

Activities Covered by this Assessment	Opening of School for Key Workers – January 2021
Site Address / Location	Woodstone Community Primary School, Heather Lane, Ravenstone, Leicestershire LE67 2AH

Here at Woodstone we have reviewed and updated our wider risk assessments and considered the need for relevant revised controls in respect of our conventional risk profile considering the implications of coronavirus (COVID-19). We have implemented sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

Engage with the NHS Test and Trace process: Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England Health Protection Team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: book a test, self-isolate. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. **Health Protection Team (PHE) 0344 2254 524 (option 1)**

Schools should ask parents and staff to inform them immediately of the results of a test: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Guidance for school national restrictions guidance. Please refer to:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

System of control: This is the set of actions schools must take to protect critical worker children and staff.

Prevention: 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. 2) clean hands thoroughly more often than usual. 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. 5) minimise contact between individuals and maintain social distancing wherever possible. 6) where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection: 7) engage with the NHS Test and Trace process. 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community. 9) contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

Attendance: School will comply with DfE regulations regarding attendance and complete the daily DfE attendance return.

For further advice on clinical and/or public health advice please refer to: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done?
Coming into contact with individuals who are unwell	Staff, visitors, contractors, parents and children Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Staff, Visitors, pupils and contractors told not to come into school if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19. Anyone developing symptoms is sent home People who have symptoms will isolate for 14 days and will not be in school 	3	3	9	<ul style="list-style-type: none"> Engage with the NHS test and trace Regular reminders to staff about the existing controls in place If a member of the household has symptoms they must go for a test. The Woodstone employee who lives with them must not come into school until the test result comes back. If it comes back negative they can return to school – if it comes back positive they should isolate for 14 days before returning Staff to wear face masks in communal areas of the school The number of children invited into school is restricted Staff in direct contact with children is reduced 	3	2	6	Staff, visitors, contractors, parents and parent on behalf of children	ongoing	5/1 13/1

<p>A pupil shows symptoms of COVID19 whilst in school</p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • A pupil waiting to be collected is moved to the first aid room where they can be isolated (depending on the age and needs of the pupil) with appropriate adult supervision. • Door is open for ventilation. • PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained. • Rachel Bird, Geraldine Clark or Pat Mullins to look after this child in this instance using PPE (all staff have had appropriate doffing and donning guidance) • The area around the pupil with symptoms is cleaned after they have left by Rachel, Geraldine or Pat (See cleaning hazard) • Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell 	3	3	9	<ul style="list-style-type: none"> • When wearing a mask: The mask must not be allowed to dangle as it must cover nose and mouth. It must not be touched once put on, except when carefully removed before disposal. It must be changed when moist or damaged. • Parent of the child is advised to take the child for a test and family advised that they should isolate until test results have come back • Should child test positive family told to isolate for 14 days and decision made about which other children that child has been in touch with • If the child is positive they should isolate for 10 days 	3	2	6	Staff and pupils	Ongoing	5/1 13/1
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<p>Staff/parents exiting cars in car park</p>	<p>Staff, visitors, contractors, parents and children Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Staff are encouraged to cycle or walk to work. • Courtesy when alighting cars to maintain 2m distance. 	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> • Signage to ensure users of the car park keep 2m distance from others • Staff strategically placed at drop-off and pick-up times around the school site to remind parents of the 'rules' • Parents reminded to ensure they maintain social distancing when using the car park • Parents/children encouraged to walk/scoot/cycle to school 	<p>3</p>	<p>2</p>	<p>6</p>	<p>PM/GC to ensure new signage is available & then TM to install signage in car park</p>	<p>5.1.21</p>	<p>Yes</p>
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Visitors to site	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Visitors to site are restricted. Only visitors with prearranged appointments are allowed on site. Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site. 	3	2	6	<ul style="list-style-type: none"> Ensure all visitors to school have signed in and left contact information for track and trace Symptoms posters clearly displayed to ensure anyone displaying symptoms does not enter the site Clear signage on entry to the school building and in the foyer area to ensure visitors adhere to social distancing measures Visitors to wear disposable visitor sticker instead of visitor lanyard Parents use other forms of communication e.g. telephone/email system to communicate with office staff and teachers Visitors to wear a mask in the foyer/corridors/communal areas until they get to their destination in school 	3	1	3	RB/GC1a to install signage in foyer area	3.1.21	Yes
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<p>Social distancing not being carried out by critical worker parents at drop off and pick up time.</p>	<p>Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Arrangements for drop off are communicated to staff, pupils and parents/carers in advance. • Parents advised - only one parent/carer attends the school at drop off/pick up • Access to site and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site. • One-way systems are used around the site. 	3	2	6	<ul style="list-style-type: none"> • Children to access their classroom directly off the playground not using the internal corridors • One member of staff on playground to ensure all children and parents know where they are going • Signage is installed to clearly define where children should be dropped off/picked up • Gate off Miller's Walk at the back of the school building will be kept closed • Signage to encourage social distancing when entering/exiting school site via the gate on Heather Lane • Parents encouraged (via texts and emails) to leave the playground as soon as they have dropped off/picked up and to not loiter • Parents to wear a mask on entering the school site • School staff who are greeting children on the school playground/at critical worker room doors to also wear a mask 	3	1	3	<p>PM/GC to ensure new signage is available if necessary and TM to install signage on the playground</p>	5.1.21	Yes
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<p>Use of cloakroom/toilet areas</p>	<p>Staff and pupils Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> Teacher or member of staff to supervise toilet usage where possible and inform cleaning staff of any issues 	<p>3</p>	<p>3</p>	<p>9</p>	<p>Cloakroom use within the classroom is limited</p> <p>Teachers to arrange rooms to ensure children are able to distance as much as possible when collecting their belongings</p> <p>Each child will have space to store their coat on a chair at their desk</p> <p>Each 'bubble' to have their own allocated toilet facilities which they should use all day including during playtime and lunchtime</p> <p>Staff to ensure the children use the toilet before going out for playtime and lunchtime to reduce the need to enter the school building during this time</p> <p>Two children from the keyworker group will be allowed to use the toilet facilities at any one time</p> <p>Children briefed about behavioural expectations when using the toilet facilities</p> <p>Children briefed about the importance of hand washing using soap and water before leaving the toilet facilities</p> <p>Toilets given a full thorough clean at the end of the day including door handles and points of repeated contact</p> <p>Staff toilets limited number of users at any one time & staff to wear a mask</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>All staff to brief their bubble</p> <p>Staff to monitor toilet usage and hand washing</p>	<p>3.1.21</p>	<p>Yes</p>
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<p>Infection control within the classroom</p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Arrangements for the day are communicated to staff, pupils and parents/carers. • Staff are allocated to a group and remain with their allocated group, wherever possible, during the day and on subsequent days. • The group distance themselves from other groups. • Pupils remain in the same room throughout the day, wherever possible, unless doing P.E. etc. • Any equipment used is cleaned after use. 	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> • Staff and pupils remain in consistent bubbles as much as possible during the day including playtime • Children in the KS2 key worker group will be seated facing the front of the classroom • Face to face contact between individuals will be limited – staff will, wherever possible, work from behind the child if they need support/guidance • Children will wash their hands at least 5 times per day as well as using hand sanitiser when appropriate • Where possible children will be given or bring their own equipment 	<p>3</p>	<p>2</p>	<p>6</p>	<p>Teaching staff to prepare classrooms</p> <p>All staff to be aware of guidance in this risk assessment</p>	<p>5.1.21</p>	<p>Yes</p>
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Sharing equipment	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> • Soft toys and furnishings that are difficult to clean are removed from the classroom • Small, intricate items that are difficult to clean are removed from the classroom 	3	2	6	<ul style="list-style-type: none"> • Children to bring stationery from home in a pencil case to ensure children can identify their own resources and these are not shared • Where possible children are given their own set of equipment to keep on their desk • Where equipment is shared, children will wash/sanitise their hands before and after use • Equipment is disinfected or left for the appropriate length of time before being used by a different bubble of children 	3	1	3	Staff to ensure equipment is disinfected after use or left for the appropriate time	Ongoing	5.1.21
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<p>Groups mixing on the playground</p>	<p>Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19</p>	<p>Children are allocated their own area of the playground Staff who know the children well are on duty with their bubble</p>	<p>3</p>	<p>2</p>	<p>6</p>	<ul style="list-style-type: none"> • Bubbles maintained and not mixed during break time and lunchtime • Each bubble to have an allocated area outside for playtime • Children will be supervised by a consistent member of staff • Children to stay in their 'bubbles' during wet playtimes • Children will use the toilets before break time to reduce the need for entering the school building during break/lunchtimes 	<p>3</p>	<p>1</p>	<p>3</p>	<p>All staff to ensure children maintain as much distance as possible during playtimes</p>		<p>5.1.21</p>
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Lunchtime arrangements	Staff and pupils Reduced infection control which may result in spread of COVID19		3	2	6	<ul style="list-style-type: none"> • All dinners will be eaten in the hall within bubble groups • Children do not get up from their seat. Waste and dirty plates/bowls will be taken away for them by a staff member • Children will remain in their bubbles during lunchtime • Lunchtime supervisor will be assigned to each bubble and will not move between bubbles unless absolutely necessary • Lunchtime supervisors to clean tables before and after eating • School kitchen will provide cold meals 	3	1	3	Julie Sleath (Midday manager) in conjunction with PM & GC	Ongoing	5.1.21
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Outdoor play/PE	Staff and pupils Reduced infection control which may result in spread of COVID19		3	1	3	<ul style="list-style-type: none"> Teachers to plan PE lessons to reduce the amount of shared equipment used Face to face contact between pupils is reduced where possible Equipment to be cleaned after use Climbing equipment will be used on a weekly rota basis Climbing equipment assigned weekly to each bubble PE equipment to be left for 72 hours after use or cleaned with disinfectant Staff regularly reminding children about face to face contact being minimised 	3	1	3		Ongoing	5.1.21
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<p>Carrying out First Aid</p>	<p>First Aider Person being treated by the first aider. (Carrying out 1st aid may require the 2mtr social distancing rule to be broken)</p> <p>This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p>	<ul style="list-style-type: none"> A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition If a child presents symptoms of COVID-19 they will be isolated 2m away from people and parents called to collect them. Persons who have symptoms will isolate for 10 days and will not be in school. The first aider will wash their hands for at least 20 seconds with soap and water. Latex gloves will be avoided to remove the risk of allergic reaction – we use nitrile gloves The first aider will cover any cuts on their hands with water proof plasters. The first aider will avoid putting their fingers in their mouth and touching their face. The first aider will avoid touching any part of a dressing that will come in contact with a wound. After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. 	3	2	6	<p>A person with Covid symptoms will be isolated in the Covid19 first aid room immediately. The door will remain open for ventilation and a member of familiar staff will remain with them for reassurance (maintaining 2M unless wearing PPE) GCla, GC or PM to wear full PPE and will take care of any intimate needs e.g. if the patient is sick. The toilet (disabled toilet) next door to the medical room will be used for a suspected covid patient. If the first aider is not near a sink (as in an incident which occurs outside) The first aider will use sterilising gel instead of washing hands before wearing gloves. An adequate supply of PPE has been procured. This will be stocked up through our usual supplier or the following channel: Leicester County: enquirylinequality&contracts@leics.gov.uk</p> <p>The medical room will be used as the first aid/ Covid room and should not be used for any other purpose</p>	3	1	3	<p>GCla & TM to ensure PPE equipment is kept in stock & available</p> <p>All first aiders to be familiar with this risk assessment</p>		5.1.21
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Intimate care		<ul style="list-style-type: none"> The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. 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 fluid-resistant surgical face mask should be worn by the supervising adult if 2 metres social distancing cannot be maintained. The surgical masks used conform to BS EN 14683:2019 Type IIR. 	3	2	6	<ul style="list-style-type: none"> Ensure a stock of surgical face masks that conform to BS EN 14683:2019 Type IIR are procured. Ensure aprons and nitrile disposable gloves are procured. Where possible staff will not administer intimate care – parents will be contacted to collect the child 	3	1	3	TM to ensure sufficient stock of face masks/aprons /gloves etc.	5.1.21	Yes
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		<ul style="list-style-type: none"> After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. If contact with the unwell child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 										
Social distancing not being carried out during the use of Staff facilities	Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Use of signs to inform of hand washing prior to entering/using facilities. Staff room surfaces and door handles to be cleaned regularly throughout the day Staff to sanitise hands before using facilities in the staffroom 	3	2	6	<ul style="list-style-type: none"> All crockery, cutlery and mugs to be washed using the dishwasher and not to be left in the sink Some furniture removed from staff room to allow staff to distance Alternative staff room made available to allow appropriate distancing Staff to face forward and not face each other in the staffroom 	3	1	3	PM/TM to remove furniture from the staff room and set up second staff room	5.1.21	Yes

Assembly	Staff and pupils Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Assemblies/Collective Worship (CW) are not to take place. Head/teaching staff addresses individual groups, within their classroom. Head/teaching staff to address other groups by Microsoft Teams or by recorded videos 	3	1	3		3	0	0			
Cleaning	Staff/Pupils/visitors Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the goggle and visor will be rinsed with clean water after being disinfected. Extra attention is to be given to frequently 	3	2	6	<ul style="list-style-type: none"> Training provided to ensure all cleaning staff aware of cleaning products to use and which areas to pay particular attention to Toilets, door handles, taps, staffroom areas to be cleaned regularly In the staffroom each member of staff will sanitise before using facilities – taps, water boilers, sinks cleaned after break and lunch A weekly check sheet is completed by TM and checked by PM to ensure the cleaning programme 	3	1	3	TM to provide training to cleaning team	5.1.21	Yes

		<p>touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</p> <ul style="list-style-type: none"> • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are to be used • PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. • Bin liners should be used and waste bins should be emptied into the external waste bin/skip. 				remains a high priority							
Carrying out building maintenance	Staff and pupils. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> • Where possible, general maintenance is carried out when the school is closed to staff and pupils • Only essential maintenance is carried out during school 	3	1	3		3	1	3	TM			5.1.21

		<div>opening hours.</div> <ul style="list-style-type: none">Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off.Social distancing is maintained throughout working procedures.										
Contractors working on site	<div>Staff, pupils, parents/carers, visitors and contractors.</div> <div>Reduced infection control which may result in spread of COVID19</div>	<ul style="list-style-type: none">Where possible, contracted work is carried out when the school is closed to staff and pupils.Any documentation required is sent/received prior to the contractor arriving on site.Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences.	3	2	6	<ul style="list-style-type: none">Contractors wear a mask when working in the school buildingContractors to work in holidays wherever possible and other staff not to come into the building	3	1	3	<div>GCLa to ensure contractors adhering to guidance</div>		<div>5.1.21</div>
Emergency procedures	<div>Staff, pupils, parents/carers, visitors and contractors.</div> <div>Reduced infection control which may result in spread of COVID19</div>	<ul style="list-style-type: none">Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building.Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an	3	2	6	<ul style="list-style-type: none">Fire drill to be carried out w/b 18th January to ensure children are well rehearsed in evacuating the building	3	1	3	<div>Fire drill carried out</div>	<div>w.b 18.1.21</div>	<div>20.1.21</div>

		<p>emergency risk to life takes precedence).</p> <ul style="list-style-type: none"> Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable. 											
Woody's	<p>Staff, pupils, parents/carers, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> Consistent groups/bubbles are maintained as far as is reasonably practicable with children in 'zones' Outdoor facilities are only used where practicable and then left for the appropriate time 	3	2	6	<ul style="list-style-type: none"> Woody's before and after school club will take place in the school hall and the area will be cleaned thoroughly before and after use. No more than 30 children at one time and children should stay in zones and be socially distanced from other groups where possible Parents MUST book using our online system Equipment for before and after school to be kept in zones or to be cleaned before moving to another zone Woody's staff will be responsible for the cleaning of club equipment after use. Separate equipment to be used for morning club and after school club and stored 	3	1	3				5.1.21

[illegible]

Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Review procedures and refer to any new government guidance as the situation changes
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Risk Assessor (s) Name(s):	Patrick Mullins	Risk Assessor(s) Signature (S):		
	Grace Clement			
Authorised By:		Authoriser Signature:		Initial
Date Conducted:	5.1.21	Date of Next Review:		
		Date of Review:	13.1.21	PM/GC
		Date of Review:		
		Date of Review:		
		Date of Review:		

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium - 2	High - 3	High - 3
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low - 1	Medium - 2	High - 3
	Low Minor injuries not resulting in any first aid or absence from work.	Low - 1	Low - 1	Medium - 2
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
		Likelihood of Harm Occurring		
Risk Rating Definitions				
Low - 2	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.			
Medium - 4	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.			
High - 9	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.			