



COVID-19 risk assessment – Full re-opening of schools

Site / school name:	ST MARY'S CATHOLIC PRIMARY SCHOOL		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Students ▪ Staff ▪ Catering and cleaning staff ▪ Contractors 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Partial re-opening of primary schools - Reception, Years 1 and 6 from 1 June 2020 at the earliest ▪ Pick up and drop off from school ▪ Cleaning and sanitisation ▪ Food provision ▪ Continued remote working of some staff 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Limited sports and PE equipment ▪ Cleaning materials and equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	Peter Edgington	Date of completion:	26 August 2020
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:	Within one month of completion	Risk assessment no:	Version 3

Record of risk assessment reviews

Date of review:	06/07/2020	Reviewed by:	SLT	Comments / date of next review:	<ul style="list-style-type: none"> ▪ Needs to be updated in line with government guidance about extending size of bubbles.
Date of review:	26/08/20	Reviewed by:	SLT	Comments / date of next review:	<ul style="list-style-type: none"> ▪ Reflects to government guidance of 7 August.
Date of review:		Reviewed by:		Comments / date of next review:	<ul style="list-style-type: none"> ▪



What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Completed on:
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons at school. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. 	Organise bubble groups <ul style="list-style-type: none"> Inform staff of bubble size increase from 15 to a phase bubble Minimising contact between phases. Ensure children and young people always stay in the same groups on each day and do not mix with other phases. Where different bubbles use the same space, ensure that there is cleaning between the groups. Ensure students are only in school when they do not show any signs or symptoms of Covid 19. 	4	4	16	<ul style="list-style-type: none"> Ensure this is in line with FAB locality and West Sussex County council. Inform stakeholders including parents, staff and children. Divide the school field into two parts with a pathway between for monitoring Discuss impact of new school lunch routine with MMS and Chartwells Parents to be reminded regularly about Public Health England advice regarding transmission and symptoms 	All staff	Immediately and ongoing	
		Organise classrooms and other learning spaces <ul style="list-style-type: none"> Move furniture and desks to enable social distancing between pupils. Ensure pupils sit facing forwards except in EYFS Floor markings can be used as well to define transit routes or no-go spaces in classrooms. 	4	4	16	<ul style="list-style-type: none"> Some rooms may not be large enough in their current layout to accommodate a full class. Premises Officer may need to remove large pieces of furniture to fit in desks for pupils. 	All staff	Wb 24/08/20 – walk round with SLT, SBM and WR	24.08.2020



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		<ul style="list-style-type: none"> Remove any unnecessary items including soft furnishings and other items that are hard to clean. All spaces should be well ventilated using windows etc where possible. 							
		<p>Review curriculum provision</p> <ul style="list-style-type: none"> Decide which lessons or activities will be delivered and those that cannot safely be delivered. This might include some practical or physical activities. Consider which lessons or activities can take place outdoors where social distancing is easier and the risk of transmission reduced. Use formative assessment such as quizzes regularly as a tool to identify gaps and prioritise catch-up. 	1	1	1	<ul style="list-style-type: none"> Ensure staff are aware of new expectations. Ensure that timetabling of communal areas for PE and Music is communicated and understood. Ensure that contact is minimised in PE and Music so that the risk of transmission is minimised. Teachers provided with curriculum flexibility to teach foundation subjects in the afternoon with integrated catch-up. 	SLT Phase Leaders	Wb 31/08/20	
		<p>Movement around the school</p> <ul style="list-style-type: none"> Use the timetable to and selection of classrooms to reduce movement around the school as much as possible and keep bubbles together.. 	2	2	4	<ul style="list-style-type: none"> Work out pinch-points and areas to be designated as one way. Ensure that Fire Safety is as important as reducing virus load 	All staff	Wb 29/06/20 – walk wound with SLT, SBM and WR	



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		<ul style="list-style-type: none">▪ Consider if teachers move rather than pupils ensuring that contact between different groups is minimised.▪ One bubble to attend each assembly whilst others watch on Zoom.▪ Stagger start and finish times.▪ Stagger break and lunch times.▪ Use one-way system at the entry gate in the morning.▪ Consider if dividers can be placed in corridors where two-way travel is necessary.▪ Prioritise use of classrooms where external doors are present so entry / exit can be made from outside rather internal corridors.▪ Use floor or wall markings to highlight social distancing.▪ If students need to queue to get into a classroom mark out clear waiting areas with 2 metre spacing. Pupils may need to enter classrooms							



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		<p>one at a time as directed by staff.</p> <ul style="list-style-type: none"> ▪ Ensure that toilet facilities do not become crowded by limiting the numbers allowed to use at any one time. ▪ With due regard to fire safety, doors may not be temporarily propped open. ▪ Some children may need additional support with these measures e.g. the very young or those with special educational needs. 							
		<p>Shared spaces e.g. assembly and dining halls</p> <ul style="list-style-type: none"> ▪ Use halls, dining areas and sports facilities at half capacity. ▪ Packed lunches will be eaten in classrooms and hot lunches in the Hall. ▪ If phase groups need to use the space at the same time ensure the groups do not mix and do not play sports or games together. ▪ Adequate cleaning will need to take place between groups using the shared 	2	4	8	<ul style="list-style-type: none"> ▪ Liaise with Chartwells about expanding hours to cope with longer lunchtimes ▪ Meet with MMS about use of cleaning products ▪ Discuss and agree updated terms with cleaners ▪ Staff to eat together in phases at lunchtime as an alternative 	SBM	Wb 31/08/20	



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		spaces including wiping down of tables between each group. <ul style="list-style-type: none"> Stagger the use of staff rooms, work rooms and offices to maintain social distancing. 							
		Outside spaces <ul style="list-style-type: none"> Should be used for exercise and breaks where possible Outdoor education can limit transmission and allow easier distancing between children and staff Outdoor equipment should not be used unless it can be ensured that appropriate cleaning takes place, groups do not use it at the same time and there is cleaning in between groups using the equipment. 	2	4	8	<ul style="list-style-type: none"> A timetable has been carefully devised so no 'bubbles' cross-contaminate Each class will be responsible for their own first aid box and equipment box. The field will be split in half with a 'dead zone' one metre wide down the centre to avoid contamination. The field will host a maximum of two bubbles 	SLT WR	Wb 13/07/20	
		Shared resources <ul style="list-style-type: none"> Limit what shared resources are required and, particularly any that are taken home. Cleaning will be needed after each use where shared resources are used by different groups. 	3	4	12	<ul style="list-style-type: none"> We will manage books being taken home for reading. Most homework to be set online. Vitor and Isabella to clean every day and deep cleaning once per week. 	SLT WR	Wb 13/07/20	



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		<ul style="list-style-type: none"> Practical lessons can go ahead and equipment is cleaned at the end of the day 				<ul style="list-style-type: none"> Glamis will host 2 classes from 2 phase bubbles and a designated equipment box will be needed for each phase. 			
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons arising from travel to school or dropping / picking up at school. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. 	<p>Getting to school and drop off / pick up</p> <ul style="list-style-type: none"> Encourage people to walk or cycle to school where possible Highlight government advice on safe travel to parents and carers. Stagger start and finish times to limit numbers at any one time. Mark drop and pick up areas including with social distancing markers. Different areas will be designated for different classes and groups. 	1	4	4	<ul style="list-style-type: none"> Parents and staff to be informed of when and where drop-off and pick-up areas will be. Label the 'Main Gate' and 'South Gate'. Wayne to put down two metre markers outside school gates to prevent parents from congregating. Children to leave each gate one at a time supervised by class teacher. From 12/10/20 all parents and carers must wear masks whilst waiting to drop off or collect and when entering the playground. 	Office staff WR	Wb 31/08/20	
<ul style="list-style-type: none"> Potential for spread of COVID-19 from visitors such as contractors 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or 	<p>Contractors and visitors</p> <ul style="list-style-type: none"> All contractors sign in and sign out 	1	4	4	<ul style="list-style-type: none"> Contractors will be required to leave their name and phone number with the Office for Test and trace. 	All staff	Wb: 31/08/20	



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	<ul style="list-style-type: none"> indirect contact with carriers. Potential for spread to other family members / persons. 					<ul style="list-style-type: none"> All visitors will be required to wear masks. Members of school staff dealing with contractors may choose to wear masks. 			
<ul style="list-style-type: none"> Potential for spread of COVID-19 from trainee teachers 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. 	<p>Students and trainee teachers</p> <ul style="list-style-type: none"> All trainee teachers and students will sign in and out They will have their temperature taken each day before entry to the school. They will be provided with a copy of the risk assessment They will be asked to wear visors whilst in school Any staff member with vulnerable family members may request a move to a different class away from the students if this is logistically possible 	1	4	4	<ul style="list-style-type: none"> Ensure handwashing routines are followed Remind trainees of 'Hand, Face, Space' guidance They must not enter the building with symptoms They must inform us if symptoms develop in their household. 	Office Team PE All staff	By 09/10/20	
<ul style="list-style-type: none"> Risks of spread of COVID-19 from 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 	<p>First aid and care provision</p> <ul style="list-style-type: none"> The school will maintain suitable first aid and where 	4	4	16	<ul style="list-style-type: none"> We have face masks / visors for the office. 	SW Office staff	18/05/20	



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<p>providing first aid or care.</p>	<p>via direct or indirect contact with carriers by close contact for first aid or care provision.</p> <ul style="list-style-type: none"> ▪ Potential for spread to other family members / persons. 	<p>needed paediatric first aid cover.</p> <ul style="list-style-type: none"> ▪ Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first aid rooms, cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include masks, gloves, aprons, goggles, or face shields. ▪ All first aid equipment will always be accessible. ▪ Children, young people, and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way ▪ If a child, young person, or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask 				<ul style="list-style-type: none"> ▪ Sarah has sourced gloves and anti-bacterial spray ▪ Staff on duty at breaktimes will need to 'triage' pupils so the office is not overwhelmed. A maximum of 2 children at a time will be allowed in for treatment. ▪ Each class has a medical box which includes general first aid equipment as well as individual medication. ▪ Additional children will wait on the brown chairs outside the office (maximum of 2) and in parish hall if necessary ▪ Symptomatic cases will be isolated in the Play Therapy room until they are collected. The room will then be deep cleaned. 	WR		



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		<p>should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <ul style="list-style-type: none"> All incidents must be recorded as per the school's normal arrangements. 							
<ul style="list-style-type: none"> Contamination of commonly used areas, including door handles, IT equipment and equipment used by multiple persons. 	<ul style="list-style-type: none"> Staff and other occupants may become contaminated via indirect contact with contaminated equipment. Potential for spread to other 	<p>Cleaning and hygiene control</p> <ul style="list-style-type: none"> Information on measures in place will be provided at reception and key entry points. All staff will be briefed weekly as a minimum on expected hygiene standards. All staff instructed to actively monitor to ensure all 	3	4	12	<ul style="list-style-type: none"> Children will be reminded of the 20 second handwashing requirement at regular intervals. Minimum expectation of handwashing on arrival, before breaktime, after breaktime, before lunch, after lunch and before departure. 	All staff Cleaners	Wb 31/08/20	



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	family members / occupants.	<p>colleagues are adhering to principles of good hygiene.</p> <ul style="list-style-type: none"> ▪ Sufficient quantities of cleaning supplies and hand soap to be maintained. ▪ More frequent wipe down of high passage area door handles, including main entrance doors and commonly used doors. ▪ Ensure that bins are emptied throughout the day. ▪ Daily cleaning in place to provide disinfection of all handles and commonly used surfaces. ▪ IT equipment to be used by one person as a designated workstation where possible and cleaned (wiped down) pre use and at the end of the day. ▪ Alcohol based hand sanitiser should be considered for practical sessions where hand washing will be required before and after if sufficient facilities are not available. 							



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<ul style="list-style-type: none"> Contamination of food products and packaging from supply chain or from food preparation on site. 	<ul style="list-style-type: none"> Staff and occupants infected by consumption of contaminated food packaging or food product. Contamination of food by catering staff failing to adhere to hygiene standards or otherwise who are infected with COVID-19. 	<p>Catering provision</p> <ul style="list-style-type: none"> Confirm with catering provider that all relevant safety procedures are in place and that they are adhering to government guidelines Ensure that catering providers are aware of any changes to lunch times and operating practices you have made. 	2	3	6	<ul style="list-style-type: none"> Sarah liaising with Chartwells to ensure that additional time required for serving lunches because of social distancing is possible. Children will eat hot meals in hall on a rota and packed lunches in classrooms (see <i>Full Opening</i> document) 	SB, Chartwells	31/08/20	
<ul style="list-style-type: none"> Staff and pupils may be unfamiliar with changes to fire safety or other emergency arrangements. 	<ul style="list-style-type: none"> Risk of injury arising from panic due to lack of clear emergency arrangements. 	<p>Emergencies</p> <ul style="list-style-type: none"> Consider if any changes are required to emergency evacuation procedures because of any other changes made to provision in school e.g. reduced staff, fire wardens covering different areas, managing assembly areas etc. A full fire drill may not be appropriate but ensure all staff are familiar with any changes to arrangements. 	2	5	10	<ul style="list-style-type: none"> We will return to previous fire routes and ensure that children distance as necessary. 	All staff	Before 31/08/20	24.08.20



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		<ul style="list-style-type: none"> Other emergency procedures e.g. lockdown should be reviewed as required. 							
<ul style="list-style-type: none"> Safety of health issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use. 	<ul style="list-style-type: none"> All persons at risk of Legionnaires disease from little used systems Damaged or broken items may not be identified or repairs actioned leading to injury. Statutory inspections or maintenance may be missed leading to failure of safety critical items. 	<p>Maintenance and inspection</p> <ul style="list-style-type: none"> Before school reopens: Ensure all little used water outlets are flushed through. Check and test all fire protective systems Check and test all relevant safety critical devices Carry out a visual site inspection to identify any issues that may need remedying Where pieces of equipment or machinery, such as lifts, fume cupboards etc require thorough examination or testing (TE&T) they must all be within their testing cycle. If this has elapsed then these item(s) cannot be used until they have passed the required tests. Their use will therefore need to be postponed until testing has taken place. 	2	3	6	<ul style="list-style-type: none"> Discuss this with Wayne (Premises Officer) and devise a timetable for health and safety checks. Visual inspection with SLT and SBM on 06/07/20 	SLT SBM WR	31/08/20	
<ul style="list-style-type: none"> Potential for spread of COVID- 	<ul style="list-style-type: none"> Staff and other occupants may 	<p>Suspected case of coronavirus in school</p>	2	4	8	<ul style="list-style-type: none"> Symptomatic cases will be isolated in the Play Therapy 	Cleaners All staff	Wb 18/05/20	



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<p>19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus.</p>	<p>catch COVID-19 via direct or indirect contact with carriers.</p> <ul style="list-style-type: none"> ▪ Potential for spread to other family members / persons. 	<ul style="list-style-type: none"> ▪ If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow government guidance. ▪ If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. ▪ PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. ▪ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests 				<p>room until they are collected. The room will then be deep cleaned.</p> <ul style="list-style-type: none"> ▪ Parents of the other children in the 'bubble' should be informed immediately ▪ NHS Test and Trace contacted 			



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		<p>positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people</p>							
<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<p>Confirmed case of coronavirus in school</p> <ul style="list-style-type: none"> ▪ When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. ▪ All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. 	3	4	12	<ul style="list-style-type: none"> ▪ Symptomatic cases will be isolated in the Play Therapy room until they are collected. The room will then be deep cleaned. ▪ The Play Therapy room needs to be stripped of most resources so it is a sterile and easy to clean environment. 	All staff	01/06/20	



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		<ul style="list-style-type: none"> ▪ Where a child, young person, or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms. ▪ There is guidance available for special schools, specialist colleges, local authorities and any other settings managing children and young people with education, health, and care plans, including those with complex needs. This covers recommendations for educational settings, working with local areas and families, on how to assess risks in supporting children and young people. 							



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<ul style="list-style-type: none"> Remote working of staff. Potential for DSE related issues when away from site. 	<ul style="list-style-type: none"> Staff may not have designed work location due to the 'exceptional' need to work at home who are otherwise school based employees. There is a risk of musculoskeletal injuries. 	<p>Staff working remotely</p> <ul style="list-style-type: none"> All staff working remotely to undertake DSE assessment and home working checklist. All staff provided guidance on setting up a safe and suitable work area, given the relative short duration and exceptional circumstances associated with the school closure. E-learning courses can be carried out to supplement guidance as required. Ensure regular communication with staff working remotely. 	2	2	4	<ul style="list-style-type: none"> Send out a staff survey to find out who is not able to attend from 1 June Allocation of work to those who are not able to attend. This will include hive games, responding to work sent in by children, setting work for particular children (1:;1), managing Facebook site etc. Remote learning set up for staff – VRQs with Chichester College already up and running. 	All staff	12/05/20	
<ul style="list-style-type: none"> Children from different phases may mix 	<ul style="list-style-type: none"> Children and adults are more vulnerable to contamination 	<p>Wrap-around care</p> <ul style="list-style-type: none"> Breakfast Buddies and Smash will resume on 07/09/20 (see separate risk assessment). 	4	4	16	<ul style="list-style-type: none"> Breakfast Buddies can only host children from St Mary's to avoid cross-contamination from pupils at EBJs Phases to be kept separate where possible during Smash and Breakfast Buddies Limited food service Equipment decontaminated at the end of each session 	PE Smash staff Breakfast Buddies	07/09/20	



Risk Rating Matrix

Likelihood	Description	Score
Very unlikely	Unforeseeable that an injury or incident could happen. A 1 in a million chance of a hazardous event happening.	1
Unlikely	An injury or incident could happen, although unlikely. A 1 in 100,000 chance of the hazardous event happening.	2
Fairly likely	An injury or incident may happen. A 1 in 10,000 chance of the hazardous event happening.	3
Likely	It is foreseeable that an injury or incident will happen. A 1 in 1000 chance of the hazardous event happening.	4
Very Likely	Imminent possibility of injury or accident. A 1 in 100 chance of the hazardous event happening.	5

Severity / Consequence	Description	Score
Insignificant	No injury	1
Minor	Injuries only requiring on site first aid	2
Moderate	Injuries that might require further medical attention and injuries that could lead up 3 days' absence	3
Major	Serious injury including broken limbs and injuries leading to over 7 days' absence	4
Catastrophic	Fatality	5

	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5

Risk rating	Actions	
1-2	No action	No further action but ensure controls are maintained.
3-6	Monitor	Look to improve at next review or if there is a significant change.
8-12	Action	Review existing controls and make any improvements identified within a specified timetable.
15-16	Urgent action	Take immediate action and stop activity if necessary, maintain controls rigorously.
20-25	Stop	Stop activity and take immediate action.