

St Francis' Catholic Primary Risk Assessment

Establishment operation from 1 September 2021: response to Coronavirus (COVID-19). Issue 6.0 (Further detail is captured in the Background and Context description below)

Section 1:

Date of Assessment:	Names	Review date: (Complete once the action plan section below is addressed)	
Assessed by: Please print names of all those involved with this assessment.	1. Catherine Hunt	Date:	31.8.21
	2. Anne-Louise Lumsden	Date	13.9.21
	3. Anderson Chaplow	Date	

Part A: Background and Context

This risk assessment has been developed with reference to:

- settings Covid-19 operational guidance (July 2021) [settings COVID-19 operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/95427/settings-COVID-19-operational-guidance.pdf).
- Actions for early years and childcare providers during the COVID-19 pandemic (July 2021) [Early years and childcare: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/95427/early-years-and-childcare-coronavirus-covid-19-gov-uk.pdf)
- SEND and specialist settings: additional COVID-19 operational guidance (6 July 2021) [SEND and specialist settings - additional operational guidance: COVID-19 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/95427/send-and-specialist-settings-additional-operational-guidance-covid-19.pdf)

Rationale for guidance for schools from September 2021.

Government guidance has been developed on the premise that disruption to children and young people's education must be minimised. The [Evidence summary: COVID-19 - children, young people and education settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/95427/evidence-summary-covid-19-children-young-people-and-education-settings-gov-uk.pdf) sets out the evidence relevant to, and in support of, the government's decision to revise the guidance on the COVID-19 safe working and protective measures that have been used within schools, colleges and early years settings in England during the pandemic.

In making this decision, the government has balanced education and public health considerations – weighing the impact of these measures on teaching, educational attainment, the health and wellbeing of children, pupils, students and staff and the functioning of schools, colleges and early years settings, against the COVID-19 risks in a context that has now fundamentally changed due to the success of the vaccination programme.

Contingency Planning

Government guidance requires schools to have an Outbreak Management Plan (sometimes called contingency plan) outlining how they would operate if any of the following circumstances applied to their school or area.

- a COVID-19 outbreak within a school
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

This includes how we would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

If necessary we will reinstate relevant control measures from one of our 2020-21 risk assessment to address the areas set out in [Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/contingency-framework-education-and-childcare-settings)

Control Measures

This risk assessment addresses the essential control measures set out in the government guidance referred to above. They are as follows:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available. This risk assessment will be made publicly available to those who wish to see it.

Part B:

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? (Use a row for each one identified)	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected? (See Table 1)	What Precautions (Existing Controls) are already in place to either eliminate or reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Table 1)	What is the Risk Rating? (See Table 2 and 3)
1: ENSURE GOOD HYGIENE FOR EVERYONE						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with hand sanitiser or with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> ● on arrival at school ● after using the toilet ● after breaks and sporting activities ● before food preparation ● before eating any food, including snacks ● before leaving school ● after sneezing/coughing. <p>Signage about how to wash hands properly, is on display and reinforced with pupils. Supervision by staff is provided as needed.</p>		
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	<p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with pupils. Covered bins are available for the disposal of used tissues.</p>		
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p>We have reviewed the cleaning arrangements set out below to ensure that all high risk areas are covered in our cleaning schedule.</p> <p>We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>		

				<p>Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <ul style="list-style-type: none"> ● Door handles ● Taps ● Switches ● Phones ● Laptops / computers ● Printers and photocopiers ● Staffroom/ food preparation ● Bathrooms <p>Frequently touched surfaces will be wiped down twice a day, and one of these should be at the beginning or the end of the working day.</p>		
Safe use of cleaning products	Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.	Pupils and staff	Serious	All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials. PPE will be provided for all cleaning activities. Safety data sheets for cleaning products are available. Only recommended cleaning products will be used.		
	Use of hand sanitiser: potential for improper use and ingestion.	Pupils and staff	Serious	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol. Staff supervision is provided as required.</p> <p>We have obtained the Safety Data Sheet for the product(s). They advise on action to be followed if the sanitiser is not used as designed i.e., a child drinks some; it gets in eyes etc.</p>		

				<p>This will also help with potential reactions to the product. We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building</p> <p>Hand sanitiser bottles will be cleaned as necessary to avoid clogging.</p>		
3. KEEP OCCUPIED SPACES WELL VENTILATED						
<p>Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)</p>	<p>Additional doors and windows are left open compromising site security/fire safety.</p>	<p>All premises occupants</p>	<p>Serious</p>	<p>We have reviewed our site and identified windows and doors that could remain open without compromising fire safety/ and or security.</p> <p>For high-risk areas such as kitchens and boiler rooms, fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removeable items - a weight or wedge. There are people present who are tasked with removing the item if the alarm goes off and at the end of the day.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p>		
	<p>Inadequate ventilation contributes towards the spread of coronavirus. Open windows in the winter months mean that the temperature in buildings is uncomfortable.</p>	<p>All premises occupants</p>	<p>Serious</p>	<p>We will ensure that our building is heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation.</p> <ul style="list-style-type: none"> natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. 		

				<ul style="list-style-type: none"> natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). <p>We note the following advice from HSE: https://www.hse.gov.uk/temperature/thermal/managers.htm https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts. increasing the ventilation while spaces are unoccupied (e.g., between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing. Including advising staff and pupils re: the value of layering clothing. rearranging furniture where possible to avoid direct drafts 		
4. FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19						
Engagement with the NHS Test and Trace Process. Access to testing	Failure to follow PHE/ NHS Test and Trace procedures increases the likelihood of exposure to coronavirus in the school community.	Pupils and staff	Serious	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>Anyone identified by NHS Test and Trace as needing to self-isolate will not be permitted to enter school premises.</p> <p>Where necessary we will direct members of the school community with symptoms of coronavirus to Get a free PCR</p>		

				<p>test to check if you have coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>We will ask parents and staff to inform us immediately of the results of a test.</p>		
Contact with infected persons/ exposure to the virus within the school.	Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Pupils and staff	Serious	<p>Guidance has been issued to the entire school community.</p> <p>If anyone in the school tests positive for COVID-19 or becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be stay at home and are advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <p>Anyone identified by NHS Test and Trace as needing to self-isolate will not be permitted to enter school premises.</p> <p>From 16 August 2021 Individuals 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:</p> <ul style="list-style-type: none"> • 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 <p>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. We encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend</p>		

				<p>school, and have been identified as a close contact, should 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.</p>		
	<p>Contact with those developing symptoms of the virus during the working day.</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>If anyone in our school develops COVID-19 symptoms, however mild, they will be sent home and advised to get a PCR test and follow public health advice.</p> <p>When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>Most recent guidance re: What to do if a pupil is displaying signs of coronavirus has been shared with relevant staff and is on display. Symptomatic children action list FE (publishing.service.gov.uk)</p> <p>If a child is awaiting collection, they will be moved, via a route involving the shortest possible internal distance (i.e., including an outside route where possible) if possible, to the medical room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p>		

				<p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>Staff are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		
Lateral Flow Testing (Asymptomatic testing)	Non participation in Lateral Flow Testing means that asymptomatic cases are undetected within the school community.	Pupils and staff	Serious	<p>The opportunity for all adults in England to participate in lateral flow testing has been publicised amongst the school community.</p> <p>Regular rapid coronavirus (COVID-19) tests if you do not have symptoms - NHS (www.nhs.uk)</p> <p>Our school workforce (including regular contractors and visitors) are encouraged, and been provided with sufficient testing kits, to participate in lateral flow testing twice a week at home.</p>		
	Lateral Flow Testing process is not implemented correctly leading to inaccurate results and/or inadequate follow up of positive test results	Pupils and staff	Serious	<p>Staff or pupils with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm 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 member of staff or pupil can return to school.</p>		
Management of confirmed cases of coronavirus	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.	Pupils and staff	Serious	<p>We note that close contacts of those testing positive with coronavirus will be identified via NHS Test and Trace. We note that we may be contacted in exceptional cases to identify close contacts.</p>		

	Anxiety and dissent within the school community			<p>We note the thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:</p> <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>We will seek public health advice if a pupil or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern.</p> <p>Alternatively, we will call the Department for Education's existing coronavirus (COVID-19) helpline number on 0800 046 8687, and selecting option 1. The advice service is open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays. The call will be with a dedicated team of advisors who will inform the school of what action is needed based on the latest public health advice.</p>		
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NHS COVID-19 App	Inadequate response to alerts provided by use of NHS COVID-19 App	Pupils and staff	Serious	<p>We have informed all staff to inform a senior leader if they receive a notification during the day that they had been in contact with a positive case. To support this, the notification itself will advise them that if they are under the age of 18, they should show the message to a trusted adult and obtain a PCR test.</p> <p>The staff member will then put in place the setting's agreed process, including making appropriate arrangements for the member of staff/student to leave the setting at the earliest opportunity to begin self-isolation (if unvaccinated staff member) or recommend that a PCR test is obtained at the earliest opportunity.</p> <p>We have advised staff to turn the tracking off whilst they are not in close proximity to their phone.</p>		
Containing any local outbreak	Disruption to pupils' education	Pupils and staff	Serious	We have developed arrangements to ensure that the education of affected groups of pupils is maintained. This will include the provision of remote learning.		
	Parents/carers of a child with symptoms of coronavirus refuse to keep them at home.	Pupils and staff	Serious	<p>If a parent or carer of a pupil with coronavirus or with a suspected case of coronavirus insists on their child attending our school, we will take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p> <p>Our decision will be carefully considered in light of all the circumstances and current public health advice</p>		
GENERAL						

Use of face coverings	Failure to use face covering in crowded areas increases the likelihood of exposure to coronavirus in the school community.	Pupils and staff	Serious	<p>Government guidance from 19 July 2021 is as follows: <i>Government expects and recommends that people wear face coverings in crowded areas such as public transport</i>”. Moving to step 4 of the roadmap - GOV.UK (www.gov.uk)</p> <p>Whilst face coverings are no longer mandatory in schools, we recognise that individual staff may still wish to wear these and will allow them to do this.</p> <p>NB: Use of face coverings could be reinstated as part of our Contingency Plan (See Part A).</p>		
Use of Personal Protective Equipment (PPE) (A face covering is not PPE because they are not designed to protect the wearer from infection from coronavirus).	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> ● children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way ● if a child, young person or other learner becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn” <p>Any staff that wish to use PPE outside of the scenarios listed above will be provided with PPE by the school on request or permitted to use their own appropriate PPE. Staff should discuss this with their line manager.</p>		

				<p>We will ensure that, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PHE_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf</p>		
Staff wellbeing	Staff anxiety re: potential exposure to the virus.	All staff	Serious	<p>Where necessary, individual discussions are held with staff to identify concerns. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services. HR advice is available if required.</p>		
Staff training (including induction for supply teachers and other visiting staff).	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	<p>Training and written instruction were provided re: operating procedures outlined in this risk assessment to all staff in the first week of September '21</p> <p>This includes:</p> <ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements), • Day to day organisations and procedures including arrangements for cleaning, • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms, • Site security and fire safety including evacuation and lockdown procedures. • Use of PPE (where applicable). 		
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable	Fatal/ Major	We have taken note of government guidance issued on 11/08/21, namely:		

				<p>Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>We will continue to discuss with CEV employees how they can be supported to carry out their duties in the workplace.</p>		
	Concerns from staff in identified work groups	Pregnant women	Serious	<p>We will follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. We will follow the same principles for pregnant pupils, in line with our wider health and safety obligations.</p> <p>NB Further guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.</p>		
Use of volunteers	Potential for the introduction of coronavirus into the school	Pupils & Staff	Serious	<p>Volunteers may be used to support the work of the school, as would usually be the case.</p> <p>All volunteers will be expected to follow our control measures to reduce the spread of coronavirus.</p>		
Management of expectations within the school community	Anxiety within the school's community re: prevalence and effectiveness of infection control measures.	All members of the school community	Serious	<p>Our communication with parents and pupils prior to our return in September 2021 will include information about the control measures within this risk assessment.</p> <p>Government guidance for parents is available at: What parents and carers need to know about early years providers, settings and colleges - GOV.UK (www.gov.uk)</p>		
Individual pupil medical requirements	Increased likelihood of serious illness resulting from exposure to coronavirus.	Extremely clinically vulnerable pupils (shielded)	Fatal/ Major	<p>All CEV pupils should attend school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</p> <p>Where a pupil is unable to attend our school because they are complying with clinical or public health advice, we will immediately offer them access to remote education. We will keep a record of, and monitor engagement with, this activity</p>		

				<p>but this does not need to be formally recorded in the attendance register.</p> <p>Where children are not able to attend our school, as parents are following clinical and/or public health advice, absence will not be penalised.</p>		
Provision of first aid	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	Pupils and staff	Serious	We will revert to our substantive risk assessment which includes control measures to ensure that suitably qualified staff are available at all times.		
Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Fatal/ major	School procedures for the administration of prescription and controlled medication will continue to apply.		
Lettings	School control measures re: cleaning etc are compromised leading to increased risk of infection, expense and possible reputational damage.	Pupils Staff Wider community	Serious	We will ensure that all users of our premises adhere to the control measures set out in this risk assessment. This will include ensuring that effective cleaning is maintained and additional ventilation measures do not compromise site security.		
Educational visits	Exposure to infection from inadequate control measures etc	Pupils and staff	Serious	<p>We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will consider what control measures need to be used to reduce the risk of exposure to coronavirus and follow wider advice on visiting indoor and outdoor venues.</p> <p>OEAP National Guidance will be followed (see Contents (oeapng.info))</p>		
School Reception areas	Exposure to infection from inadequate control measures: visitors to school.	Pupils and staff	Serious	<p>Signage has been erected to advise visitors of hygiene protocols.</p> <p>Staff signing in arrangements - sanitiser available to clean hands after use.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p>		

	Violence and aggression towards school staff causes injury and distress	Pupils and staff	Serious	We will maintain transparency and regular contact with all members of the school community. Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask. Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.		
After school and Breakfast Clubs	Appropriate control measures are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.	All members of the school community	Serious	Updated guidance for operating may be found as follows: Protective measures for holiday or after-setting clubs and other out-of-setting settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk) We will liaise with the external provider to ensure that they are aware of the control measures set out in our risk assessment and guidance above. We will support them in matching or exceeding the expectations set out within it.		

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood/Probability of Harm	Meaning of likelihood/probability
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	High (Likely/probable)	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	Medium (possible)	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	Low (unlikely)	Not Likely to occur

Table 2: Risk rating matrix: Potential severity of harm + Likelihood/ probability of Harm = Risk rating

	High (Likely/Probable)	Medium (Possible)	Low (Unlikely)
Fatal/Major Injury	VERY HIGH	HIGH	MEDIUM
Serious Injury	HIGH	MEDIUM	LOW
Minor Injury	MEDIUM	LOW	LOW

Table 3: Action required: Key to ranking and what action to take

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome within an agreed timeframe. Reduce risk to a tolerable level.
LOW Risk	Monitor and review your rolling programme.