

HEALTH AND SAFETY RISK ASSESSMENT

RE-OPENING SCHOOLS SEPTEMBER 2020 – COVID-19

Federation:	The Federation of Burley and Sopley	Assessment Number:	1
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Site	Burley Primary School		
Subject of Assessment	Re-opening of school to all pupils and staff	Assessed by:	Helen Morris
		Approved by:	FGB
Date:	20.8.2020	Review Date:	September 11th September
Details of workplace/activity	Pupils and employees partaking in school activities within the school premises, including general classroom activities, dining, breaktimes, playgrounds, pick-up and drop off (where applicable), first aid and external visitors to the school.	Persons Affected (Who may be harmed)	Pupils, Employees, Contractors and Visitors.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Hazards and Risks		Existing Control Measures	Risk Level/Likelihood of occurrence	Further Actions v/X (If v See Actions)
	Changes to official COVID19 guidance and advice	<ul style="list-style-type: none"> •School regularly refers to official advice from the DfE, PHE, H&S and HR; Coronavirus (Covid-19): guidance for schools and other educational settings •Headteacher keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required. 	Medium	
	Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	<ul style="list-style-type: none"> • Regular consultation with parents/carers to ease their worries/what to expect if they have children in this category or parents are in this category. • Individual risk assessment to be completed and reviewed as necessary • Governors to decide if we fine parents whose children fall into the Extremely clinically vulnerable or clinically vulnerable category who refuse to send pupils to school • Home learning to be supported for any absent pupils. Remote education fully in place by end Sept 2020 	Medium	
	Impact of reduced staffing levels on H&S roles and responsibilities and arrangements	<ul style="list-style-type: none"> • Staff to check noticeboard daily for any changes-radio to be used to reduce footfall. Radios to be taken outside when on duty • Maintain social distancing where possible especially in photocopying room, office, staffroom and corridors Avoid entering other classrooms for resources where possible-use radio • Rotas to be adhered to unless changed due to staff absence • Reduce footfall around building wherever possible-use radios, sign in using fob, not the touchscreen • On entry to the building-wash hands, wash hands or sanitize as often as possible 	Medium	

		<ul style="list-style-type: none"> • Registers completed and left outside classrooms, for office staff to collect-no pupils to drop registers off at offices TAs to cover Teacher absence if in agreement-otherwise supply who will be informed of Risk Assessment and Procedures • All staff have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns. Teachers to plan, TA may be asked to deliver under the supervision of teacher • All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health and safety arrangements and their key roles and responsibilities 		
	<p>Staff or pupil displaying signs of COVID-19 whilst in school</p>	<ul style="list-style-type: none"> •Staff/pupils do not come into school if symptomatic or tested positive in the last 10 days. https://gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus •Staff/pupils who are symptomatic must be sent home and follow 'stay at home guidance': https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance which states they must self-isolate for at least 10 days and arrange to have a test. Other members of the household (including siblings) should self-isolate for 14days from when the symptomatic person first had symptoms https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested •Staff/parents need to be ready and willing to book a test, provide details of anyone they have been in close contact with if they test positive themselves or asked by NHS Test and Trace, self-isolate if been in close contact with someone who develops coronavirus symptoms or someone who tests positive •If someone tests negative, feel well and no longer have symptoms they can stop self-isolating and so can other household members 	<p>Medium</p>	

		<ul style="list-style-type: none"> •Staff who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands with warm running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves •A pupil displaying symptoms will be seated in our isolation area which is next door to the executive headteachers’s office. This will then be cleaned and disinfected before being re-used. Ideally, a window will be opened in the area for increased ventilation. PPE must be worn by the staff caring for the child where a distance of 2 metres cannot be maintained 		
	<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the infection, a person who may be asymptomatic or lack of information.</p>	<ul style="list-style-type: none"> • The school has informed parents, pupils, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); • Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; • Parents issued specific school protocols for school attendance for them to explain to their children; • Parents of SEND pupils or those with EHCP’s are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of pupils; • Parents, staff and visitors into school are required to engage with ‘test, track and trace’ measures as set out by Public Health England. •Pupils not to wear masks in school, but if travel wearing one, they must remove according to guidance and hand to parents before entering the school premises • Employees have had sufficient training and briefing regarding infection control and school protocols; 	Medium	

		<ul style="list-style-type: none"> • Staff are up to date on other related guidance and support in relation to themselves and pupils such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-andcarers-on-supporting-children-and-young-peoples-mentalhealth-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to pupils; <ul style="list-style-type: none"> • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanism are in place and easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. 		
	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Drop off / entry to the school. 	<p>Drop off:</p> <ul style="list-style-type: none"> • Drop-off and collection points on the Cricket Green and timings for each group have been identified, this information has been cascaded to parents. • On arrival at school all children will go straight to their classroom via the classroom outside door except for Robin’s class who will use the front entrance to the school. • Parents are asked to not congregate on the cricket green for longer than 5 minutes before the designated school start time for their child • Start times have been staggered according to surname in order to prevent large numbers of parents in the playground/on school grounds (siblings with different surnames will be grouped under older siblings surname); 	Medium	

		<ul style="list-style-type: none"> • Start times are designed to enable one group of parents to leave the site before the next group arrive; • Parents are reminded to leave the cricket green once their children have entered the building; • If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. We discourage parents allowing them to run around the cricket green or interact with other families. <p>Entry to the school:</p> <ul style="list-style-type: none"> • Pupils will be met at the school gate by a member of staff (HT/DHT) • Parents/Guardians are NOT permitted to enter the school buildings; • Where possible entrance doors are held open, reducing the number of occupants touching the doors; • Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; • Good hand washing signage to instruct pupils how to do this effectively is displayed; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to pupils on how to adequately wash their hands. 		
	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Pickup / leaving the school. 	<p>Pick up:</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. • Parents are asked to not congregate on the cricket green for longer than 5 minutes before the designated school finish time for their child; • Finish times have been staggered according to surname in order to prevent large numbers of parents on the cricket green (siblings with different surnames will be grouped under older siblings surname); 	Medium	

		<ul style="list-style-type: none"> • Finish times are designed to enable one group of parents and pupils to leave the site before the next group arrive; • Parents are reminded to leave the site once their children have been collected; • Pupils going home independently will be reminded to leave the school site directly on leaving the classroom; • If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. We discourage parents allowing them to run around the cricket green or interact with other families. <p>Leaving the school:</p> <ul style="list-style-type: none"> • Pupils will be collected from the cricket green by their parent; • Parents/Guardians are NOT permitted to enter the school buildings; • Exit doors are held open, reducing the number of occupants touching the doors; • Pupils are reminded to wash hands as they leave the school building; • Hand-wash stations are located at the exits from the school (classroom or other); • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to pupils on how to adequately wash their hands; • Good hand washing signage instruct pupils how to do this effectively is displayed. 		
	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Classroom use / activities. 	<p>There will be no assemblies held in the school hall. Gatherings or more than 30 will only take place outside or in large indoor spaces where class 'bubbles' can distance.</p> <p>Early years/Year 1/Year 2</p> <ul style="list-style-type: none"> • The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school; 	Medium	

		<ul style="list-style-type: none">• The two classes will operate as one ‘bubble’ although movement within the school building will be minimised as much as possible. <p>Year 3/4 and Year 5/6</p> <ul style="list-style-type: none">• Children are grouped in two ‘separate bubbles’ 1 teacher and TA(s) if required (specific needs of class) per bubble;• Pupils are kept in mixed class group ‘bubble’ as they cannot socially distance themselves at all times;• The group ‘bubble’ will not interact with other groups within the school building;• Hand washing is completed on entrance to the class and between specific activities;• Pupils are allocated resources and are not encouraged to share;<ul style="list-style-type: none">• Pupils are regularly reminded not to touch their or other pupils faces;• Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces;• Where possible classes/activities will be completed outside;• Equipment will be used in rotation. Equipment is cleaned before use by each designated class group;• The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school.• The curriculum has been reviewed to decide which activities can take place whilst maintaining social distancing and respiratory hygiene (eg no singing).• The outdoor PE curriculum has been reviewed to ensure that pupils do not participate in contact sports and social distancing can be maintained.		
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	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Dining; • Moving around the school; • Break-time / playgrounds. 	<ul style="list-style-type: none"> • Lunch breaks will be staggered; • Pupils will stay in ‘bubble’ during lunch period; • Children in EYFS, Year 1 and Year 2 will have lunch in the hall. All other year groups will eat in their classrooms. • Where possible children will be encouraged to bring a packed lunch and these will be eaten outside or in the classroom depending on the weather. • Lunch area cleaned before and after each group’s lunch (not just at the end of break). The whole class remain together seated until all finished and leave together. Tables wiped down on children leaving. Only one pupil will use a clean lunch space before it is cleaned again. No water jugs and glasses to be used. Children to bring own water bottles. • Hands are to be washed both before and after eating – before entering hall they wash hands in classroom and afterwards in tech room. • Playground/fields will be zoned and ‘bubbles’ do not mix. <p>Moving around the school:</p>	Medium	

		<ul style="list-style-type: none"> • Movement to different areas within the schools is reduced as much as possible; • Suitable external doors are used to move pupils from one area to another. Effectively creating external corridors in the open air; • Where possible, all spaces are well ventilated using natural ventilation (opening windows); • Corridors are sterile environments and kept as clear as possible; • Tables and chairs in corridors will be wiped down by staff before and after use with each child/group of children; • Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; • In corridors we expect adults with the children to hold back their 'class' if another is making their way through the corridor; • Corridors have safe distance signage; • Times are allocated for each class to reduce the need to pass one another in open spaces; • Use of 'shared' rooms is timetabled and kept to a minimum. Surfaces and chairs will be wiped down as each group leaves. <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> • Radios to be taken out when on duty • Separate times or areas (at a safe distance using government guidance) are issued for each separate class group. • Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play; • Daily inspection and enhanced cleaning programs in place for external areas and equipment; • Outside play equipment and toys are not to be used in rotation with another 'class'; 		
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		<ul style="list-style-type: none"> • PE and play equipment will be allocated in year groups. Year group adult can take designated bats, balls, skipping ropes etc. for their 'bubble' • If it is wet play they stay in their classroom with their adult; 		
	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> • Hand washing stations are positioned at each pupil, staff and visitor entrance to the school; • All those entering the school are required to wash/sanitise their hands; • Hand washing sinks are located within each toilet provision; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Pupils and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➤ Entry and exit from the school; ➤ After using the toilet; ➤ Before and after eating; ➤ On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. • Teachers will remind pupils to use tissues and bin them once used. If tissues are not readily available exactly when needed children and adults are reminded to cough or sneeze into their arm; • Toilets and wash stations have single use paper towel for drying hands. • Paper towels will be used to turn off taps to minimise re-infecting hands after washing. 	Medium	
	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ Frequent cleaning of classrooms, Toilets, common areas and dining halls; 	Medium	

		<ul style="list-style-type: none"> ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. • Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; • All classroom and corridor surfaces will be kept as clear in order to improve the ability to effectively clean as possible • Classrooms will be cleaned at lunch breaks (tables/door handles) and after school; • Toilets will be cleaned after lunch and at the end of the day, priority taps, flush buttons and door handles; • Common areas will be cleaned once a day; • Equipment used by the pupils and staff will suitably cleaned at the end of each day or before it is used by another person; • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning un non-healthcare settings. 		
	<p>Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.</p>	<p>Employees are required to conform with social distancing requirements at all times amongst themselves, recognising that if within a 'bubble' this may not always be possible;</p> <ul style="list-style-type: none"> • School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; Non-office staff are not to enter the school office or head's office but to communicate at the door. • No more than 4 staff are to be in the staff room at any one time. Staff to take refreshment outside if possible. a key time to be aware of numbers is first thing in the morning while getting a coffee. • Staff are encouraged to bring a packed lunch • Pupils will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; 	<p>Medium</p>	

		<ul style="list-style-type: none"> • Employees will be provided with and wear PPE when required in accordance with government guidance. • All staff will be required to engage with 'test, track and trace' measures as set out by Public Health England. 		
	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid19; • Inappropriate handling / removal of clinical waste • Intimate care procedures. 	<ul style="list-style-type: none"> • A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19; • The FA assessment takes into account numbers and ages of pupils, number and training of employees; • This information forms the decision on what activities and groups can safely be managed within the school; • This includes sufficient first aiders for the school to the number of pupils with a particular focus on early years provision; • Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a six month additional time allowed for requalification due to current restrictions); • The school has a specific room dedicated for suspected cases of COVID-19; • Occupants (staff or pupils) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • First aiders required to assist this person will wear PPE provided by Hants CC. • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • All pupils, parents, staff and visitors will be required to engage with 'test, track and trace' measures as set out by Public Health England. School staff will be responsible for providing contact details of visitors who may need to be traced. Names of visitors during the school day must be 	Medium	

		<p>recorded in the school diary by the member of staff receiving them.</p> <p>Waste disposal measures</p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 		
	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 	<ul style="list-style-type: none"> • Parents are not permitted to enter the school; • Parents have been informed to call the school office or email if they have any questions or concerns; • If parents need to drop off items for pupils, they should be left at the school main entrance • The SLT are able phone parents if face to face meetings are required; • If a parent has to enter eg. Collect child from first aid staff are to maintain a distance of over 2 metres; • Visitors to stay back at least 2m from the reception desk; 	Medium	

		<ul style="list-style-type: none"> • Visitors will only be permitted into the school if they have an appointment; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • The school contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If not possible, social distancing measures will be adhered to at all times; • Face to face meetings in small room or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated quiet times only; • Delivered items will be left on the far side of the reception for staff to collect. • Receptionist will sign contractors/necessary visitors in. Pen pots are not to be on desks. We will encourage everyone to use only their own pen. • All pupils, parents and visitors will be required to engage with 'test, track and trace' measures as set out by Public Health England. School staff will be responsible for providing contact details of visitors who they have invited into school and subsequently may need to be traced. Names of visitors in the school day must be recorded in the school diary. 		
	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; • Supply staff will be used to ensure ratios are maintained; • Supply staff inducted into school procedures prior commencing work; • Children are suitably supervised at all times; 	Medium	

	<p>Risk of disruptive/withdrawn behaviour and interruption to education due to SEMH issues linked to prolonged school closure</p>	<p>Transition arrangements put in place to support pupils returning to school</p> <ul style="list-style-type: none"> • July 2020, staff training/development in recognising signs of anxiety and having strategies and resources to draw on to support children • Review of behaviour policy and engagement by all staff with revised policy • Review of individual plans and risk assessments in consultation with SENDCo and parents • Early engagement with parents where needs identified • Tracking of attendance with engagement with parents where issues identified and use of government guidance on attendance to support. 		
	<p>Risk of disruption to education due to partial or complete school closure as result of COVID-19 outbreak.</p>	<p>Roll out of learning platform, for all pupils in current years 1-6 in preparation for second closure.</p> <ul style="list-style-type: none"> • Year R and Year 1 pupils set up on Tapestry to support home learning. • Year 2 to 6 to continue to engage with Class Dojo • Regular contact with children maintained by class teachers through learning platform. • Tracking of those not engaging in learning carried out by class teachers and followed up through individual phone calls – escalation to DSLs if contact not made. • Weekly check-ins by DSLs with vulnerable pupils 	<p>Medium</p>	
	<p>Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.</p>	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; 	<p>Medium</p>	

		<ul style="list-style-type: none"> • Appropriate PPE (gloves, aprons) is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 		
	<p>Fire and evacuation procedures being inadequate at this time due to social distancing requirements.</p>	<ul style="list-style-type: none"> • Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ Safe assembly of occupants following social distancing requirements; ➤ Children are to line up in classes maintaining two meter gap from other 'classes' using top playground if necessary; ➤ Safe exit via the nearest final exit; ➤ Training occupants of any changes to evacuation; → Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; ➤ Padlock number is the same code as entry into school first person at gate opens it (Fence across to music room) • All other fire system testing and maintenance has continued as normal. 	Medium	

ACTION PLAN (Additional Control Measures Required/Recommended Actions)	
Hazards and Risks	Recommended Actions

Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance **MUST** be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

Following assessment if no further actions are assessed to be required please mark an X in the "Further Actions" box. If, however additional controls or actions are assessed to be required please place a V in the box and note the action in the action plan.

Any further actions identified should be completed before the assessed task is carried out.