

## Risk Assessment – COVID-19 Partially Occupied Academy

(please note this is a live document and regular updates/changes may be needed following government advice, please amend accordingly)

<b>Title of risk assessment</b>	COVID-19 Partially Occupied Academy	<b>Date of Assessment</b>	5 <sup>th</sup> January 2021
<b>Name of Assessor</b>	Jane Smith H&S Officer	<b>Location</b>	All Academies
<b>Who may be affected?</b>	Staff, Pupils, Visitors and Contractors		
<b>Description of activities</b>	Partially occupied academy for Staff, Children of key workers and vulnerable children		
<b>Additional Guidance used for this risk assessment and for academies to refer to.</b>	Guidance not yet on website (5 <sup>th</sup> January 2021)		

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
<b>Getting or spreading coronavirus in Classrooms and Groups by not social distancing</b>	Staff and pupils	<ul style="list-style-type: none"> <li>Groups are created to an appropriate size in proportion to the school.</li> <li>Consideration is given for types of groups depending on age year groups and those with complex needs.</li> <li>Groups are kept as small as is reasonably practically as easier to identify those who may need to self-isolate in the case of someone tests positive of Covid 19.</li> <li>Pupils remain in groups and contact is avoided between other bubbles</li> <li>Classrooms are arranged so desks face forward,</li> <li>Staff to socially distance to 2 meters from students where possible generally at the front of the class for secondary schools.</li> </ul>	5	3	15	<p>Younger children and those with complex needs are not expected to distance within a group.</p> <p>Wrap around care and specialist teaching groups need to be considered where some mixing may take place.</p> <p>Additional risk assessment may need to be considered for other activities such as practical lessons.</p>	<ul style="list-style-type: none"> <li>Distinct bubbles created and maintained, staff move only. Supervision during movement by <b>HOY/S LT</b> link and</li> </ul>

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		<ul style="list-style-type: none"> <li>Staff avoid close face to face contact and minimise time spent within 1 metre of anyone. This will be assessed on an individual basis for those who have complex needs.</li> <li>Unnecessary furniture moved out of the classroom to provide more space.</li> <li>Pupils are given regular reminders about the importance of social distancing and are reminded this still must take place where possible.</li> <li>Biometrics, to be avoided and alternative used where possible..</li> <li>Windows and doors open were possible for ventilation</li> <li>Testing takes place in schools for staff and vulnerable pupils and those of key workers</li> </ul>				<p>If biometrics are to be used careful consideration should be given to sanitising after use.</p> <p>To maintain comfortable temperature- Open high levels windows as preference, open all windows when room is not in use, avoid drafts by rearranging furniture. Additional items of clothing can be worn when indoors.</p>	support staff. <b>MCC</b>
<b>Getting or spreading coronavirus through staff meetings and training sessions</b>	Staff/SLT	<ul style="list-style-type: none"> <li>Staff Meetings take place virtually</li> <li>Training sessions are completed virtually or remotely</li> <li>Face to face meetings should be avoided</li> <li>Meeting are only held face to face if business critical and distanced by 2 metres</li> </ul>	5	2	10	All staff to follow guidelines and ensure these are in place.	SLT to monitor and reinforce.
<b>Policies and procedures</b>	Staff/pupils	<p>All school staff and pupils revisit emergency plans and receive further training on;</p> <ul style="list-style-type: none"> <li>Staff and pupils complete a fire drill/lockdown on return to school.</li> <li>Academy staff complete fire refresher training.</li> <li>Staff have completed infection control training on iHasco</li> <li>Staff are provided with most up to date guidance from PHE and the DFE.</li> <li>Staff are provided with procedures, so they are aware of what to do if the school has a confirmed case of covid 19.</li> </ul>	5	2	10	Academies must use the how to Mitigate the risk guidance document and COVID 19 checklist for weekly monitoring.	COVID 19 lead in place and H&S committee formed.

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		<ul style="list-style-type: none"> <li>Staff are provided with information and understand NHS test and trace service</li> <li>Academy will identify a member of staff responsible for coordinating the COVID-19 response and any actions.</li> <li>Staff must be aware of the Covid 19 Response flow charts.</li> <li>Pupils to be reminded daily during registration about Covid 19 social distancing and the importance of handwashing.</li> <li>PEEPS are in place for those who need assistance leaving the building in the event of an emergency.</li> <li>First Aid needs assessment is in place</li> <li>Academy ensures they have adequate number of first aid trained staff in place.</li> <li>Academies must use the how to Mitigate the risk guidance document and COVID 19 checklist for weekly monitoring <a href="#">OATnet   Coronavirus advice - Home (sharepoint.com)</a></li> <li>Academies to refer to the partially operational building checklist in the above link.</li> </ul>					
<b>Getting or spreading coronavirus in common areas such as Reception</b>	Staff pupils and visitors	<p>Visitor reception has a screen in place to protect staff  Visitors/parents are advised that any access requests are by appointment only  Social distancing markers located in the reception area  Hand sanitisation station is prominent in reception  Deliveries/post are made contactless and are not signed for  Touch/digital sign in systems are not used by visitors/staff – academy receptionist to manually input information into these systems where possible. Alternative local arrangements made where digital sign in not used. Any manual sign in sheets must be kept safe to comply with GDPR</p>	5	2	10	No visitors should be attending school exception of deliveries and contractors – academy refer to separate RA on <a href="#">OATnet   Coronavirus advice - Home (sharepoint.com)</a>	Monitored by H&S committee.
<b>Fire</b>	Staff/pupils	<p>Fire plans are updated where areas are restricted for escape routes that may be affected by any changes  Staff and pupils are updated with new fire arrangements</p>	5	2	10		Fire Marshall documentat

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		Academy ensures that the school still operates with a suitable number of fire wardens A fire drill, applying social distancing where possible, should take place at the earliest opportunity IF the muster point has been relocated. If the muster point remains, termly drills should be completed in line with usual procedures.					ion and policy in place. (BRA)
<b>Legionella</b>	Staff pupils	Weekly and general checks must still be followed for Legionella. Academy refers to building checks for partially open buildings. <a href="#">OATnet   Coronavirus advice - Home (sharepoint.com)</a>	5	3	15	<ul style="list-style-type: none"> <li>Flush and monitoring carried out by internal staff.</li> <li>Regularly monitored HydroX.</li> </ul>	FM Team (BRA)
<b>Contracting or spreading the virus by not wearing face coverings</b>	Staff/pupils	Students and staff are advised how to wear, remove and dispose of face coverings. Staff and pupils are instructed not to touch their faces when removing face coverings. If teachers chose to wear face coverings in the classroom this will be assessed locally on what type to wear eg. Visors are more appropriate if teaching any children with a speech or hearing impairment. Hands are washed before and after touching face coverings – including how to remove or put them on. Staff and pupils are aware of how to safely store them and should be kept in a sealable plastic bag between use. Where a face covering becomes damp, it is not worn and the face covering is replaced carefully. Parents are informed with the updated guidance on face coverings. Wearing of face coverings is discretionary for primary school staff in communal area and decisions made locally by Principal. Staff/SLT must be aware of those who may be exempt from wearing face coverings – Those who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability	5	2	10	Face covering are to be worn in secondary schools for pupils aged 12 and over and all staff. This will be in communal areas or where it is difficult to maintain social distancing. Staff/SLT must be aware of those who may be exempt from wearing face coverings this may involve those who have mental health issues or have certain disabilities.	All staff to monitor.

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		Those who speak to or help someone who relies on lip reading, clear sound or facial expression to communicate When moving around indoors e.g. communal areas/corridors face coverings must be worn by year 7 pupils and above, this also applies to staff, visitors and contractors					
<b>Heating and Ventilation</b>	Staff/pupils	Guidance is followed in line with the HSE and CIBSE Heating and ventilation guidance have been produced by OAT and followed which is available. <a href="https://oatoe.sharepoint.com/sites/Covid-19">https://oatoe.sharepoint.com/sites/Covid-19</a> Manufacturer's guidance referred to and Professional supplier used where further advice is needed for academies own HVAC system. Recirculation of air within a single room where this is complemented by an outdoor air supply is acceptable Where possible in occupied spaces windows are open for natural ventilation If it is windy, cold or raining then it may not be practical to fully open the windows/vents, however they remain open as far as reasonably possible without causing discomfort. Internal doors are propped open where appropriate. Fire doors can only be propped open if fitted with automatic closers so they can still function as fire doors in the event of the alarm being activated – this also needs to be managed in house. Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). 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.	5	2	10		FM team (BRA) full audit and compliant.
<b>Getting or spreading coronavirus in</b>	Staff/pupils	<ul style="list-style-type: none"> <li>Social distancing signs and marking are still visible throughout communal areas.</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>Reinforce communication RE</li> </ul>	FM Team (BRA)

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<b>common areas such as Communal areas</b>		<ul style="list-style-type: none"> <li>Use of staff room is limited and in some cases a rota is in place to avoid area becoming congested.</li> <li>Pupil flow in corridors and use of communal areas to be restricted to social bubble/groups where possible</li> <li>Staff to maintain distance from pupils and other staff where possible.</li> <li>The school avoid creating busy corridors, entrances and exits by scheduling timetables to avoid congestion.</li> <li>Academy ensures good ventilation is in place by keeping doors and windows open.</li> </ul>				<p>cleaning of all areas.</p> <ul style="list-style-type: none"> <li>Hand sanitisation before and after use of communal areas.</li> </ul>	
<b>Spreading coronavirus by not cleaning surfaces, equipment in Catering</b>	Staff/pupils	<p>Water fountains are switched off and students bring in their own bottles water.</p> <p>Corridors and catering areas are supervised during lunch/break.</p> <p>Consideration to marking each seat that can be used, and removing all other seats where furniture allows. For bench style seating each eating space should be made clear. Screens provided where required to ensure food is protected.</p> <p>Consideration to limited menu, pre ordering or packed lunch only in consultation with academy catering team.</p> <p>Touch terminals/cash is not used – a suitable alternative arrangement is agreed with the catering team e.g. cashless payments recorded by a till operator; manual searches for pupil by name instead of using fingerprint</p> <p>Cash top up machines are not used, students to top up account using online methods or via locally agreed procedure.</p> <p>Additional waste bins to be provided to reduce litter and ease disposal</p>	5	3	15	<a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a>	All food to be consumed in Heartspace

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		Hand sanitiser stations are in place for pupils and staff to use.					
<b>Mental health and wellbeing affected through isolation or anxiety about coronavirus</b>	Staff/pupils	<p>Re-orientation of staff and pupils within the academy takes place.</p> <p>Staff can complete iHasco Covid return to work. Counselling service available for staff.</p> <p>SLT discusses the implications on staff and pupil workload when the school reopens to minimize stress. SLT considers reasonable requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. If required, staff can adjust their working hours, as agreed by SLT.</p> <p>The principal and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens</p> <p>Staff and pupil bereavement is managed in line with the bereavement policy.</p>	5	3	15	<ul style="list-style-type: none"> <li>Mental Health staff first aiders are available to staff.</li> <li>Creation of Teams tutor time for students.</li> <li>Weekly assemblies for students.</li> </ul>	<p>MUS&amp;MAE</p> <p>Tutors/HOY's</p>
<b>Safeguarding affected through lack of contact to individuals</b>	Staff and pupils.	<p>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns.</p> <p>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</p> <p>The DSL ensures the relevant staff have the appropriate training to support pupils.</p> <p>DSL keep in contact with those pupils on the risk register and regular contact is maintained and has support in place for those who are vulnerable while remote learning takes place.</p>	5	2	15		<p>Use of CPOMS to inform decision making and any further action to be taken. <b>GAK</b></p>

<p><b>Getting or spreading coronavirus by not washing hands or not washing them through inadequate infection control</b></p>	<p>Staff, pupils,</p>	<p>Respiratory hygiene promoted by staff and pupils using the catch it, bin it, kill it, approach.  Hands are washed more often than usual; children and staff wash their hands regularly particularly before entering and leaving the classroom.  Where possible tissues are provided for students and staff in each room.  Students are encouraged to bring in their own tissues from home.  Small children and pupils with complex needs are provided with assistant to clean hands if needed. Skin friendly wipes are also used for those who may have any skin conditions.  Younger children are supervised when cleaning hands. Social distancing applied where possible.  Frequently touched surfaces are cleaned on a regular basis using disinfectant.  Increased cleaning staff - on site and an enhanced cleaning regime is in place during the school day as well as after school.  Hand sanitiser stations are based throughout the academy.  Academy ensures they have enough stock levels of sanitiser.  Posters displaying handwashing guidelines are located throughout the school.  Pupils and staff wash their hands when changing activities, changing locations, on arrival to school and when leaving school, this is reinforced during registration each morning.  PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with Covid 19 symptoms whilst in school where 2 metres cannot be maintained.  PPE provided for staff when working children or young persons who cough, spit or vomit.  Lidded bins are used throughout the academy.  Parents are briefed on new provision for the drop off and collection of their children.  Where possible use of school transport is restricted to essential use only and then cleaned after use.</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Mass testing in schools to be arranged for staff, vulnerable children and children of key workers</p>	<p>Hand sanitisation time built into the routines of lessons.</p>
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		Academy identifies an additional isolation room for anyone displaying Covid symptoms.					
<b>Communications</b>	Staff, Pupils, volunteers, visitors, parents and external agencies.	<p>The school's website is kept up to date with any information regarding reopening, e.g. dates and local arrangements, further communications where is media related PLMR is used</p> <p>Parents are informed via letter, email school website for up to date communication.</p> <p>Where a child tests positive parents must advise the school immediately.</p> <p>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</p> <p>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</p> <p>Children and young people are informed to limit what they bring into school and just bring in the essentials and not share equipment.</p> <p>School work with parents, pupils and staff to ensure behaviour expectations are clearly understood.</p> <p>Children who are remote learning receive regular updates, and lesson programmes, along with one to one sessions when required.</p>	5	2	10	Communication to parents and student via, ParentMail, SMHW and Teams	HOY/SLT.
<b>Contracting or spreading the virus while not social distancing on Lunch/break times</b>	Staff/ Pupils/Lunch time supervisors	<p>Break and lunch times are staggered to reduce numbers for outdoors.</p> <p>Groups stay within their own group and avoid mixing.</p>	5	2	10		Allows for the maintaining of bubbles and enhanced cleaning

		<p>Outdoor playground equipment must be cleaned more frequently.</p> <p>Students stay inside within their groups during wet weather.</p>					that is required. SLT and Staff Duty Rota
<b>Getting or spreading coronavirus in common use areas such as Welfare/Toilet Provision</b>	Staff/pupils	<p>Academy identify a maximum occupancy for each toilet facility and operates a one in one out system for using the toilet.</p> <p>Hand sanitiser located outside entrance to toilet areas.</p> <p>Advice on changing room and showers. If used, these should be cleaned after every lesson.</p> <p>Wiping of surfaces is a reasonable approach.</p> <p>Ensure sufficient standard cleaning equipment is available in all changing areas.</p> <p>Social distancing measures still apply and marking out areas which cannot be used will help you to manage the area effectively.</p>	5	2	10		Enhanced cleaning rota in toilet areas and PE changing rooms - <b>HYA</b> Additional wall hang hand sanitisers fixed to walls near all toilets - <b>BRA</b>
<b>Spreading coronavirus by not cleaning surfaces, equipment</b>	Staff, pupils, Cleaner, and visitors	<p>Regular cleaning takes place including but not limited to;</p> <ul style="list-style-type: none"> <li>• Door handles and door opening buttons</li> <li>• Light switches (carefully)</li> <li>• Floors in toilets</li> <li>• Toilet seats</li> <li>• Toilet flush handles</li> <li>• Toilet roll holders</li> <li>• Toilet door handles</li> <li>• Toilet bowls</li> <li>• Wash hand basin taps</li> </ul> <p>As the school is partially open areas are limited for use depending on numbers of pupils attending. Some areas of the school will be restricted for use.</p>	5	2	10	<p>National guidance for cleaning</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p>	Additional cleaning materials and sanitisation points in high contact areas.

		<p>Isolation room if used must be cleaned each night with fogger following a confirmed case. <a href="#">OATnet   Coronavirus advice - Home (sharepoint.com)</a></p> <p>Hand contact surfaces, Frequent cleaning is increased especially for touch surfaces.</p> <p>Staff use the most up to date cleaning checklist updated for the pandemic.</p> <p>Cleaning takes place in the dining hall in between groups.</p> <p>All areas that are cleaned are checked to ensure surfaces are dry e.g. rooms are safe to re occupy – no slip hazards.</p> <p>All areas/rooms that are being cleaned will be clearly identified to ensure no one enters the room.</p> <p>Rooms to be cleaned between each groups.</p> <p>PPE provided for staff for cleaning.</p> <p>Academies refer to the most update to guidance from the PHE on cleaning.</p> <p>Staff and pupils have their own pens and pencils that are not shared.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble are cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between groups, such as sports, art and science equipment are cleaned frequently and meticulously and always between group use, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different social groups/bubbles.</p>					
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<p><b>Contracting or spreading the virus while providing intimate care for SEND individuals</b></p>	<p>Pupils</p>	<p>Specialists, therapists, clinicians, and other support staff for pupils provide interventions as usual.</p> <p>Supply teachers and peripatetic teachers move between settings.</p> <p>Contact between staff is minimised where possible.</p> <p>A separate RA and HCP is in place for SEND pupils</p>	<p>5</p>	<p>2</p>	<p>10</p>		<p>SEND support continues as usual <b>THA/CAM</b></p>
<p><b>Contracting or spreading the virus while dealing with and individual displaying symptoms of COVID 19</b></p>	<p>Staff and pupils</p>	<p>Each academy has nominated a Covid response Co Ordinator.</p> <p>Academy uses OAT infection control flowcharts,</p> <p>Separate risk assessment in place for mass testing</p> <p>Isolation room identified for a suspected or positive case following a serial rapid test.</p> <p>Staff and pupils are aware not to come into the setting if they have symptoms and must be sent home to self-isolate if they develop them within the academy and are advised to follow <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>If a child is waiting to be collected, they are moved to an isolated room if appropriate for age of the child, windows in the room are opened for ventilation.</p> <p>If a child cannot be isolated, they are moved to an area which is at least 2 metres away from others.</p> <p>PPE is worn by staff if 2 metres cannot be.</p> <p>Staff member dealing the pupil/staff displaying symptoms must wash their hands for at least 20 seconds.</p> <p>The room/area round the person who develops symptoms is cleaned using the fogger.</p> <p>If the child needs the bathroom it is separate from others and cleaned using the fogger.</p> <p>Staff are aware to provide details of anyone they have been in close contact with if they were to test positive for</p>	<p>5</p>	<p>3</p>	<p>15</p>		<p>Creation of a COVID 19 safe space with clear policy and procedures <b>BRA</b></p>

		coronavirus (COVID-19) or if asked by NHS Test and Trace. Advice from Track and Trace must be followed.				
<b>Contracting or spreading the virus while dealing with Confirmed cases of COVID 19</b>	Staff and pupils	Staff must keep a record of pupils and staff in each group and any close contact between other groups but must be proportionate. Staff follow infection control flowchart for confirmed cases  <a href="#">OATnet   Coronavirus advice - Home (sharepoint.com)</a>	5	2	10	
<b>Cleaning after a confirmed case</b>	Staff and pupils	Action plan and infection flow chart followed. All surfaces that the symptomatic person has come into contact with are cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells including isolation room  Academies use a Fogger in only areas affected after each confirmed case.  If Cloths and mops are used as addition they must be disposed of and put into waste bags for 72 hours as per the guidance outlined in <a href="#">COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a>	5	2	10	Cleaning and FM team to be notified, immediately.
<b>Site specific to Academy</b>						

### Acknowledgements & Signatures

**Risk Assessor:** By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.

**Management:** By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.

**Risk Assessor Name and Signature**  
Jane Smith

**Date:**  
5<sup>th</sup> January 2021

**Manager Name and Signature:**  
Aaron McCulloch  
Mark Roessler

**Date:**  
8<sup>th</sup> January 2021

**Review date:** Reviewed dates shown above at the beginning of Risk assessment

## Guidance

### Severity of Harm from this Hazard

- Total Estimated Risk = Severity x Likelihood
- Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has been reviewed

Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only. .
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health
5	MAJOR	Fatality

### Likelihood of Potential Exposure to this Hazard

Score	Definition
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.
2	Not likely to occur in normal circumstances
3	Possible when additional factors are present but otherwise unlikely to occur.
4	Such an event is known to have occurred and is likely to re occur.
5	Almost inevitable that an incident would result / occurs frequently

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5

	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

Rating Bandings		
Low risk (1-6)	Medium Risk (8-12)	High Risk (15-25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	<b>STOP THE ACTIVITY-</b> Identify new controls. Activity must not proceed until risks are reduced to a low or medium level