

<p><b>Risk Assessment for Merton Junior School during National Lockdown (January 2021-) Children returning to school 8<sup>th</sup> March 2021</b></p>	<p>Please note that this Risk Assessment is very much a 'live' document and will be regularly added to. The government have requested a National Lockdown as of 5<sup>th</sup> January 2021 and have requested that schools close to all those apart from children of Critical Workers or Vulnerable Children. All staff, as Critical Workers themselves, are expected to attend work for their usual working hours.</p> <p>The risk assessment is designed to highlight and assess the key areas of risk which our staff, children and community may come across. It is important that we are all working together to reduce the spread of Coronavirus. This risk assessment has been adapted in January 2021 in-line with the increasing figures and concern surrounding the new strain of the virus which is deemed to be more contagious.</p> <p>This risk assessment has been adapted in February 2021 in preparation for all children returning to school March 8<sup>th</sup> 2021</p>
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Staff, pupils and parents may be at risk if checks are not completed across the school site.	There will be variety of risks for our school community if checks are not completed.	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <p>The following are completed, as per necessary deadlines/expectations:</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> </ul>	Usual checks to continue within usual time restraints.	<p>Monthly site check to be completed by Senior Site Manager and checked by Business Manager.</p> <p style="background-color: pink;">If Site Manager absent – these jobs to be completed by Business Manager,</p>	September 2020 onwards	Ongoing

# Merton Junior School

Date 10<sup>th</sup> September 2020  
 Reviewed 19<sup>th</sup> October 2020

Reviewed and adapted 3<sup>rd</sup> January 2021 – key changes highlighted in pink

Reviewed and adapted 4<sup>th</sup> January 2021 – National Lockdown and School Closure – key changes highlighted in yellow.

Reviewed and adapted 25<sup>th</sup> February 2021 – Children returning to school 8<sup>th</sup> March 2021 – key changes highlighted in blue

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		<ul style="list-style-type: none"> <li>Boiler/ heating servicing</li> <li>Internet services</li> </ul>		or other appropriate member of staff/s.		
<p>Current evacuation routes allow for groups to exit the building at multiple points (see Emergency Evacuation Plan) – this means that classes may come across each on the stairs.</p>	<p>Year Groups and classes may not cross paths outside and on the stairs because they are different 'bubbles'. Staff to communicate regarding this to ensure no crossover. However exiting the building safely in the event of a fire (for example) is the ultimate priority.</p>	<p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p> <p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>The current plan is for all groups to accumulate onto the top playground, as per Evacuation Plan prior to school closure, therefore being in close proximity to one another. Emergency Evacuation outlines this – see separate plan.</p>	<p>No. <b><u>In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</u></b></p>	<p>Fire Marshall to communicate the procedure with all staff.</p> <p>All classes to practice exiting the building in the event of a fire, in the first 2 weeks of school.</p>	<p>September 2020 onwards</p>	<p>Yes</p>

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		2 x children who have reduced mobility to have 1:1 allocated to them at all points during the school day.				
If areas are not cleaned appropriately and to a sufficient high standard then the virus might be spread, unnecessarily, and putting the whole school community at risk.	Pupils, families and staff are at risk if they come into contact with a surface which is contaminated by Covid - they may catch and spread the virus.	<p>Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a>.</p> <p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p> <p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	No.	<p>Senior Site Manager and Business Manager to work closely with the Cleaning Company and their Team Leader who is onsite.</p> <p>Extra cleaning of toilets booked in with cleaning company.</p> <p>Extra surface cleaning of door handles to happen</p>	September 2020 onwards	Ongoing

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		<p>Waste disposal process in place for potentially contaminated waste.</p> <p>Outside company providing cleaning services – communication needs to be via their line-manager.</p> <p>Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by cleaners (and throughout the day by school staff and replenished as appropriate by school staff).</p> <p>Site Manager to communicate frequently with Line Manager &amp; Team Leader of cleaners. SLT to communicate if/when Site Manager is unable to.</p> <p>Enhanced cleaning schedule implemented throughout the site,</p>		throughout the school day.		

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		<p>ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly by staff working with the children (throughout the day) and thoroughly by cleaners at the end of each day.</p> <p>Cleaner to come in through the school day to clean all toilets (staff and pupils) so that they are cleaned thoroughly and more regularly than usual.</p> <p>Cleaners to wear face masks when in the building.</p> <p>Cleaners to participate in LFT twice a week.</p> <p>Where possible, and not a fire hazard, doors to be kept open to reduce contact. All Cleaning Staff to be familiar with the <a href="#">COVID19:</a></p>				

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		<p><a href="#">Cleaning in non healthcare settings guidance.</a></p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Hand sanitiser available at the school entrance – with sign requesting that everybody uses it upon entry to school.</p> <p>Stock check and ordering schedule reviewed and order made to ensure stock of antibacterial gel, handwash and tissues.</p> <p>All staff advised to leave the site by 5:00pm.</p> <p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.</p>				

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		Waste collections made when the minimum number of persons are on site (i.e. before/after normal opening hours).				

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<p>There may be a case of Covid in school, therefore we must have a range of actions in place to reduce the spread of this to ensure that it is not then spread across our community.</p>	<p>If we were to have a positive case then this could harm anyone across our community.</p>	<p>Each Year Group is a 'bubble'. Therefore, the classes in each year group can 'mix' at break and lunchtimes.</p> <p>Year group bubbles will continue so staff can teach and children can be taught in ability groups, run interventions etc. Breaks and lunches will continue to be at staggered times so children different year group bubble do not 'mix'.</p> <p>The children will be in their own Year Group, with staff from their Year Group. This is considered as one 'bubble'. Currently, we have approximately of 20 children in each Year Group 'Bubble'. There is no definition of 'size' of these 'Bubbles' but we must safely spread out across the rooms, if more children are to join.</p>			<p>onwards</p>	



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		<p>These children can be taught by any one of the staff in the Year Group and will be spread out, safely, across the 3 x rooms belonging to their Year Group.</p> <p>Classrooms will be at full capacity, children will be sat at tables facing forward.</p> <p>'Bubbles' must not mix. This includes children and staff. There are a few members of staff across the school who may be required to provide cover, but this cover must be minimalised for the safety of the children and of the staff.</p> <p>Breaktimes are at different times to ensure that Year Groups do not cross paths.</p> <p>The MUGA must be coned off so that classes do not cross with one another. Children can play with</p>				

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		<p>children in their class, but not across the Year Group. Class teacher/LSA to monitor this at both lunch and breaktimes.</p> <p>The MUGA will continue to be coned off so year group bubbles do not mix.</p> <p>Classroom entry and exit routes have been determined and appropriate signage in place.</p> <p>Children will enter/exit school at staggered times using entrances across the site. These arrangements have been shared with staff and parents in advance of the 8<sup>th</sup> March.</p> <p>Appropriate resources are available within all classrooms e.g. ICT, age specific resources.</p>				

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		<p><b><u>Children have their own labelled equipment in their tray and should not be sharing equipment that is frequently used within lessons. Shared materials and surfaces should be cleaned and disinfected frequently.</u></b></p> <p>Children will have access to all resources that they would normally be able to use, but this will be cleaned after each use.                      Remember: the virus can stay on plastic for 72 x hours. Children will keep their tray on their table for the school day and will return it at the end of the day.</p> <p><b>Resources and work places will continue to be cleaned before and after use.</b></p>				

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		<p>Information posters are displayed in every classroom, at the main entrance, in the staffroom and in all toilets.</p> <p>Posters and signage across the site – internal &amp; external, have been updated/refreshed before children return on 8<sup>th</sup> March.</p> <p>All tables need to be in rows in the classroom, facing forwards (children do not need to be a specific distance apart from each other). Movement of children around the classroom to be minimal.</p> <p>Children can move around the classroom and to different classrooms within their year group bubble – although this will be limited.</p>				

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		<p>Staff to record where children are sat in each lesson to record who they may have had close contact with. If children are to move seats, the area must be cleaned and wiped before another child sits down. The recording of seating plans will continue as will the cleaning of tables/seats.</p> <p>Classrooms must be well-ventilated and windows open at all times. All windows do not need to be fully open, the temperature in the room must be appropriate. Rooms can be ventilated thoroughly when children are not in the room. Top windows must be open, as a minimum to improve the airflow and circulation of fresh air.</p> <p>School will continue to be ventilated.</p>				

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		<p>Excess furniture to be removed.</p> <p>Information posters to be displayed at the school gates.</p> <p>Children's equipment to be wiped down at the end of each school day.</p> <p>Classrooms to be arranged so that tables are in rows, facing forwards, so that children can sit next to each other (2m distance not necessary).</p> <p>Tables and chairs which are not needed to be removed or put to the edge of the classroom so that key areas which have been used can be cleaned thoroughly by cleaning staff.</p> <p>Equipment should be cleaned before being handed out and</p>				

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		<p>cleaned if collected in and stored centrally.</p> <p>Staff to mark children’s books throughout the lesson by working (briefly) next to each child, avoiding face to face contact, wearing a visor.</p> <p>Lunchtimes are staggered to accommodate limited space outside and getting hot dinners to the children. Children to eat in the classrooms, supported by their LSA/class teacher. Other staff members to deliver plates (in the form of decomposable boxes) to area outside of the classroom, for LSA/class teacher to distribute to individual children. Extra bins to be available in each Year Group to dispose of waste. Cutlery to be delivered on a tray and handed out by LSA/Class teacher and returned to tray to then go back to</p>				

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		<p>the kitchen. LSA to record where each child sits or class to have a seating plan so that they sit in the same place each day.</p> <p>Sandwiches will be eaten in classrooms/outside weather dependent. Hot dinners children will be seated in the hall. Staggered times so hall can be aired and cleaned between sittings.</p>				



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<p>Staff might be nervous about returning to work after Lockdown and staff may contract and spread the virus.</p>	<p>Staff and pupils may contract and spread the virus.</p>	<p>All staff to return to normal working hours in school, apart from staff who are considered Clinically Extremely Vulnerable (separate risk assessment and considered on an individual basis). Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p> <p>Staff to be reminded of access to Health Assured (counselling service) and wellbeing to be supported by leaders in school to ensure positive working environment.</p> <p>Approach to staff absence reporting and recording in place. All staff aware. Senior Administrative Officer monitoring and keeping track. 'Return to Work' meetings held upon return. Staff to speak to SLT if unwell,</p>	<p>No.</p>	<p>Class teachers and support staff</p>	<p>September 2020 onwards</p>	<p>Yes.</p>

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		<p>specifically with Covid-19 symptoms. Staff member to go home, seek advice from NHS 111 and book test if necessary.</p> <p>Staff to work from home where possible to reduce number of staff in building/at work spaces. An analysis of work and need has defined it to be possible for teachers and some office staff to work from home, but this ability is limited to role and task.</p> <p>Risk Assessment to be completed for staff who are considered Clinically Extremely Vulnerable.</p> <p>Staff to be reminded of the control measures and to be vigilant at all times.</p> <p>Clothing worn by staff to be easily washable.</p>				

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		<p>Briefings and Staff Workshops to be held virtually to reduce mixing of Bubbles.</p> <p>Wellbeing, mental health and resilience support in place, including bereavement support.</p> <p>Staff must adhere to the 2m rule as much as possible, particularly around staff from other 'Bubbles'.</p> <p>Each Year Group Leader to oversee implementation of this Risk Assessment within their Year Group and take appropriate action.</p> <p>Meetings with all staff to share arrangements for all children returning to school on 8<sup>th</sup> March have happened 23/24 Feb – risk assessment shared and time given to ask/answer questions.</p>				

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		<p>Staff not in a 'bubble' not to enter other 'bubbles' unnecessarily.</p> <p>Internal doors in school to be open throughout the school day.</p> <p>Staff must not spend prolonged time (15 minutes) with one particular child. If working with or next to a child then staff must wear visors. Staff advised to wear a visor when in the classroom regardless.</p> <p>Classrooms must be ventilated as much as possible. Windows must be open at all times. Air conditioning can be used if necessary.</p> <p>Books can be marked by class teachers. If they are to go home, staff to be vigilant about how these are stored, making sure that surfaces are cleaned before and</p>			September 2020 onwards	

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		<p>after use and that they are washing their hands after marking each book, to avoid any potential cross contamination.</p> <p>Teachers/LSA marking books &amp; responding in Home School Books must regularly wash their hands.</p> <p>Parents/carers are encouraged to walk to school, where possible, and avoid public transport as much as possible.</p> <p>Parents/carers are asked to only have one person dropping off/collecting.</p> <p>Children not able to adhere to social distancing</p> <p>Some pathways on school site do not allow for social distancing so parents/carers are asked to wear face masks when on school site.</p>				

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		<p>Children are to be met by their teacher/member of staff from their 'bubble' – depending on their two separate start times, and asked to use anti-bacterial gel. Staff to ensure that the number of children outside is minimal.</p> <p>Wooden trim trail not to be used.</p> <p>If gym equipment is to be used by a 'Bubble' then it is to be cleaned between each use.</p> <p><b>Each year group bubble has a set day and staff will clean equipment before use and supervise closely.</b></p> <p>Children to wash their hands before and after break/lunch.</p> <p>Staff to teach strategies so that children are able to determine a distance and to implement</p>				

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		<p>strategies to 'help' – e.g. front of line monitor.</p> <p>No more than 2 people in the staff toilets at any one time (signage to reflect this). Staff to wear masks in communal areas.</p> <p>No more than 8 people in the staffroom at any one time. Y3 staff to use Hazel Class as a break room, where possible. Chairs have been taped with a cross to stop staff sitting on them to ensure staff who are sat in the Staffroom are at a 2m distance from one another.</p> <p>Staff to use anti-bacterial wipes before and after using any kitchen equipment/using any surface in the staffroom.</p> <p>One Year Group to be timetabled to use the library each day. Class 'Bubbles' to attend on their own</p>				

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		and surfaces to be wiped down between classes.				
Some tables/seating in shared work spaces is less than 2m apart, which is not inline with Government Social Distancing and puts staff at risk of potential danger of catching Covid.	Staff may be at risk of contracting the virus, if they are working alongside another member of staff who has the virus.	<p>Office spaces re-designed to allow office staff to work safely.</p> <p>Desk space in the office readjusted so that desk in the middle of the main office is not to be used.</p> <p>Signage on the office door to remind staff that there should be no more than 2 people in the office space at one time. Once there are 2 members of the office staff in this space, it cannot be entered by another member of staff. "No Entry" sign on the door to reflect this.</p> <p>PPA room – signage in place to remind staff that only 2 x people</p>	No.			



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		<p>are to be in there at any one time.                      PPA to be taken in Hazel classroom to ensure safe distance of 3 members of teaching staff.                      Area to be wiped down between use by different staff to avoid cross contamination.</p> <p>Administrator Officer to move to desk behind hers to ensure wide gap, of more than 2m, between her and Senior Administrator Officer.</p> <p>Windows to be open to ensure adequate ventilation at all times.</p> <p>Office staff to work from home if necessary – to be organised with/by Business Manager.</p> <p>Signage on the meeting room door to remind staff that there should</p>				

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		<p>be no more than 2 people in the meeting space at one time.</p> <p>Signage on the photocopier room door to remind staff that there should be no more than 1 person in the space at one time. The office chairs are at a 2m distance from one another.</p> <p>Staff not to walk behind Administrative Assistant sat in reception area. Use main office door.</p> <p>Staff to wear masks in communal areas.</p>				
<p>Children and parents will arrive onsite, and come into close proximity with one another – there</p>	<p>All members of the school community are at risk of picking up the virus, or of spreading it.</p>	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</p> <p>School staff to be visible outside to welcome the children, to remind</p>				

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<p>may be members of the community who are positive for Covid but who do not know, or who are carriers but are asymptomatic.</p> <p>Bottlenecks possible at entrance gates to school.</p> <p>Social distancing may not be maintained if children are not under adult supervision.</p>		<p>them to stay at a distance from others and to remind/thank parents for wearing face masks.</p> <p>Staff to wear visors or face masks when collecting the children from the playground and when dismissing at the end of the school day. <b>Staff to wear masks in communal areas and visors in the classroom.</b></p> <p>Parents and visitors are asked to wear face masks when on school site to keep everyone as safe as possible – signage on gates and fences to remind visitors of this. <b>Parents to be reminded of this.</b></p> <p><b>All children to attend school for normal school hours 8:45am – 3:20pm unless an alternative has been agreed with Leaders.</b></p>				

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		<p>Parents are reminded that the children are under their supervision until the class teachers welcomes them into class in the morning. Parents to be reminded not to wait around unnecessarily on, or out, of the school site.</p> <p>Signs on windows to remind people to keep at 2m distance from others at all times.</p>				
<p>Staff may be Covid-19 positive but not be aware.</p>	<p>Covid-19 may be transmitted to other staff members across the Merton site.</p>	<p>Staff to wear masks in all communal areas.</p> <p>Staff to wash their hands thoroughly or use anti-bacterial gel (provided at entrance point) whenever they walk through the staffroom door.</p> <p>Staff to use anti-bacterial gel whenever they enter the Staffroom from their 'bubble' to keep the</p>				

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		<p>shared area as clean as possible. Anti-bacterial wipes to be available and staff encouraged to use these when sitting in the staffroom. Staff to maintain 2m from other staff members when sharing the staffroom space.</p> <p>Teaching staff to create table plans for every session so that children who have had close contact will be the ones who are asked to self-isolate (if in contact with someone who has had a positive test result). Although the new strain is more contagious and it is more likely that the 'Bubble' will be asked to self-isolate, it is important to have this information to pinpoint any spreading which will help us with future risk measures. The plans will continue to allow tracing.</p>				

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		<p>Lunchtime staff to record where children are sat/use a seating plan so children are sat in the same place. See above. This will continue.</p> <p>Staff to enter through the staffroom and exit through the main office to avoid close contact at doors.</p> <p>Electric barrier to be kept open for school staff and closed at 8:30am to prevent staff from all touching the key pad.</p> <p>Doors, where possible, to be kept open to reduce contact.</p> <p>Staff to be reminded of the control measures.</p> <p>Barrier to be closed from 8:30am.                      External staffroom door to be</p>				

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		closed between 8:30am and 9:00am and 3:00pm and 3:30pm.  Staff to sign in hands-free using QR code.				
There may be a positive case of Covid-19.	Any member of the school community may then catch Covid-19 and transmit it to others.	SLT to establish who needs to now self-isolate and inform these staff members or organise for parents to be contacted to collect certain children, depending on advice given by PHE SE HTP. Staff and parents to be aware that, due to the new strain of the virus being more contagious, it is likely that the whole 'Bubble' will be asked to self-isolate if there is a positive case. Records of who has had close contact to be kept and this information to be passed onto parents/carers to be extra vigilant around these children.				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		<p>SLT to inform the cleaners (telling them to wear PPE), staff to be informed, where/when appropriate.</p> <p>Actions put into place and shared with staff.</p> <p>SLT to be informed and to report directly to PHE SE HTP to seek advice.</p> <p>If in school – child/adult asked to go the studio/meeting room/library – area ‘closed’ with signage to keep all other children/adults away, doors and windows to be kept open (keep ventilated). If the above rooms are not available child/adults to wait in reception area. PPE used whilst dealing with a suspected Covid 19 case to be stored for 72 hours, double bagged and kept in the outside</p>				




What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		store. Date to be written on the bag.				
Staff may come into contact with a child or another adult who may have Covid-19, but not know.	The member of staff in question may catch Covid-19 and transmit it to others in the community.	<p>Visors and PPE accessible for all staff in school.</p> <p>Staff to wear PPE when administering First Aid and dealing with a suspected case of Covid-19.</p> <p>Staff who are meeting &amp; greeting children and parents to wear <b>masks</b> visors. Staff to use visors when working closely with children. <b>Staff to be encouraged to wear face masks when around school and unable to maintain 2m distance.</b></p> <p><b>Staff expected to wear masks in all communal areas and visors when working with children.</b></p>	No.	Staff who are administering First Aid.	From September 2020	Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p>External visitor attending school may be a carrier of Covid-19 or may have been in a setting with a positive Covid-19 case.</p>	<p>A member of the school community could catch Covid-19 from this external visitor which could lead to an outbreak.</p>	<p>If external visitors can't work remotely (e.g. Specialist Teacher Advisors – Hearing Impaired/Physical Disability/Assistive Technology) then they may need to come into school - visitors to be discussed on a case by case basis, depending on whether the work can or can't be done remotely.</p> <p>External visitors to be limited and only to come into school if their visit is necessary/imperative.</p> <p>Risk Assessment to be supplied by visitor if appropriate and checked by SLT for external visitors. All visitors to adhere to current social distancing rules whilst working with children or adults.</p> <p>Visitors will be advised to report to the main office door.</p>	<p>No</p>	<p>-</p>	<p>From September 2020</p>	<p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		<p>All visitors to sanitise their hands on entry to school premises and to be signed in by reception staff.</p> <p>Visitors are permitted to wear PPE during their visit if they wish to do so.</p> <p>All visitors to be escorted to meeting room/work area by a member of staff, adhering to social distancing rules.</p> <p>Depending on the room/route to be used – staff will direct visitors to access and exit the building via the nearest entrance/exit point.</p> <p>Meeting to be held in a room in school that can allow for current social distance rules to be adhered to.</p> <p>Meeting rooms/work areas must be ventilated - windows and, if appropriate, doors to be open at all times.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		<p>Hand sanitiser and tissues to be available in the room/work area. A bin must be accessible for visitors/staff to 'catch it, bin it'.</p> <p>Refreshments will not be available.</p> <p>Contractors or visitors who will be on site for prolonged periods of time to have access to LFT and provide evidence of negative result before entry to school. They too must wear masks in communal areas.</p>				

Risk Assessor	Signature	Date
Responsible Manager Kayleigh Reading	 Signature	Date 8 <sup>th</sup> January 2021

# Merton Junior School


Date 10<sup>th</sup> September 2020

Reviewed 19<sup>th</sup> October 2020

Reviewed and adapted 3<sup>rd</sup> January 2021 – key changes highlighted in pink

Reviewed and adapted 4<sup>th</sup> January 2021 – National Lockdown and School Closure – key changes highlighted in yellow.

Reviewed and adapted 25<sup>th</sup> February 2021 – Children returning to school 8<sup>th</sup> March 2021 – key changes highlighted in blue

Date Reviewed	Signature	Role
19 <sup>th</sup> October 2020		Headteacher

# Merton Junior School

Date 10<sup>th</sup> September 2020

Reviewed 19<sup>th</sup> October 2020

Reviewed and adapted 3<sup>rd</sup> January 2021 – key changes highlighted in pink

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## Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Priority rating	Action required	Person Responsible	Target Date	Date of Completion
		High				
		Medium				
		Low				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Responsible Manager	Signature	Date
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