Teams [insert details] in the case of a local outbreak and if the area becomes an Enhanced Support Area.
 - Anyone in school who displays symptoms is encouraged to get a PCR test
 - Staff, pupils and parents are made aware that they are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:
 - they are fully vaccinated
 - they are below the age of 18 years and 6 months
 - they have taken part in or are currently part of an approved COVID-19 vaccine trial
 - they are not able to get vaccinated for medical reasons
 - Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.
 - Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). School will encourage all individuals to take a PCR test if advised to do so.
- Whilst awaiting the result of a PCR test**
- Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, continue to attend school as normal.

		They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.		
NHS Test & Trace app	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Staff and pupils aged >16 are encouraged to download the NHS Test and Trace app (<i>rules on mobile phones in school are relaxed to accommodate this.</i>) • Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. • Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. • School has arrangements in place to begin remote learning if a pupil receives notification to self-isolate. 	3X2=6	
Asymptomatic testing	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<p>NB. Testing guidance is under review.</p> <ul style="list-style-type: none"> • School makes clear that testing is voluntary. • Staff in all education settings are encouraged to test twice weekly at home until the testing guidance is reviewed in September. • Testing kits are stored securely in school at the correct temperature. • A test kit log is in use and data held is stored in line with the school's Data Protection Policy. <p>Confirmatory PCR tests</p> <ul style="list-style-type: none"> • Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. • They will also need to get a free PCR test to check if they have COVID-19 & self-isolate until they get the result. • If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school if they do not have COVID-19 symptoms. 	3X2=6	

Asymptomatic testing	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19.	<p>Secondary school & FE colleges</p> <ul style="list-style-type: none"> • Testing commences from 3 working days before the start of term and school/college can stagger the return of students across the first week to manage this. • Pupils continue to test twice weekly at home until the end of September, when this will be reviewed. • All pupils receive two on-site lateral flow device (LFD) tests, three to five days apart, on their return to school in the Autumn term. <p>The setting retains a small on-site asymptomatic testing site (ATS) so testing can be offered to pupils who are unable or unwilling to test themselves at home.</p>	3X2=6	
Asymptomatic testing	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19.	<ul style="list-style-type: none"> • Primary age pupils (Y 6 and below) will not be expected to test over the summer period. • Primary age pupils will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school in Y7. • School may choose, however, to start testing Y 6 pupils earlier, including in summer schools, depending on local HP Team advice. 	3X2=6	
Asymptomatic testing	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<p>Specialist settings</p> <ul style="list-style-type: none"> • Tests are not given directly to pupils but are instead given to the pupil's parent or carer. <p>School can provide minimal testing capacity on site to offer testing to pupils and students who are unable to test themselves at home.</p>	3X2=6	
Contact with potential or confirmed coronavirus cases in school	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • If anyone in the school develops coronavirus symptoms while at school, this is managed in line with local and national guidance. They are: <ul style="list-style-type: none"> ○ sent home to isolate for 10 days (includes the day symptoms started). ○ advised to follow the guidance for households with possible or confirmed coronavirus infection. ○ advised to arrange a PCR test as soon as possible. • If a pupil is awaiting collection, they will be left in a well-ventilated room on their own if possible and, if safe to do so. 	3X2=6	

		<ul style="list-style-type: none"> • Appropriate PPE will used if close contact is necessary. • Anyone with symptoms is advised not to use public transport and, wherever possible, be collected by a member of their family or household. • Any rooms used are cleaned thoroughly and fogged using the schools fogging machine after they have left. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and warm running water or hand sanitiser. • Staff members or pupils who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms. <p>School can take the decision if a parent or carer insists on a pupil attending, to refuse the pupil, if in its reasonable judgement the pupil poses a risk of infection to the school community.</p>		
Pregnant staff inadequate measures in place	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from DHSC, PHE & RCOG. See RA 026 New & Expectant member of staff. • Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. • Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. • The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. • The above principles on protecting pregnant staff also apply to pregnant pupils. • Pregnant staff are encouraged to get vaccinated if possible. 	3X2=6	
CEV staff inadequate measures in place.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Clinically extremely vulnerable (CEV) staff are no longer advised to shield but are encouraged to take extra precautions to protect themselves, and to follow the 	3X2=6	

		<p>practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</p> <ul style="list-style-type: none"> • CEV currently encouraged & supported to attend work if they cannot work from home. • An individual risk assessment is in place for all CEV staff. • Staff who live with those who are CEV attend the workplace but should ensure they follow the system of controls in place. 		
CEV pupil's school has inadequate measures in place.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Children and young people under the age of 18 are no longer considered to be clinically extremely vulnerable and should continue to follow the same guidance as everyone else. • A very small number of children and young people have been advised to isolate or reduce their social contact for short periods of time by their specialist, due to their general risk of infection rather than because of the COVID-19 pandemic. If this is the case, they should continue to follow the advice of their specialist. <ul style="list-style-type: none"> • Pupils and students who live with someone who is CEV continue to attend school as normal. • School liaises with the parents of CEV pupils, if identified, an individual risk assessment is completed. <p>The school collaborates with the LA to ensure that alternative arrangements for CEV pupils are in place to prepare for the event that the school site is required to close.</p> 	3X2=6	
Transport	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School will speak to the local authority to find out if they will be making any changes to the measures in place for the autumn term & to request a copy of their updated risk assessment. • Drivers and passenger assistants will not normally require personal protective equipment (PPE) on home to school transport. • Pupils who require care and interventions that require the use of PPE before COVID-19, will continue as usual. 	3X2=6	

		<ul style="list-style-type: none"> • Pupils do not board home to school transport if they, or a member of their household, has a positive test result or symptoms of coronavirus. • School liaises with the LA and other transport providers to ensure they are adopting COVID-secure protocols, and requests a copy of their risk assessment, where relevant. • Face coverings are recommended and expected to be worn in enclosed and crowded places - this includes public and dedicated school transport. • Pupils are advised to clean their hands before boarding transport and again on disembarking. • Additional cleaning of vehicles is carried out regularly. • Fresh air through ventilation is maximised by opening windows and ceiling vents. 		
Educational visits	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Educational visits will be conducted in line with the government's roadmap. This includes system of controls and the COVID-19 secure measures in place at the destination. • A thorough risk benefit assessment is made via Evolve for all educational visits to ensure they can be undertaken safely including adventurous activities, local visits, day trips & sports fixtures. <ul style="list-style-type: none"> ○ School will ensure it is prepared to carry out domestic day trips and residential trips. ○ School can resume international trips from the start of the Autumn term 2021. 	3X2=6	
Extracurricular activities & Out-of-school settings and wraparound provision - inadequate measures in place.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School works to provide all before and after-school educational activities and wraparound childcare for all pupils • Out-of-school settings and wraparound childcare providers can offer provision to all children • Out-of-school settings and wraparound childcare and other organised activities for children may take place in groups of any number. • Out-of-school settings and wraparound provisions are run in line with the current government guidance & system of controls. 	3X2=6	

		<ul style="list-style-type: none"> • Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate. • Schools that hire out their premises for use by third party wraparound care School ensures third parties who use the school premises have considered the relevant government guidance for their sector and have put in place the appropriate protective measures. • School requests a copy of their COVID 19 risk assessment 		
Curriculum - Music, drama, science & DT, and sporting activities	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<p><i>Some activities can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising, or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices. In situations where there is a higher risk of catching or passing on COVID-19, schools should be particularly careful to follow the general guidance on keeping safe.</i></p> <p>Music</p> <ul style="list-style-type: none"> • School & staff are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. <p>Dance & Drama</p> <ul style="list-style-type: none"> • School completes risk assessments for Drama & Dance and ensures the relevant protective measures are in place. <p>Sports</p> <ul style="list-style-type: none"> • The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport's (DCMS) team sport guidance. • Sports equipment is thoroughly cleaned between each use. • School swimming and water safety lessons are conducted in line with Swim England's guidance. • Outdoor sports are prioritised where possible. 	3X2=6	

		<ul style="list-style-type: none"> • Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. • Staff overseeing indoor sports follow the system of controls in this risk assessment e.g. cleaning and hygiene. • Staff are made aware that social distancing in sports is not required unless directed. • Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS guidance. • External facilities are used in line with government guidance, including travel to and from those facilities. • School works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school’s wider protective measures. • Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. <p>Science</p> <ul style="list-style-type: none"> • Follows latest guidance from CLEAPSS in addition to system of controls in school. GL343 - Guide to doing practical work during the COVID-19 Pandemic – Science (New version) <p>DT</p> <ul style="list-style-type: none"> • Follows latest guidance from CLEAPSS in addition to system of controls in school. GL344 Guidance on practical work during the COVID-19 pandemic - D&T 		
<p>Weekend cases - Pupils or members of staff or visitors record a positive PCR test during the weekend with no details of contacts to assist NHS Track & Trace.</p>	<p>Pupils, staff, visitors increased risk of transmission</p>	<ul style="list-style-type: none"> • <i>NHS track & trace advises that school make contact with families and request the close contacts identified should attend for PCR tests.</i> • <i>School sends email to whole school community to recommend they access PCR test if concerned or if staff or pupils display symptoms.</i> 	<p>3X2=6</p>	

- School monitors numbers of cases in case of potential outbreak and invokes Contingency Plan advice if thresholds reached. (See above for thresholds).



Risk Rating	Action Required
20 - 25	Unacceptable – stop activity and make immediate improvements
10 - 16	Urgent action – take immediate action and stop activity, if necessary, maintain existing controls vigorously
5 - 9	Action – Improve within specific timescales
3 - 4	Monitor – but look to improve at review or if there is a significant change
1 - 2	Acceptable – no further action but ensure controls are maintained & reviewed

Likelihood:

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

Consequence:

- 5 – Catastrophic
- 4 – Major
- 3 – Moderate
- 2 – Minor
- 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
- (3) 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

(5) ACTION PLAN

	5. Action plan	Responsible	Completed
1			
2			
3			

4			
5			
6			
7			
8			
9			
10			
	Action plan agreed by (NAME & DATE)		