

COVID-19 Risk assessment – Opening schools

The Government has asked school leaders to take to reduce the risk of transmission of coronavirus (COVID-19) in their school. This includes public health advice, endorsed by Public Health England (PHE).

The Guidance is intended to support schools, both mainstream and alternative provision, to prepare reduce the risk of transmission of coronavirus (COVID-19) and applies to primary, secondary (including sixth forms), infant, junior, middle, upper, school-based nurseries and boarding schools. The DfE expects independent schools to follow the control measures set out in this document in the same way as state-funded schools. The Guidance also covers expectations for children with special educational needs and disabilities (SEND), including those with education, health and care plans, in mainstream schools.

The link to reviewed Guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>. Separate Guidance is available, as follows:

- Early Years: <https://www.gov.uk/government/publications/coronavirus-COVID-19-early-years-and-childcare-closures>
- Further education colleges and providers: <https://www.gov.uk/government/publications/coronavirus-COVID-19-maintaining-further-education-provision>
- SEN schools & alternative provision: <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

The overall government guidance says the following:

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance.

Some specific issues are addressed in the risk assessment, but please read the full Government advice to schools for clarity. Risk assessment templates are also available for Mass Asymptomatic Testing, Wraparound provisions and Partial opening with Critical Worker & Vulnerable Pupils.

Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2-metre distance cannot be maintained
- performing aerosol-generating procedures (AGPs) – Guidance is provided at <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#aerosol-generating-procedures-agps>

If contact with the child or young person is necessary, gloves, an apron and a face covering should be worn by the supervising adult. In addition, 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.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Risk assessment (Government guidance requirements):

You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments – treating them as ‘living documents’, as the circumstances in your school and the public health advice change. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

Your September 2021 operational risk assessment should include:

Control measures

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.

Social Distancing and ‘bubbles’ – Government operational guidance:

It is no longer necessary to keep children in consistent groups (‘bubbles’). As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.

You should make sure your contingency/outbreak management plans cover the possibility that in some local areas, it may become necessary to reintroduce ‘bubbles’ for a temporary period to reduce mixing between groups.

Clinically extremely vulnerable (CEV) students

All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

Engage with the NHS Test and Trace process:

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

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:

- 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

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. Please encourage all individuals to take a PCR test if advised to do so.

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. 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.

18- year-olds will be treated in the same way as children until 6 months after their 18th birthday to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults, and so if they choose not to get vaccinated, they will need to self-isolate if identified as close contact.

Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if the central Government offers the area an enhanced response package, a director of public health might advise a setting to reintroduce some control measures temporarily.

Face coverings

Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.

In circumstances where face coverings are recommended

If you have a substantial increase in the number of positive cases in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by students, staff and visitors, unless exempt). You should make sure your [contingency plans](#) cover this possibility.

In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.

Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

Stepping measures up and down

You should have contingency plans (sometimes called outbreak management plans) outlining what you would do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

Central government, Local Authorities, and the DfE may offer local areas of particular concern an enhanced response package to help limit increases in transmission.

Outbreak management plan

For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the contingency framework: <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings>

The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

Travel and quarantine

Where pupils travel from abroad to attend a boarding school, you will need to explain the rules to pupils and their parents before they travel to the UK. All pupils travelling to England must adhere to travel legislation (<https://www.legislation.gov.uk/ukxi/2021/582/contents>) , details of which are set out in government travel advice (<https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>).

Boarding school pupils who are ordinarily resident in the UK, including those who are unaccompanied and who are attending boarding schools on a child student visa or student visa, who have travelled from or through amber list countries (and have not been in a red country in the previous 10 clear days), are exempt from the requirements to quarantine and take a day 8 test.

Those aged 11 to 17 need proof of a negative COVID-19 test (<https://www.gov.uk/guidance/coronavirus-COVID-19-testing-for-people-travelling-to-england>) to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the government's quarantine and testing guidance (<https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england>).

Asymptomatic testing

Secondary school settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.

Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.

Confirmatory PCR tests

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](#). Whilst awaiting the PCR result, the individual should continue self-isolating. 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 pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

Consulting and sharing Coronavirus (COVID-19) risk assessment

Schools should consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by staff. Schools and staff should always come together to resolve issues. Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (The HSE would expect all employers with over 50 staff to do so).

For further information regarding this assessment, please refer to your assigned Judicium Education Health & Safety consultant.

Health and Safety Risk Assessment – **Opening Schools** – COVID-19

Academy / School	Duke's Aldridge Academy	Assessment No.	001
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Site	Duke's Aldridge Academy	Location	Tottenham, London		
Subject of Assessment	Schools operating from September 2021.				
	This template considers all ages and must be amended for your specific school. Details of the ages of the students should be entered here.				
	For Mass Asymptomatic Testing, please see 'COVID-19 Asymptomatic Testing in Schools' risk assessment template				
	For Wrap Around Care and After School Activities, please see additional risk assessment templates				
Assessed by	Monica Duncan Sarah Davies	Date	1 st September 2021	Review date	20 th December 2021
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.			Persons Affected (Who may be harmed)	
				Students, Employees, Volunteers, Contractors and Visitors.	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
<p>1. Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p> <p>Those who are clinically extremely vulnerable becoming ill.</p>	<ul style="list-style-type: none"> • Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of students in the autumn term; • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are up to date on other related Guidance and support in relation to themselves and students such as stress and wellbeing, including: https://www.gov.uk/government/publications/COVID-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-COVID-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to students; • Staff can access the free helpline Education Support Partnership for school staff and targeted support for mental health and wellbeing • There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanisms are in place and are easily accessible; 	Low	x

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> • Talks with staff about the planned changes (E.g. safety measures), have taken place, including discussing whether additional training would be helpful • COVID-19 guidelines are published in the school's website • Staff who work from home will be provided with suitable training to ensure appropriate equipment, workstation set up and working arrangements are in place. Home working training available from the Judicium e-learning portal has been completed • The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate • Specific risk assessments for new and expectant mothers are completed in line with current Government Guidance. • An ongoing review will be carried out for expectant mothers from 28 weeks gestation and for new or expectant mothers with underlying health conditions to identify reasonable adjustments and home working arrangements when required <p>Communication with contractors:</p> <ul style="list-style-type: none"> • The school has detailed discussions with contractors to ensure all of the school's COVID-19 controls measures are understood and followed. This includes hygiene measures. • Where possible, site visits are made outside of school working hours. • A record of all contractors/visitors is kept in order that NHS Test and Trace measures can be adhered to. 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
2.	Spread/contraction of COVID-19 due to lack of good ventilation.	<p>Good ventilation will be maintained at all times. This is achieved by:</p> <ul style="list-style-type: none"> Identifying poorly ventilated areas and improving the flow of fresh air by opening external doors and windows (not internal fire doors); Ensuring mechanical ventilation draws in fresh air or extract air from a room (rather than circulated old air) Adjusting systems to increase the ventilation rate and switching to full fresh air where possible 	Low	x
3.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> All those entering the school are required to wash/sanitize their hands; Hand washing sinks are located within each toilet provision; Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; Students and staff have been shown how to wash hands properly; Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➤ Entry and exit from the school; ➤ After using the toilet; ➤ When returning from breaks ➤ On entry to the dining hall; ➤ Before and after eating; ➤ On entry and exit from each classroom. Unnecessary touching of the face is discouraged. Teachers will remind students to use tissues and bin them once used. If tissues are not readily available 	Low	x

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it';</p> <ul style="list-style-type: none"> Toilets and wash stations have single-use paper towel for drying hands. Control of Infection training will be provided to staff, e-learning modules are available from the Judicium portal 		
4.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ Frequent cleaning of classrooms, Toilets, common areas and dining halls; ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. Classrooms will be cleaned after school; Toilets will be cleaned regularly throughout the day; Common areas will be cleaned once a day; Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person. 	Medium	x
5.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes:</p> <ul style="list-style-type: none"> Dealing with general First aid; Lack of trained first aiders; Dealing with a suspected case of COVID-19; 	<ul style="list-style-type: none"> A specific First Aid (FA) needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19'; The FA assessment takes into account numbers and ages of students, number and training of employees; This information forms the decision on what activities and groups can safely be managed within the school; 	Low	x

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
<ul style="list-style-type: none"> • Inappropriate handling/removal of clinical waste • Aerosol Generating Procedures (AGP) 	<ul style="list-style-type: none"> • This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision; • Where an individual exhibits symptom during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • The door to the isolation room will be closed (where possible). • Staff escorting the individual will be provided with disposable gloves and apron if the 2-metre social distancing rule cannot be maintained Where the risk of contact with droplets to the face, e.g., from coughing or vomiting, face protection should be provided • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting symptoms and self-isolating • Where available, the school will provide individuals displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; 		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> • First aiders have completed appropriate training for 'donning and doffing' PPE; • First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: https://www.gov.uk/government/publications/COVID-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings/COVID-19-decontamination-in-non-healthcare-settings • The first aid room is cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. <p>Waste disposal measures Waste control measures from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> It is put in a suitable and secure place and marked for storage until the individual's test results are known; Waste is stored safely and kept away from children; Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; If the individual tests negative, this can be put in with the normal waste; If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 		
6.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Children are suitably supervised at all times. 	Low	X
7.	Lack of suitable premises management	<ul style="list-style-type: none"> Premises staff levels are maintained and suitable for the use of the building; Appropriate cleaning and premises staffing levels are in place; Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; 	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> Contingency in place for sudden premises staff absence; The Guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six-part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed; Good ventilation can help reduce the risk of spreading coronavirus, where possible windows and doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems. 		
8.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitiser is in place; All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; Safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning, COSHH e-learning training is available from the Judicium portal Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Low	X

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
9. Transmission of COVID-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> The Kitchen/Catering Manager has reviewed and implemented the Guidance for food businesses on coronavirus (COVID-19) The Kitchen/Catering Manager has reviewed and implemented FSA guidance on good hygiene practices in food preparation and PHE guidance The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus 	Low	X
10. Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> Domestic local, residential and international education visits can take place with appropriate planning in line with the Educational Visits Policy. International visits will be planned taking into consideration Government guidance https://www.gov.uk/government/publications/health-and-safety-on-educational-visits The school will check broader international travel policy and travel legislation and will have contingency plans to account for any changes The school will liaise with the visit provider and the insurance provider to assess the protection available and ensure the safety and wellbeing of staff and students All visits will be conducted in line with relevant COVID-19 Guidance and regulations in place at the time. Sports fixture competitions with other schools that take place outside have resumed and follow Guidance A risk assessment – in line with the school's policy will be carried out for all educational visits. 	Low	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
11.	Spread/contraction of COVID-19 from students arriving from abroad.	<ul style="list-style-type: none"> Where possible, remote education is provided to pupils who are abroad and are facing challenges to return due to travel restrictions. The school liaises with the parent/guardian of students travelling from abroad to ensure all the guidance requirements have been met. https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england 	Low	X
12.	Student's stress, anxiety or poor behaviour due to the ongoing changes and challenges caused by the pandemic.	<ul style="list-style-type: none"> The school is utilising all the advice and resources available on the Pupil wellbeing and support section of the DfE guidance Schools coronavirus (COVID-19) operational Guidance 	Low	X

Please note:

The hazards and controls noted above are an example of that which may be present when completing such a task. This assessment template is an example only and should either be used as reference only or amended to reflect the actual hazards and controls identified on site by the assessor.

Following assessment if no further actions are assessed to be required, please mark an **X** in the "Further Actions" box. If, however additional controls or actions are assessed to be required please place a **✓** in the box and note the action in the action plan.

ACTION PLAN (Additional Control Measures Required/Recommended Actions)				
Hazards and Risks	Recommended Actions	Target Date	Completed by	Date Completed

ACTION PLAN (Additional Control Measures Required/Recommended Actions)					
Hazards and Risks		Recommended Actions	Target Date	Completed by	Date Completed

Any further actions identified should be completed before the assessed task is carried out.

Reviewed / Approved By		Job Title		Date	
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By signing this risk assessment, I confirm the assessment has been shared / made available to all relevant staff to review. All staff have been asked to confirm they have read and understood the control measures.

Appendix – Assess the Level of Risk

In this risk assessment the level of risk is expressed qualitatively as **Low, Medium, High or Very High**. Underlying these descriptors of risk is a probabilistic model which factors the **likelihood** of an accident or event against the **severity** of harm that may occur. The **risk rating**, calculated as **likelihood x severity**, maps into the qualitative terms used as follows:

		Severity			
		Minor Injury	Reportable Injury	Serious Injury	Critical
Likelihood	Unlikely	Low	Low	Low	Medium
	Possible	Low	Medium	High	High
	Probable	Medium	High	High	Very High

Reportable Injury is an important threshold and refers to UK legislation in this respect, often referred to as **RIDDOR**. A reportable injury or occurrence includes:

- major injuries as defined in RIDDOR,
- accidents that resulted in more than 7 days off work,
- an injury to a member of the public, a customer or visitor, or a school pupil or student, that required hospital treatment.

(See <https://www.hse.gov.uk/pubns/edis1.pdf> for more information on RIDDOR).