



St. Ethelbert's RCP – Risk Assessment for Full Reopening of School on 7th September 2020

Created on 10th July 2020 by Mandy Messham, Headteacher, in consultation with all governors & staff

Reviewed October 2020

Reviewed January 2021

Hazard / Risk	Who might be harmed?	Risk prior to controls	Control measures / notes	Risk after Controls	Person responsible	Completed (date & initial)
Poor communication	Staff Pupils Parents Visitors	B	<p>The following actions have been implemented:</p> <ul style="list-style-type: none"> • Risk Assessment & controls, Action Plan and related procedures have been shared & discussed with all staff and governors • The relevant parts of the Risk Assessment & related procedures have been communicated to parents, visitors and relevant bodies via email, letter, website & text • Virtual College Covid-19 Prevention training has been completed by all staff • Daily texts to all parents reminding them of the requirement to self-isolate in the event of a child / parent having symptoms; a positive Covid test for a child or member of their household/ a bubble closure 	D	MM WK	<p>13th July 2020 (MM)</p> <p>w.c. 25/5/20 (all staff)</p> <p>From 5/10/20 (WK)</p>
Poor Building Compliance / general Health & Safety	Staff Pupils Parents Visitors	A	<p>The following actions have been implemented:</p> <ul style="list-style-type: none"> • Compliance and building checks are up to date and recorded and any issues acted upon. • Contact Lancaster Maloney to address / rectify any issues which arise • General risk assessments have been reviewed and updated, where necessary • Fresh air ventilation utilised 	D	GN GN	July 2020

<p>Pupils who are shielding or self-isolating</p>	<p>Staff Pupils</p>	<p>A</p>	<p>It is expected that all pupils will return to school in September. Shielding advice will pause on 1st August so children who are on the shielding list are able to return also. However, there might be a very small proportion of children who will be unable to attend because of clinical or public health advice.</p> <p>This is because:</p> <ul style="list-style-type: none"> • They are self-isolating with Covid-19 symptoms or have received a positive test • They are a close contact with someone who has Covid-19 • There has been a rise in the disease in the local area and shielding is advised temporarily <p>In the event of any of the above, the following actions have been put in place:</p> <ul style="list-style-type: none"> • The class teacher provides remote education, either online or paper-based, from the outset • Contact is made at least three times per week, either through remote learning platforms or telephone call • Absence is not penalised 	<p>D</p>	<p>MM Class teachers</p>	<p>July 2020 (MM)</p>
<p>Infringement of social distancing/ close contact measures</p>	<p>Staff Pupils Parents Visitors</p>	<p>A</p>	<ul style="list-style-type: none"> • Staggered start / finish times, breaks, lunchtimes implemented (see below) Reviewed January 2021 due to national lockdown • One way system in place in external areas so that parents do not meet • Classes arranged into bubbles (see below) • Protocol for the use of communal toilets in place (children & staff) (see below) • Protocol for staff room use in place; an additional staff room has been created in the Computer Suite to allow for social distancing of staff 	<p>D</p>	<ul style="list-style-type: none"> • MM/WK • MM/WK • MM/WK • SO • SO • All staff • MM 	<p>6/7/20 (MM/WK) 18/5/20 (MM/WK) 6/7/20 (MM/WK) 18/5/20 (SO) 18/5/20 (SO) 16/7/20 (all staff) July 2020</p>

			<ul style="list-style-type: none"> Classroom layouts reorganised – children sat in rows, facing the front of the classroom in Years 3-6 Wherever possible, maintain distance between individuals –this expectation has been communicated to staff & pupils For lessons such as PE & Music, classes are split into groups of no more than 15 to allow appropriate spacing between individuals From December 2020, whole classes will participate in music lessons – however, social distancing will be maintained; ventilation will be ensured; no singing will take place Posters displayed inside & outside of school to remind staff, pupils and parents of the social distancing rules 		<ul style="list-style-type: none"> MM GN 	(MM) 6/7/20 (MM) 18/5/20 (GN) 1/12/20 (MM) 5/1/21 (MM)
Movement around school	Staff Pupils Parents	A	<ul style="list-style-type: none"> Entrance / exit points demarcated for use by different groups of children One-way system on the school grounds implemented to facilitate safe dropping off and picking up of children; signage erected to support parents in navigating the site 'Pinch points' and 'bottlenecks' identified and managed Duty rotas ensure high levels of supervision, especially at transition times Staff and children briefed regarding rules for safe movement around school Stagger start / finish times, breaks and lunchtimes (see below) Changed temporarily during national lockdown Visitors are limited to essential persons only. Procedures / expectations are communicated on arrival. Trainee teachers / TAs on placements will receive relevant information as part of their induction PPA is covered internally and within bubbles 	D	GN GN MM MM SLT MM/WK WK/GN	27/5/20 (KE/LW) 27/5/20 (KE/LW) 25/5/20 (MM) 29/5/20 (MM/WK) 25/5/20 (MM/WK) 5/1/21 (MM) 5/10/20 (WK)

<p>Building works in school – October half term</p>	<p>Staff contractors</p>	<p>A</p>	<ul style="list-style-type: none"> • A beam is to be replaced in the hall during the October half term break. No pupils or staff (other than the caretaker / HT / Office Manager) will be on site and these staff members will not be in the vicinity of the works • Pre-contract meeting and associated documentation has provided details of all H&S matters, including those related to Covid. (See Buildings File). Procedures are in place with regards to minimising the risk of infection and protocols in the event of a contractor being symptomatic / having a positive test. 	<p>D</p>	<p>MM GN</p>	<p>Works to commence 26/10/20</p> <p>Pre-contract meeting – 14/10/20</p> <p>Work completed – no issues</p>
<p>Class or Group Sizes are too large to maintain safe social distancing / infection control or minimise contact</p>	<p>Staff Pupils</p>	<p>A</p>	<p>The Government guidance states that the overarching principle is to reduce the number of contacts between children & staff through the separation of groups in 'bubbles' and through maintaining distance. However, the logistical challenge of limiting bubbles to class sizes of 30 would be insurmountable in our school with regards to lunchtimes in particular.</p> <p>Therefore, the following measures have been agreed and implemented:</p> <ul style="list-style-type: none"> • The 'bubbles' operating in our school are Nursery / Reception; Y1 & Y2; Y3 & Y4; Y5 & Y6 – although the two partnered classes do not mix in classrooms or in lesson times, they can be accommodated in the dining room at the same time, although on separate tables so that they maintain social distancing • Temporarily, the school day has been extended by 20 minutes to accommodate a longer break time & lunchtime Temporary change during national lockdown • As a result of the organisation outlined above, allocated staff work safely across two year groups, keeping an appropriate distance 	<p>D</p>	<p>MM</p>	<p>10/7/20 (MM)</p> <p>5/1/21 (MM)</p>

			<p>from pupils and other staff - this allows interventions etc. to be delivered</p> <ul style="list-style-type: none"> • Where possible, adults are asked to maintain a distance of two metres from each other; if this is not possible, then close face to face contact should be avoided and the amount of time spent within one metre of anyone minimised • From Y3 – Y6, pupils sit in rows, facing forwards; in EYFS & Y1, continuous provision means that this classroom organisation is inappropriate • Whole school assemblies and collective worship have not been timetabled for the Autumn term, although classroom collective worship with one year group is appropriate • Bubbles have staggered start & finish times, breaks & lunchtimes, keeping groups apart and minimising movement around school • PE / Music lessons have been timetabled so that classes can be split into smaller groups of fifteen, enabling greater distance between pupils / staff • After-school clubs contain pupils from the same bubble – these are still not up and running; a judgement has been made that for now, there would be logistical issues with regards to staggered finishing times; siblings not being picked up on time / possible mixing of bubbles at home time – will be reviewed each half term • In order to slow transmission rates, numbers for Critical Worker & Vulnerable children provision will be limited to 12 pupils per bubble during the national lockdown. Another factor is staff capacity. 			<p>25/10/20 (MM)</p> <p>21/9/20 (MM)</p> <p>5/1/21 (MM)</p>
Adult work spaces and rest areas do not allow for social distancing	Staff	A	<ul style="list-style-type: none"> • The layout of the office & staff room have been reviewed and reconfigured to ensure social distancing can be maintained - only certain seats in use; furniture removed 	D	WK	18/5/20 (WK/MM)

			<ul style="list-style-type: none"> • Signage is displayed to remind staff of safe working guidelines • A staff room rota is in place to ensure that social distancing between adults can be managed. With the addition of vulnerable staff returning from shielding, the Computer Suite has been modified into an additional staff room space 		SO GN	29/5/20 (SO) 27/5/20 (KE/LW) 4/9/20 (GN)
Infection / transmission of the virus	Staff Pupils Parents visitors	A	<p>Preventing the spread of Coronavirus involves dealing with direct transmission (e.g. through sneezing & coughing) and indirect transmission (e.g. through touching contaminated surfaces).</p> <p>A range of approaches and actions will be employed to reduce the risk of transmission:</p> <ul style="list-style-type: none"> • Cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water & soap and dry them thoroughly with a paper towel. Alternatively, use hand sanitizer, ensuring that all parts of the hands are covered – supplies of hand soap / sanitizer / paper towels are replenished daily. Paper towels are disposed of in a lidded pedal bin which will be emptied twice per day. Hand driers have been disconnected • Hands must be cleaned on arrival and departure; after break; after changing rooms; before & after eating; after using the toilet • Only bona fide hand sanitizer is used (70% alcohol); the children do not have access to bottles when they are unsupervised; the children are instructed in its safe and appropriate use • Promoting good respiratory hygiene –posters about the '<i>Catch it, Bin it, Kill it</i>' approach are clearly displayed and communicated with the children; tissues are readily available in each 	D	All staff	<p>Since March 2020 – all staff</p>

			<p>classroom and once used, are disposed of in lidded bins</p> <ul style="list-style-type: none">• Pupils must not bring any additional items from home, other than a labelled water bottle (which should be filled prior to leaving home and taken home at the end of each session) and a lunchbox (if required)• Pupils & staff have been provided with their own pens, pencils and rulers; other resources such as books, maths equipment etc., are shared within the bubble and are cleaned or rotated regularly• Sports equipment / musical instruments are not shared across bubbles within a 48 hour period (72 hours for plastics). These are cleaned regularly and between groups• Indoor spaces are well ventilated throughout the school day• Teachers are able to take books home to mark, but only from within their own bubble; wherever possible, teachers are encouraged to mark in school• Frequent cleaning of touched surfaces using detergents takes place throughout the day – done by classroom staff; the timings of the school day have been modified to allow time for this• All areas used during the school day are cleaned thoroughly by the cleaning team at the end of each day– this includes wiping down surfaces such as tables, chair seats, door handles, window sills, sink areas, banisters. Areas that are not used are cleaned on a weekly basis. PPE must be utilized and disposed of as outlined below• Caretaker ensures that cleaning supplies are replenished regularly ensure sufficient stock in place• In the event of a bubble closure, the specific classroom will be locked			
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			<p>immediately and no access will be permitted for 48 hours. An X-Mist canister will be set off by the caretaker to sanitize the entire area and all surfaces – again the door will be locked until at least a day after the spray has been released. The cleaning team will then clean again frequently touched surfaces such as tables and chairs, using detergents and bleach prior to the return of the class bubble</p>			(GN)
Lack of PPE	Staff	A	<ul style="list-style-type: none"> • There are adequate supplies of PPE, including disposable gloves, aprons & face masks. These are accessible in all rooms where staff & children are working. For the cleaning team, these are stored in the sluice room • The caretaker audits and replenishes supplies of PPE regularly <p>Use of PPE:</p> <ul style="list-style-type: none"> • Government guidelines say that a face covering or face mask is not recommended in educational settings. If a child arrives wearing a face covering, this will be removed and stored safely as per government guidance (in a sealed plastic bag) • Gloves, aprons and face masks must be worn when providing intimate care for a child or when giving first aid • Gloves, aprons & face masks must be worn when dealing with a child with Covid-19 symptoms (see below) • Gloves, aprons & face masks must be worn when cleaning; confirm staff know how to don, use and remove PPE safely <p>Disposal of PPE:</p> <ul style="list-style-type: none"> • Used PPE should be disposed of by being double bagged and stored securely for 72 	D	<p>KE LWo GN</p> <p>All staff</p>	<p>28/5/20 (KE/LWo)</p> <p>4/6/20 (GN)</p>

			<p>hours; it can then be thrown away in the regular rubbish</p> <ul style="list-style-type: none"> • In line with Bolton LA advice, staff members (unless they are from an exempt group) will wear face coverings when they are in the corridors or other shared spaces, such as the dining rooms (obviously not when they are seated in the staff room, eating and drinking) 			28/8/20 (MM)
<p>Pupil with Covid-19 symptoms or a confirmed positive test</p> <p>An outbreak of more than two confirmed cases of Covid-19</p>	<p>Pupils Staff Parents Visitors</p>	A	<ul style="list-style-type: none"> • List of symptoms is displayed in every work area to help with identification • If a child is generally unwell, they must be sent home immediately • If a child is displaying coronavirus symptoms, they must be isolated immediately in the meeting room until their parent picks them up • The child must be supervised by an adult, who must maintain social distancing • Isolation room should be well ventilated • If while waiting, the child needs to toilet, they must use the facilities in KS1 – these will then need to be disinfected • Supervising adults must wear PPE – disposable gloves ; disposable apron; mask – PPE should then be disposed of by being double bagged and stored securely for 72 hours; it can then be thrown away in the regular rubbish • The child’s work station and any other resources (where appropriate) should be thoroughly disinfected • Supervising adult must wash their hands thoroughly, as per government guidelines • The parent should be advised to book a test for the child. The child will only be allowed back on the premises if they are found to be negative or if positive, once they have completed their seven days isolation 	D	<p>MM All staff</p>	28/5/2020 (MM)

		<ul style="list-style-type: none"> • The supervising member of staff will not need to be sent home unless they develop symptoms or if the child’s test is positive • If a member of staff has possible symptoms, they must not come into work but must book an online test for themselves and their household. They self-isolate until the results are returned. If negative, they return to work immediately. If positive, they self-isolate for seven days and their household for 14 days. • Staff & parents understand the protocol in the event of a positive test and how to engage with NHS Test & Trace • Daily texts to all parents reminding them of the requirement to self-isolate in the event of a child / parent having symptoms; a positive Covid test for a child or member of their household/ a bubble closure • Make home testing kits available to parents & staff where this will increase the chances of a test being taken • School to contact the local Health Protection team who will carry out a rapid risk assessment <p>Important contacts: policyandperformance@bolton.gov.uk gmhscp.contacttracing@nhs.net covid19contacttracing@bolton.gov.uk education@dioceseofsalford.org.uk DfE Helpline – 08000468687</p>			<p>From 5/10/20 (WK)</p> <p>Added 5/10/20 (MM)</p> <p>25/1/21 (MM)</p>
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			<ul style="list-style-type: none"> • From January 25th 2021, staff may be tested twice per week, using a lateral flow test – see Testing Risk Assessment • Send home anyone who has been in close contact with the infected person – they must self-isolate for 14 days • Keep a record of pupils & staff in each group and any close contact that takes place between children & staff in different groups • In the event of two or more confirmed cases. Public Health might advise to send a whole year group home • Immediate remote education is in place for those children who have to self-isolate 			
<p>The mental wellbeing of staff and pupils is / has been affected by the pandemic - including through the death of loved ones</p> <p>(See Mental Health Action Plan)</p>	Staff pupils	C	<p>Pupils:</p> <ul style="list-style-type: none"> • Children’s wellbeing is prioritised upon their return to school through informal activities, games, discussions, worry boxes and the deployment of pastoral staff • Access to wellbeing resources / charities / websites is actively encouraged • Regular ‘contact’ and support is provided to any children who are proving to be extra vulnerable, especially those who may have suffered a bereavement. <p>Staff:</p> <ul style="list-style-type: none"> • Staff wellbeing is prioritised upon their return to school through regular ‘contact’ with line managers • Access to wellbeing resources / charities / websites is actively encouraged • Regular contact and support is provided to those staff members who are proving to be extra vulnerable, especially those who may have suffered a bereavement or who have health concerns • Home working is considered for staff where there is a risk their health / wellbeing may be compromised 	D	JR	26/5/20 (JR)

			<ul style="list-style-type: none"> • Workload reduction is a key focus to ensure staff can maintain a healthy work life balance • See Remote Learning Policy for details of arrangements during national lockdown 			5/1/21 (MM)
SEND provision - pupils with an EHCP	Staff pupils	C	<p>1:1 / small group support for pupils in receipt of an EHCP must continue as before; in order for this to happen safely, the following actions have been put in place:</p> <ul style="list-style-type: none"> • All protocols for handwashing; good respiratory hygiene etc. as outlined above are followed • Pupils have their own work station & resources in the classroom • Support staff wash their hands before & after working with the child • If activities take place in another intervention room, the area is cleaned on departure, ready for the next group 			

Organisation to meet the above:

Bubbles

	Start time	Break	Lunch	Finish time
Nursery	8.50am 12 noon	x	11.30am – FT lunches (hall – quad entrance / exit)	11.50am 3pm
Reception	8.50am	x	11.30am-12.30pm (Hall; play in KS2 – quad entrance / exit)	3.15pm
Y1	8.30am	10.00am-10.20am (KS2)	11.45am-12.45pm (blue area; play in KS1)	3.00pm
Y2	8.30am	10.00am-10.20am (KS1)	11.45am-12.45pm (blue area; play in KS1)	3.00pm
Y3	8.40am	10.30am-10.50am (KS2)	12.15pm-1.15pm (hall; play in KS2)	3.10pm
Y4	8.40am	10.30am-10.50am (KS1)	12.15pm-1.15pm (hall; play in KS2)	3.10pm
Y5	8.50am	10.55am-11.15am (KS1)	12.30pm-1.30pm (Blue area; play in KS1)	3.20pm
Y6	8.50am	10.55am-11.15am (KS1)	12.30pm-1.30pm (Blue area; play in KS1)	3.20pm

During the national lockdown, children of critical workers and those pupils identified as vulnerable will attend school. Due to the significantly smaller numbers involved, the school day will return to its original timings – 8.50am – 3pm. This will help parents with multiple children. The one-way system and designated entrances and exits will be maintained.

The bubble organisation will continue – break times will be staggered to ensure bubble separation.

Lunchtime:

Lunchtime has been extended by 15 minutes in order that bubbles of children can be accommodated, giving enough time to eat and play, whilst avoiding contact between groups. Tables have been rearranged with some in the hall and others in the blue area, creating two separate dining spaces. This allows four year groups (or two distinct bubbles) to be seated at any one time but very well socially distanced. Each year group is seated at its own designated table. Furniture is cleaned thoroughly between each bubble to ensure no cross-contamination. Cones on the floor indicate where pupils should queue and walk to the servery.. The arrival of each year group is staggered between 11.30am & 12.30pm. This ensures that pupils from different bubbles do not cross on corridors or share the playgrounds. School Meals Supervisors are allocated to specific bubbles and accompany the children to and from the dining area. Kitchen staff remain at an appropriate distance from the children, following the Guidance for Food Businesses (updated 5/10/20)

Lunchtime will be spread over a one hour and 15 minute period – each bubble will have a 45 minute break, entering the dining area separately. Bubbles will be spaced out across the hall and blue area, seated at separate tables. Bubbles will utilize the KS1 and KS2 playgrounds at different times. All other controls will be maintained.

Toilet Provision:

Nursery & Reception have their own toilets within the EY unit. Years 1 & 2 continue to share the KS1 toilets. Now that these year groups are a bubble, visits to the toilets are not so problematic with regards to children mixing. In KS2, pupils are encouraged to go to the toilet during their staggered break times. Staff supervise to ensure that mixing of children from different bubbles does not occur. The proportion of children who visit outside of these times is very small. If another person is in the toilets, then social distancing is practised. **Specific cubicles have been allocated to specific year groups to minimize cross-contamination through frequently touched surfaces.**

Toilets are cleaned more regularly by the cleaning staff, with checks recorded on a toilet checklist. Cleaning follows the protocols outlined elsewhere in this document. **Additional staff trained in cleaning protocol in event of staff absence.**

First Aid & Fire Warden Management:

Staffing arrangements / working hours ensure that the following will be in place each day:

- Paediatric first aiders (6)
- First Aid at Work qualified (3)
- Fire Wardens (3)

There is a first aid station in all key stages to avoid pupils being taken through school for treatment. Staff will address injuries but will try to limit the amount of time in a child's breathing space if at all possible; PPE to be worn; materials disposed of as normal.

Evacuation Procedures:

During the lockdown period, the school's evacuation / invacuation procedures were modified to take into account pupils from different year groups working in unfamiliar rooms. With the arrival of all children, procedures revert to those used normally.

Whilst lining up at their evacuation points, pupils and staff will maintain appropriate social distancing where possible.

Management of Outdoor Play

In EYFS, all pupils are able to access the outdoor area because they are part of one larger bubble. However, numbers are limited to minimise contact. Outdoor equipment is cleaned regularly.

Outdoor play for pupils in Y1-6 is staggered to ensure that groups do not mix. Both playgrounds are utilised to help with social distancing. Contact sports (e.g. football) are not allowed until further notice. Outdoor equipment, such as skipping ropes, can be used but is not shared between year groups. Equipment is either cleaned regularly or rotated over a 48/72 hour period depending on the item.

PE Lessons

PE lessons are delivered by external coaches – there is a clear expectation that they adhere to all the schools policies and procedures to promote a Covid-Safe environment. Coaches minimise their distance from other school staff, as they move between schools.

PE lessons are timetabled so that larger bubbles have provision on the same day, although separated into their individual year groups – this allows for equipment to be safely shared between the two classes. At the end of the day, equipment is cleaned thoroughly or rotated for a period of 48 hours (or 72 hours in the case of plastics). **After-school sports clubs are not yet in place until the school is satisfied that logistical issues such as staggered finish times / Siblings being left can be addressed appropriately.**

For PE lessons, year groups have been split into two, so that coaches only have up to 15 in a group. This allows for greater distance between pupils and staff. Wherever possible, lessons take place outside; where this is not possible, the hall is utilised; this is well ventilated. Contact sports are not allowed.

PE lessons will continue for the Critical Worker / Vulnerable pupils –due to the small numbers involved, children will have their lessons in bubbles – Y1/2; Y3/4; Y5/6 – Nursery and Reception will be taught separately due to the higher numbers. Prior to the school reopening, PE lessons will be suspended, so that the children are separated back into their year groups to avoid cross-contamination.

Music Lessons

Music lessons are delivered by an external teacher - there is a clear expectation that she adheres to all the schools policies and procedures to promote a Covid-Safe environment. The teacher minimises her distance from other school staff, as she moves between schools. All music lessons are held in the hall, allowing for good ventilation and social distancing. Each year group has been split in half so that the teacher only has up to 15 pupils in a group, as suggested in the government guidelines. The children sit side by side to avoid face to face contact. Until further notice, there is no singing allowed (including choir).

Whole class groups will now participate in music lessons – the children will continue to be socially distanced in a well ventilated room; no singing will take place.

Music lessons will continue for Critical Worker / Vulnerable children; sessions will be organised as PE.

Cleaning:

Frequent cleaning of touched surfaces using detergents takes place throughout the day. The lunchtime period has been extended by 15 minutes to allow for this. All areas used during the school day are cleaned thoroughly by the cleaning team at the end / beginning of each day– this includes wiping down surfaces such as tables, chair seats, door handles, window sills, sink areas, banisters. Areas that are not used are cleaned on a weekly basis. PPE must be utilized and disposed of as outlined above to ensure safety. The different shifts / work areas of the cleaning team ensure social distancing. The cleaning team will have no contact with children and minimal contact with staff.

CATEGORIES OF LIKELIHOOD

Highly Likely	Expected to happen/reoccur, possibly frequently.
Possible	Might happen/reoccur at some time depends on circumstances.
Unlikely	Not expected to happen/reoccur but possible in certain circumstances.
Very Unlikely	Would only occur in very exceptional circumstances.

CATEGORIES OF CONSEQUENCE SEVERITY

Catastrophic	Incident could result in <u>one or more fatalities</u> .
Major	Major injury resulting in incapacity, hospitalisation >24 hours.
Significant	Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours.
Minor	Small cut, bruise, abrasion, basic first aid treatment provided.
Negligible	Some discomfort, self-help. No treatment required.

RISK CLASSIFICATIONS

A	Unacceptable risk , requires immediate attention. Work <u>should not be started or continued</u> until the level of risk has been reduced.
B	High risk , requires immediate attention. Control measures must be identified and put into place as soon as possible.
C	Medium risk , requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short.
D	Low risks , confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further.
E	Trivial risk , no further action required but review at regular intervals to ensure controls remain effective.

RISK RATING

	Highly Likely	Possible	Unlikely	Very Unlikely
Catastrophic	A	A	B	E
Major	A	B	C	E
Significant	B	C	D	E
Minor	C	D	E	E
Negligible	E	E	E	E