

Risk Assessment Form

Risk Assessment Title: **COVID-19 Whole School** May 2021 (update 8 = 12/5/21)

Location: Hermitage Primary School Assessor(s): D. Middleton / PVaraitch Date of 1st Assessment: 13/7/20 Review Date: dynamic and ongoing

Ref	Hazard Description	Who/What is at Risk?	Consequence	Initial Risk Rating			Controls to be put in place	Responsible Person for putting controls in place	Residual Risk Rating		
				L	S	Risk			L	S	Risk
01	Suspected case of COVID-19 in school	C,T,V,O,S	Spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> • Immediate isolation of individual exhibiting any COVID-19 symptoms • Increased welfare provision to be provided including creation of isolation room (medical room). PPE to be worn by staff caring for the child if a distance of 2m cannot be maintained. • Individual to be tested. If a test is negative, then person can return to school if they feel fit and well. • In an emergency, call 999 if someone is seriously ill • Responsible parents or carers are notified by appropriate means of communication of any suspected case(s) • Confirmed case individual to self-isolate for 10 days from the day after start of symptoms. Family self-isolate for 10 days regardless of own negative test result from day after of family member's start of symptoms. If member is still unwell after 10 days of isolation, they must get medical advice and continue to self-isolate • Staff who are identified as a close contact of a confirmed positive case, must self-isolate for 10 days which starts the day after contact with the confirmed positive case • Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms 	Headteacher and delegated authorities.	2	4	8

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						<ul style="list-style-type: none"> • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should get a test, and: <ul style="list-style-type: none"> -if the test delivers a negative result, they should remain in isolation for the remainder of the 10-day isolation period - this is because they could still develop coronavirus (COVID-19) within the remaining days. -if the test result is positive, they should inform the school immediately, and must isolate from the day of onset of their symptoms and the following 10 full days - their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days • Deep clean of items and areas that individual(s) may have come into contact with (hub toilet) • Other staff members, parents and carers advised of situation and steps taken by the school to keep the environment safe • High levels of personal hygiene encouraged at all times as per current PHE/DFE guidelines. • Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. • Hand wash stations/sanitizers in each classroom and all office areas. Increased hand washing particularly before/after breaks-lunchtimes, when changing classroom-setting. Staff to supervise pupils washing hands to ensure hand washing measures are adhered to • Monitoring of staff and pupils returning to school after periods of self-isolation using visual appearance of wellbeing. • No large congregations or gatherings of staff and pupils in small areas i.e. assemblies, staff meetings and outdoor activities • Staff to have active engagement with NHS Test and Trace. If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been 				
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							<p>a close contact of a positive case, you have a legal obligation to do so</p> <ul style="list-style-type: none"> Inform DfE/LBH PH team of positive case. If there are 2 or more confirmed cases within 14 days, school must contact DfE helpline to determine if there is an outbreak. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case Following a confirmed case, SLT to determine who should isolate 				
02	Suspected case of COVID-19 in the individuals immediate family	C,T,V,O,S	Spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> Individual to self-isolate for a period of 10 days which starts day after start of symptoms Communication with the school to advise of situation at the earliest opportunity Staff suspected to be infected with COVID-19 to be tested before returning to school Monitoring of people returning to school after periods of self-isolation using visual appearance of wellbeing. Avoid any unnecessary contact with persons outside your immediate household Family members to avoid using public transport and walk, cycle or use a private vehicle where possible Use of private vehicle limited to members of immediate household Instruct individuals to download and use the track and trace app 	Headteacher and delegated authorities.	2	4	8
03	Importation of virus to school by other third parties:	C,T,V,O,S		3	5	15	<ul style="list-style-type: none"> Workshops can take place as long as there is a risk assessment which details C19 control measures No whole school events No parents or carers allowed into the school 	Headteacher and	1	5	5

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	-this includes school meals provider Taylor Shaw -workshops		Spread of virus to larger population				<ul style="list-style-type: none"> • Transitional/Open Days can commence only with a clear risk assessment linked to the event which details system of C19 controls • Essential contractors, health visitors, social workers allowed on to site whilst pupils are present, but where possible visits to take place outside of school hours. Visitors to complete declaration before entering school. Health visitors and social workers will use HE room. Visitors will wear face masks, visors, sanitise hands on entry as well as follow expected social distancing rules • Staff to report any unsafe conditions • Continue to suspend any visits from school governors use digital platforms where possible • Check all critical services i.e gas electricity and water are in good working order before school reopens • Taylor Shaw have shared their comprehensive risk assessment, which they review monthly. In addition to their internal controls, Taylor Shaw staff will also be completing x2 weekly lateral flow testing. Taylor Shaw staff have also read the schools C19 risk assessment. 	delegated authorities.			
04	Emergency partial or full closure of school due to local lockdown	C,T,V,O,S	Knock on effect for front line medical	3	5	15	<ul style="list-style-type: none"> • Only where permission or instruction is given by the DfE or local authority (contact DfE each time using their advice line) • If there is a shortage of staff consideration given to shortening of the school day and or week • Briefings to be given by the headteacher on any further developments and latest guidance via daily green email • Use of Google Classroom and Class Dojo to enable pupils to learn remotely during periods of isolation • Staff to be prepared to develop and provide work resources for pupils to use 	Headteacher and delegated authorities.	2	4	8

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			<p>staff and carers</p> <p>Additional risk and exposure to elderly and vulnerable persons</p>				<ul style="list-style-type: none"> • Check all relevant contact details for parents, carers and external agencies are up to date • All absences are recorded/monitored via SIMs • Check there are enough first aiders, paediatric on site for the amount of pupils attending. • Check there is a designated safeguard lead available to deal with any safeguarding issues that may arise. • Check all staff are aware and familiar with the new risk control measures put in place, utilise staff training to review/practice any new measures • Check all critical services i.e gas electricity and water are in good working order 				
05	<p>Staff and pupils returning after absence</p> <p>a. Supporting Wellbeing</p> <p>b. Supporting Bereavement</p> <p>c. Supporting Transition</p>	C,T,V,O,S	<p>Unfamiliarity with new procedures resulting in spread of virus to larger population</p>	4	5	20	<ul style="list-style-type: none"> • Staff, pupils to ensure they are fully fit and healthy when returning from an absence • The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone • Briefing by headteacher on latest guidance and any changes to procedures • Parents to be informed of drop off and pick up arrangements, one parent or carer to drop pupils at school and only one household per vehicle. • Social distancing to be implemented at school drop off and various collection points to adhere to social distancing methods • Adequate supervision from staff to monitor drop off and collection of pupils to and from school building • Staggered start and finish times at different locations to avoid large congregations of people 	Headteacher and delegated authorities.	2	4	8

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							<ul style="list-style-type: none"> • Management will promote health and wellbeing awareness to staff at regular intervals • Open door policy for those who feel they need extra support • Line managers will offer support to staff who have been affected by COVID-19 or have family members who have been affected. • Suitable PPE / RPE to be provided to welfare including FFP3 protective masks (BS EN 149) and impermeable chemical protective gloves (BS EN 374-5). • PPE / RPE to be stored in clean bags adjacent to first aid stations located throughout the school premises. • Increased PSHE lessons for pupils to support their wellbeing • School will apply the Bereavement Policy which includes the Borough guidance (clear support identified for pupils/families/staff) • All staff have continued access to the school's external Counselling Service as well as access to school Well-being officer • EHCP pupils will receive transition documents to support their return to school. Where necessary, individual risk assessments for pupils will be prepared and followed 				
06	Maintaining social distancing as per PHE, GOV, DFE advice	C,T,V,O,S	Spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> • Pupils and teaching staff to remain in year groups • Staff who work across bubbles: PE lead / HLTAs / EAL lead / SENDCo / LouisA / LindaA / and SEND TAs to ensure where x2 metre distance can not be maintained to wear face masks when inside, outside of classrooms • Classroom layouts to be adapted to maintain safe social distances for pupils without compromising the safe access and egress from the room • All desks to face the front, excluding EYFS • Staff, pupils to be briefed on a daily basis of the importance of social distancing 	Headteacher and delegated authorities.	2	4	8

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							<ul style="list-style-type: none"> • Regular reminders to pupils and parents about not mixing outside of their year groups when arriving to school • All staff to be confident with social distancing measures • All staff to be updated on any changes to guidance or procedures • Movement of groups around the building to be limited to only essential movement, particularly in corridors • Toilet access during class time to be limited where possible and monitored to ensure safe social distances can be maintained • Individual Risk assessments carried out for staff who have been shielding and returning after 31/3/21, as well as staff who are pregnant • Ensure all contact details for parents are up to date • During breaktimes/lunchtimes YEAR groups are allocated areas which have been demarcated with PE section dividers • Scheduling of breaks to allow for distancing in the staff room, toilet facilities • Regular information sent to parents about adhering to public transport guidelines as well as attempting to walk to school • Information to be clearly displayed in school reception reinforcing current procedures. • Increased welfare provisions to be provided along with creation of isolation rooms for suspected COVID-19 cases. • Adequate numbers of paediatric and EFAW first aid trained persons to be on site through any partial school closures • Rainbow room: staff to ensure that door is always left open for ventilation, staff to follow appropriate social distancing • Large/Small offices: Finance/Assistant Head/ Deputy Head – staff to follow appropriate social distancing 				
07							<ul style="list-style-type: none"> • Adequate amounts of cleaning products and PPE ordered to maintain a stock level and avoid shortages. 				

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	<p>Avoidance of cross contamination between staff members and pupils:</p> <p>a) general Environment</p>	C,T,V,O,S	Spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> • No soft furnishings, toys or items of dressing up to be used • Soft furnishings used in EYFS (carpet and foam mats) to be sanitised after use • All internal doors propped open for air circulation/ventilation • Continue to leave internal/external doors and windows propped open for good, fresh air circulation during break times, lunchtimes, empty classrooms. • LS = during in class learning, have break out windows open/class windows open for ventilation (external door may be closed if very cold). US = during in class learning, close external windows if very cold, however open roof windows for continued ventilation. • All work surfaces touch points are cleaned and disinfected at regular intervals during the day, including breakout areas • Ensure waste is removed daily in a safe manner whilst working suitable PPE where necessary. • Education of pupils to reinforce the importance of good personal hygiene promoting the 'catch it, bin it, kill it' approach. • Increased handwashing for minimum of 20 seconds using single use paper towels to dry where possible • Hand washing facilities provision to be expanded where possible at multiple points around the school • Water fountains to remain out of use • Regular reporting of items that need cleaning • Only approved cleaning chemicals are used as per COSHH • COSHH assessment carried out for any new cleaning chemicals • Air conditioning, Fans and mechanical air circulation systems can be used where natural ventilation exists • Cleaning to be undertaken in a methodical order i.e all touch points such as light switches and door handles, push plates on 	Headteacher and delegated authorities.	2	4	8
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							<p>doors and work surfaces followed by items of equipment and floors</p> <ul style="list-style-type: none"> • All staff instructed that disposable gloves are not a substitute for regular hand washing with soap and water • Named water bottles to be provided by parents or carers • Suitable PPE / RPE to be provided to welfare including FFP3 protective masks (BS EN 149) and impermeable chemical protective gloves (BS EN 374-5). • PPE / RPE to be stored in clean bags adjacent to first aid stations located throughout the school premises. • Masks, visors and gloves available to staff for daily use • Staff must wear face coverings when going outside to drop off/collect children from parents • Site will ensure waste is disposed daily wearing appropriate PPE • Regular briefings shared by Head, latest guidance • Additional cleaning rotas in place • All full time staff to complete lateral flow tests (at home) twice a week; part time staff to complete on or before the first day in (at home). 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 test was done at home. If the PCR test is negative, it overrides the self-test LFD test (at home only) and the pupil/staff can return to school 				
08	Avoidance of cross contamination between staff	C,T	Spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> • Year group bubbles will be maintained for learning as well as all break times outside • Staff will teach from front of class where possible • Teacher to use resources such as a visualiser to give more specific word level instruction, negating the need to perform close-proximity teaching 	Headteacher and	2	4	8

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	<p>members and pupils:</p> <p>a) specific to T&L in classrooms / interventions / 1:1 support</p> <p>b) ASC/BC</p> <p>c) Break times / lunchtimes</p>				<ul style="list-style-type: none"> • Classrooms arranged with forward facing desks, pupils seated side by side and facing forwards • Adults will maintain 2m distance from each other • Where staff are working within a metre distance from children, they may choose to wear a face covering (a visor should not be seen as an alternative to a face covering) • Staff reminded to keep classroom well ventilated (doors, windows open as much as possible) • Staff reminded to not chat speak with parents at pick up/drop off - use dojo and phone calls • Staggered start and finish times will continue to maintain year bubbles: <i>1/2, 3/4, 5/6</i>. Designated drops off/collection still in place – remind parents not to loiter at drop off/collect. Increased supervision from staff at these times to ensure protocols being applied • All pupils in KS1/KS2 will use their own stationery (pencils, pens, rulers) that will be placed in named zip wallets / boxes • Classroom based resources, such as books can be used and shared within the year group bubble; these should be cleaned regularly • Classroom based games should remain with the classroom and cleaned regularly • Pupils should not bring in pencil cases from home, sharing needs to be eliminated • Reading books and library books can be sent home. Upon return, they should be placed in a box and left for 72 hours/3 days before cleaning and returning to library shelves and reading areas • Pupils will continue to follow set routes to their classrooms • Daily cleaning of washable items that children may use • Daily deep cleaning of classrooms and break out areas 	<p>delegated authorities.</p>			
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							<ul style="list-style-type: none"> • Upon arrival at school, all pupils wash hands and sanitise. Same process applied after breaktime, before and after lunchtime, any change of rooms/setting • Unnecessary items/resources/furniture/chairs moved out of class and stored elsewhere • Assessment: mainly through verbal feedback/discussion, self-marking/editing using blue pens encouraged • Frequent in class messages about 20sec hand wash (and use of sanitiser as secondary alternative), catch it/bin it/kill it • Pupils will continue to access their year group toilets only • Consistent small groups for BC/ASC – maintaining distancing between year group bubbles • Pupils cannot congregate in the library/hub area. No pupils allowed in hub at breaks and lunchtime. • Wet play procedure in place • Pupils advised to bring in labelled water bottles from home • IPADs/chrome books to be cleaned daily by TA after use, using the appropriate cleaning solutions • Children attending ASC/BC will be managed via consistent groups of no more than 15 children (does not need to be bubble specific) • Interventions can take place across a year group only, interventions to take place in year group corridors where possible (avoid open communal areas = hub). Intervention to be led only by staff members in that year group (staff to sit side by side to pupil and not front facing). Pupils to hand sanitise at the start/end of session. Pupils need to sit facing side by side, facing forwards and use their own designated stationary pack. Staff to avoid touching pupils' stationery. Breakout windows left open for ventilation. • Minimise 1:1 support to year group corridor too (apply above expectations for intervention). EAL teacher / SENDCo to follow 				
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							<p>the above intervention expectations. Rainbow room can be used. Wipe down table/chairs after each use. Pupils to use their own designated stationery packs</p> <ul style="list-style-type: none"> When 1-1 support or positive handling is required staff to wear PPE if possible. Staff to sit side by side when working 1:1 with a pupil with as much distance as possible <p>External visitors / SEND specialists: only one in at a time. HE room to be used. Specialist/External visitor will bring their own hand sanitiser to use during their time at school. Specialist/visitor will bring their own resources to school and will sanitise between sessions if other pupils will be using them. Specialist/visitor and pupil to remain 2 metres apart where possible. Professionals to follow their own professional risk assessments in line with NHS etc for SALT. Specialist may move between different year groups</p> <ul style="list-style-type: none"> Good mental health and well-being activities /mindfulness / support will be evident throughout the school through staff awareness, pastoral care, PSHE sessions, transition sessions Staff using the HE room to clean table surfaces after use, microwave door, fridge handle SMSAs will support in class (lower school) ensuring children have washed hands appropriately after lunchtime 				
09	<p>Avoidance of cross contamination between staff members:</p> <p>a) meetings b) staffroom</p>	C,T	Spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> In the office, staff to have set PC that they access, avoid different members using the same PC in a day Reception area to be cleaned daily Non-office staff do not access the office area/rooms. Any blank personnel forms will be kept by photocopier. Any other form requests will be made by staff via email Inventry screens to be cleaned daily Hand sanitiser available next to inventory screen Staff to primarily log in/out of inventry system using their pass 	Headteacher and delegated authorities.	2	4	8

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	c) office / reception area						<ul style="list-style-type: none"> • Staff to sit at 1-2metre distance in staffroom • If using the computers in staffroom, clean keyboard, mouse before and after use with the products available • Dishwasher not in use, staff to wash their own dishes • Staff to avoid bringing in any food items from home for sharing that are not individually wrapped • Staff room table cleared of any/all items • Site/cleaners to deep clean staffroom daily • Where possible, staff to bring in their own cutlery / dishes / covered cups and store in their own room after use • no more than 8 people to sit at the staffroom table at a time • no more than 4 people to sit on the staff room sofa chairs at any one time • Please keep 2m from any adult not in your year group bubble • Please wear masks in corridors and other communal areas such as the photocopier. Masks must be disposed of in medical waste or at home • For staff meetings, staff will observe social distancing and remain in year group bubbles. Staff may choose to wear masks • Face visors should not be worn as an alternative to face coverings 				
10	Avoidance of cross contamination between staff members and pupils: a) specific to PE	C,T	Spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> • Activities taking place in PE lessons and Physical activity sessions should be strictly non-contact and these conditions shared with the pupils. • Pupils should remain in their own bubbles during PE lessons. • Where possible, PE lessons will take place outside to support social distancing. • To encourage social distancing, students should work in their own zone which may be marked out, depending on allocated teaching space. 	Headteacher and delegated authorities.	2	4	8

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						<ul style="list-style-type: none"> • If large sporting apparatus are used, they must be cleaned after use by each group (this includes football goals, and basketball hoops, objects that could be frequently touched) • Teams games that involve contact are prohibited in PE lessons to ensure that all lesson activity adheres to the social distancing rules. • Children will use the same entry/exit points for PE sessions as they do at other times during the day e.g. break times /end of day. • Water bottles should be bought to each lesson and filled prior to the beginning of each PE lesson to prevent the need for returning to class • Ensure there is sufficient tissues available for ensuring good respiratory hygiene – i.e. ‘catch it, bag it, bin it’ approach. • Opportunities for handwashing before and after the lesson must be available. • Use of PE equipment will be limited, but any equipment used will need to be cleaned after each use by GL. Cleaning equipment to be readily available to wipe down surfaces touched. • Equipment can be shared providing it is cleaned before and after use. • Children to come into school wearing their PE kit for the day, no changing necessary in school • Children to access outside or hub toilets if needed during lesson. One child at a time. • MUGA side entrance to remain open to enable access without touching gate. • All first aid related incidents to be dealt with by welfare. Hub door to be left/propped open. • Those arriving from a ‘red list’ country, or have transited through one in the past 10 days, must quarantine in a 			
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							government approved facility with a parent or legal guardian rather than at home.				
11	<p>Avoidance of cross contamination between staff members and pupils:</p> <p>a) Break times / lunchtimes</p>	C,T	Spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> Staggered breaktimes and lunchtimes will continue with key staff supervision Reduced numbers of pupils in hall for lunch due to staggered lunchtimes. Pupils will continue to sit in year groups Pupils to wash hands before and after eating Taylor Shaw ordering screen cleaned between each year group Repeated cleaning throughout the lunch period in hall Outside toilets cleaned regularly through break and lunch Hub toilet to be cleaned regularly throughout the day Mud kitchen/large OPAL play items available to the bubble SMSAs will encourage play/games that allow for social distancing No football allowed 8 designated areas (2 sections in MUGA – each class to use a separate entrance into MUGA / one area by mud kitchen / one area by climbing frame / two areas outside of Yr1/2 classrooms / 2 areas on field. Year groups will follow a rotation of areas each week Items allowed will be: plastic balls, French-skiing, hoops, plastic bats, rubber quoits. These will be wiped/cleaned at end of lunchtime by SMSAs Climbing frame/wall available to the year group assigned to that area that week. All pupils must ensure hands are washed once back in classroom. Children do not use the fixed items at break time 	Headteacher and delegated authorities.	2	4	8
	<p>Avoidance of cross contamination between staff</p>						<ul style="list-style-type: none"> Parents will not send in pupils who are feeling unwell Welfare will wear PPE to support their management of first aid care, worn for all first aid administration (face shields used in the event of resuscitation) 		2	4	8

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12	<p>members and pupils:</p> <p>a) Welfare practice</p>	C,T	Spread of virus to larger population	4	5	20	<ul style="list-style-type: none"> Any child displaying cough/temperature will be sat with Welfare in the hub, parent called to collect immediately. Any staff displaying cough/temperature will leave school immediately. Child/Staff will self-isolate at home until tested. If tested positive they need to remain off school for 10 days, 10 days will commence day after the start of symptoms. The class group will then also need to stay at home for 10 days If any symptomatic child/staff use the hub toilet while they wait to be collected/leave, toilet needs to be thoroughly cleaned immediately after (before any use by someone else). As well as any other affected area All children with other first aid care/needs will be seen-treated in the hub, next to an open door to aid ventilation. No access to medical room. Staff member SM to arrange medical supplies onto a trolley for safe use in hub SMSAs and TAs outside will continue to wear ASSIGNED first-aid bum bags and administer care outside for minor issues. SMSAs will need to wear gloves/masks when applying first aid. SMSAs will replenish their own first-aid bags 	Headteacher and delegated authorities.			
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Who at Risk (Impacted Personnel): Key

C: Pupils, pupils or young persons.

T: Teaching or support staff.

V: Visitors including parents or carers.

M: Members of the public.

O: Other third-party contractors including maintenance engineers, cleaners and agency staff.

S: Persons with special needs including those with learning difficulties or physical disabilities.

Risk Rating – Guidance

Likelihood (L)

Weight	Likelihood	Detail
1	NOT LIKELY	There really is no risk, only under freak conditions could this event possibly occur
2	POSSIBLE	If other factors were present, then the incident may occur, but probably would not
3	QUITE POSSIBLE	The incident may occur if additional action or events trigger it
4	LIKELY	The incident will occur if additional factors are present
5	VERY LIKELY	There is an almost certainty that the incident will occur given current working practices

Severity (S)

Weight	Severity	Detail
1	LOW	Low risk of injury or disease
2	SLIGHT	Minor injury requiring first aid, but the individual can continue working
3	MODERATE	Injury or disease with the potential to prevent a person from working for 7 or more days
4	HIGH	Major injury or death to individual
5	VERY HIGH	Multiple death and widespread destruction

Risk Rating Matrix

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Likelihood				

Key to Risk Rating Matrix – Risk Level (Risk)

	HIGH	Risks are intolerable and additional controls must be introduced to reduce risk further
	MEDIUM	Risks are tolerable, but only if additional control measures identified are not reasonably practicable to implement
	LOW	Risks are broadly acceptable, and risks should be monitored to ensure the level does not change