

Risk Assessment: Return to school

A	Date: October 15 th 2020	School: Monksdown Primary	Team: Health & Safety	Location: Liverpool
	Review Date: at least fortnightly in first instance	Ref: Version (6)	Assessor: Christopher Thompson (H&S SIL)	Head Teacher: Jacquie Price

B	Assessment of Risk for: <i>Model</i> Protection from transmission of Covid-19 during pandemic <i>including all school activities</i>
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Lunchtime staff (LSA's) are 'attached to a class and will supervise eating lunch and 'playing out' with the same class whenever possible. Staff and children are in the same bubble throughout the day (including break & lunchtimes)</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy</p> <p>School infection control risk assessment updated as required.</p> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance until a negative test result.</p>	L L M/L L L

			<p>Governors & School HST (Health & Safety Team) have reviewed the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers (updated regarding 28 weeks) • Extended duty of care • Stress • Individual pupil assessments carried out by SENCo <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant and if staff wish for staff and pupils meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable member of staff and/or pupil who has received a Government shielded letter. • Staff who have an extremely vulnerable household member. • Staff who live with a vulnerable person <p>Extended duty of care Risk Assessments reviewed on a regular basis. Covid age assessment tool offered to all staff. Staff who already have an extended duty of care risk assessment – requested to fill them out.</p> <p>Reminders to all staff about following protocol particularly in light of Liverpool being put into 'Tier 3' at highest risk.</p> <p>Process in place for Headteacher/SLT to contact the person if required, as detailed within applicable risk assessment above.</p> <p>HST regularly update and inform staff re government guidance regarding covid-9 controls required:</p> <ul style="list-style-type: none"> • Gov.uk https://www.gov.uk/ • Public Health England https://www.gov.uk/government/organisations/public-health-england • Department for Education https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice 	<p>L</p> <p>M/L</p> <p>L</p> <p>L</p>
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			<ul style="list-style-type: none"> • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for schools Covid-19 • Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable • Government publication COVID-19: cleaning in non-healthcare settings • Government publication Best Practice: how to hand wash • Government guidance for food business on Coronavirus (Covid-19) • Government guidance Covid-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) <p>Due to the changing advice on Covid-19, HST will ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> • Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes (For staff dealing with a child with suspected Covid 19. <p>PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> • Disposable half face mask • Disposable gloves • Disposable aprons • Where personal care is to be provided eye protection/surgical face mask • PPE located in two isolation areas (EYFS/KS1 Counselling room outside Nursery. KS2 ‘vacant’ year 4 classroom next to Mr Allen’s). • Kitchen staff may wear PPE if they wish to whilst in contact with children. 	<p>L</p> <p>L</p> <p>M/L</p> <p>L</p> <p>L</p>
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			<p>All used PPE should be double bagged and disposed of appropriately after a suspected case of the virus and stored safely and securely for at least 72hrs before disposing via the normal waste system.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <p>Parents and Carers kept informed via email bulletins etc. regarding changes to start finish times and any new local rules regarding drop of and pick up etc. Parents asked to wear face masks on the yard/in communal areas when dropping off & picking up children.</p> <p>Reminder only one parent/carer to pick up / drop off.</p> <p>Reminder to parents via newsletter that cuddly toys and items should not be brought from home unless agreed by SLT to minimise a risk of transition. Any children who are anxious to be provided with something that belongs to school and is washed regularly.</p> <p>Reminder parents gathering to talk after drop off – asked to move away from the school building & Playgrounds.</p> <p>Staff kept informed via email, online meetings etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing</p>	<p>L</p> <p>L</p> <p>L</p>
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			<p>incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> • HSE RIDDOR reporting of COVID-19 	
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible.</p> <p>Markings / posters are laid out on the playground for classes to line up at the start of the school day.</p> <p>School first aid risk assessment reviewed regularly.</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <ul style="list-style-type: none"> • Fire Risk Assessment, Fire Evacuation Procedures to be reviewed in bubbles. Risk of fire/harm overrides a temporary breach in bubbles. <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building • Classrooms/entrances to classrooms • Corridors • Staff rooms • Toilets • Changing areas <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distance.</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

			<p>Corridors, walkways and staircases have tape markings laid out to indicate side to walk on (two way traffic).</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side.</p> <p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in ‘bubbles’ where appropriate.</p> <p>All Key stage assemblies will take place via zoom.</p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>From 15th October Liverpool Tier 3 protocol & safety measures will be in place and school will continue to be open unless a year group bubble is required to self isolate or further government advice is received.</p> <p>Guidance around groups no larger than 6 meeting (although this is not statutory in a school) we will adhere to this rule to support the health & safety of staff at Monksdown if a safe 2 metre distance is not possible. Exceptions are a minority of staff who work between bubbles (office staff, kitchen staff, SLT, PPA cover) who should aim to keep a 2metre distance at all times.</p>	<p>L</p> <p>L</p> <p>L</p>
3	Covid-19 virus: School reception, offices & staffrooms.	Staff	<p>There will be four staffrooms and each staffroom will have a maximum capacity on the door. Please do not go above this number for any reason as you will be putting yourself & colleagues at risk.</p> <p>Staffroom 1 Nursery office/staffroom (EYFS staff)</p>	L

			<p>Staffroom 2 The Hive rooms 1&2 (KS1 staff) Staffroom 3 School staffroom (Lower KS2 staff) Staffroom 4 Learning Mentor room (Upper KS2 staff)</p> <p>As breaktimes are in year groups staff are able to use the allocated staffrooms.</p> <p>Lunchtime (staffroom) arrangements for staff: This rota may change due to Children’s rota’s moving – when they eat in the classroom or dining hall. (Leadership team to update staff of any changes).</p> <p>Please use the staffrooms at these times and do not gather together anywhere else in school to protect you and your colleagues.</p> <p>Colleagues who have previously remained in their classrooms to keep safe may now wish to join colleagues in their year group bubbles.</p> <p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. All waiting areas are reconfigured to ensure social distancing can be maintained.</p> <p>Staff to only go to the main school office if it is absolutely necessary (otherwise please use classroom telephones or e-mail to contact).</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Desk configurations and allocation are such that staff are not seated facing each other whenever possible.</p> <p>Workstations are single user use.</p>	<p>L</p> <p>L</p> <p>M</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
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			<p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, the handset should be wiped after use.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use.</p> <p>A photocopier is now in place for EYFS/KS1 staff in the space between HT office and Nursey. KS2 staff to continue to use reprographics room. Please ensure you adhere to maximum capacity on the door. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	
4	Covid-19 virus: Meetings	Staff	<p>Full staff in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available. Departmental meetings with smaller numbers of staff will be encouraged – staff to ensure social distancing at these.</p> <p>From 14th September meetings of any more than 6 adults will take place via zoom or in the school hall where social distancing can be adhered to.</p> <p>Curriculum / subject leader meetings to take place in a ‘neutral’ place such as ‘The Hive room 3 (not the staffroom) to keep integrity of the bubbles. The Hive will be cleaned regularly. There is also a bucket of materials and hand sanitiser should any staff wish to use it.</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p>	L L L L

			<p>Staff room capacity is reduced to comply fully with prevailing social distancing measures.</p> <p>Please ensure that staff stay in their designated areas for breaks.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>For Mentor using the room with children – remove kettle and put in stock room before child/children enter.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls).</p> <p>Additional cleaning materials will be provided in all rooms for use by staff and replenished as required. (please ask Peter – or phone Sophie/Joanne when you are running low)</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p>	L
5	Covid-19 virus: Classrooms	Staff Pupils	<p>Nursery School and EYFS provision</p> <ul style="list-style-type: none"> Minimise mixing within settings e.g. Nursery & Reception stay separate. <p>Primary Schools:</p> <ul style="list-style-type: none"> Year groups are kept in ‘bubbles’ and should not mix with other year groups during the school day. Wherever possible, staff teaching and supervising a ‘bubble’ should maintain social distancing from pupils and should not mix with other bubbles. 	L L L

			<p>Any pupils educated off site for any time during school hours will follow the risk assessment & protocols from other setting. School will liaise with parents/setting to ensure health & safety precautions are being taken.</p> <p>Classes should be kept together and mixing with other classes minimised, as much as possible.</p> <p>Consider infection control – Face masks If a child arrives with a face mask they should store it in a resealable bag (not just put it in their coat pocket without a bag) Do not touch the outside of the facemask / facecovering If it is a disposable mask ask the child to put it in the bin. Wash hands.</p> <p>All desks face the same direction - front of the classroom where possible (and if this does not hinder learning).</p> <p>Pupils are seated side by side as opposed to opposite each other where possible (and if this does not hinder learning).</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> <p>Resources shared between bubbles, such as sports, art and science equipment (see individual risk assessments) should be cleaned frequently and meticulously and always between use by different bubbles, or to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Reading books, spellings etc will be given out on a Monday and requested to return each Friday. Some year groups may give more than one book.</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
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			<p>See individual risk assessment for updated P.E. guidance.</p> <p>Please see the room capacity displayed on doors and adhere to these. Music room – room capacity is now 15.</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p>	
6	Covid-19 virus: Dining areas	Staff Pupils	<p>Rota ensures that year group 'bubbles' are separated whilst eating.</p> <p>Lunch times will be staggered to ensure 'bubbles' do not mix.</p> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room supervisors, cleaners and serving staff to maintain social distancing wherever possible.</p>	L L L L
7	Covid-19 virus; School day	Staff Pupils Visitors	<p>School start times for different bubbles are staggered to reduce the numbers attending the site at the start and finish of the day (see appendix)</p> <p>Individual risk assessments for vulnerable children or adults carried out and regularly updated. These can be requested.</p>	L L

		Contractors	<p>Parents and Carers are requested to drop their children off alone e.g., not both parents attending at once.</p> <p>Parents & Carers are now requested to wear face masks when dropping off and picking up children.</p> <p>Parents and Carers are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school.</p> <p>Parents and Carers requested not to gather on the school playground and to maintain social distancing at all times.</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods.</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets.</p> <p>Where possible the numbers of pupils using toilets will be managed.</p>	L L L L L
8	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain social distancing at all times, where practicable. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing throughout the day. <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p>	L L L

			ICT suite will be used by 1 bubble for a full morning or afternoon on a rota basis and will be cleaned over lunchtime.	
9	Covid-19 virus; Cleaning	Staff Pupils Visitors Contractors	<p>Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>See COSHH risk assessments for further information.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments.</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.</p> <p>Break time equipment to be used for each year group. Boxes of equipment clearly labelled for yeargroups. (Learning Mentors will organise this before staff can show children and agree expectations).</p> <p>Staff will ensure that children put ‘their’ equipment back in their yeargroup box before other children come onto the yard. (Learning mentors to oversee)</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the finish of each school day. There will be additional cleaning during the school day.</p> <p>Regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p>	L L L L L L

			<ul style="list-style-type: none"> • Printers/photocopying machines • Lift buttons and door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been.</p>	L
10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate if they have symptoms.</p> <p>Isolation rooms:</p> <p>EYFS / KS1: Counselling room (outside Nursery)</p> <p>KS2 : Year 4 'empty' classroom</p> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> • If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. • If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 7 days from the start of their symptoms. The 7-day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal. 	<p>M/L</p> <p>M/L</p> <p>M/L</p>

			<p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: https://www.gov.uk/guidance/contacts-phe-health-protection-teams. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</p>	L
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Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place

D		E			
Controls (Ser N° to correspond with Hazard Ser N°)		Completed by the HST			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	Risk of contamination from gym equipment.	Site supervisor to 'tape up' outdoor 'gym' equipment to ensure they are out of use.	P. Spellman	31 / 8 20	Completed August 2020
2	Cross contamination by use of surfaces and equipment.	Buckets/ storage of extra cleaning materials in each classroom, staffroom & areas for any adult to use.	A.Rowson & P. Spellman.	31/8/20	Ongoing. Staff to ask for replenishments when required.
3	Extended duty of care adhered to. Vulnerable groups have support for mental health & well -being.	Individual risk assessments carried out for staff / children who require one.	J.P & G.S	4/9/20	Reviewed regularly. (At least half termly)
4	Covid Age risk assessment offered to staff Offered again in October due to Liverpool being 'Tier 3'. Offered again in October along with the COVID age risk assessment.	Staff who wish to fill in covid age risk assessment and e-mail it to J.Price Covid lead. J.Price to fill in with staff if they wish.	J.P & staff. All staff with an extended duty of care risk assessment.	Ongoing	At least half termly.

F	Once additional controls are implemented, what will the overall risk level be:		Risk assessment signed off by:
	High	Medium	Signature: J. Price, G. Stewart, A. Rowson & M. Reynolds. Date: 15.10. 20
		Low	

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Risk Assessment

A	Date:	School:	Team:	Location:
	Review Date:	Ref:	Assessor:	Head Teacher:

B	Assessment of Risk for: <i>Model</i> Extended Duty of Care Assessment for Protection from transmission of Covid-19 during pandemic re Shielding/Clinically Vulnerable/extremely Clinically Vulnerable Staff as per Government Guidance
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C	List Hazards Here	Name of Person at Risk	List Existing Controls	Risk Level
1	Covid-19 virus: General	Staff name	<p>Refer to Covid-19 NHS Shielding Letter dated, which details medical conditions and NHS recommendations regarding returning to work.</p> <p>Reference General School Covid-19 risk assessment in place:</p> <p>All controls in place are applicable to <i>detail individual job</i> role.</p> <p>Reference any task specific Covid-19 risk assessment in place relevant to the individual:</p> <p>One to one meeting to be completed with staff to discuss additional controls required.</p>	
2	Covid-19 virus; General school environment	Staff name	<p><i>Detail all specific and individual controls required, over and above those detailed within the General School Covid-19 risk assessment and task specific Covid-19 risk assessment</i></p> <p>Staff to strictly adhere to social distancing rules (2m) as per government guidance.</p>	

			<p>Staff to remind pupils to follow social distancing rules.</p> <p>Where staff may be unable to strictly follow social distancing in the workplace e.g. Early Years Setting, additional precautions should be taken, including:</p> <ul style="list-style-type: none"> • Staff moved into older year group where pupils are more aware of social distancing rules. • Where moving to an alternative year group is not practical, alternative work where social distancing can be achieved to be offered e.g. office work • Staff to avoid corridors during busy circulation times. • Staff to avoid using communal staff room as far as is reasonable practicable. • Start and finish time to be staggered to avoid arriving/departing at busy times. • Staff taken off first aid duty where possible. • Staff to utilise the use of 'outdoor classrooms' as much as possible. • Staff to attend meetings via technology e.g. Zoom <p>An ongoing formal review of task requirements and general health will be undertaken every , to ensure the sufficiency of all controls in place.</p> <p><i>Detail name</i> has been advised that, prior to each formal review, any concerns regarding the job role or further adjustments should be formally raised with <i>detail position as applicable e.g. line manager</i>.</p> <p>Staff to raise any concerns regarding their health and the risk assessment controls with their line manager at the earliest opportunity.</p>	

Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1					
F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;">High Medium Low</p>		<p>Risk assessment signed off by:</p> <p>Signature:</p> <p>Date:</p> <p><i>Please note an electronic signature will suffice.</i></p>		