

## Coronavirus (COVID-19): Lateral testing risk assessment St Michael's Church of England High School

Assessment conducted by: Jane Mitchell-Barnes	Job title: Compliance & Quality Manager	Covered by this assessment: Staff, Students & Visitors
Date of assessment: 25 <sup>th</sup> February 2021	Review interval: Bi-monthly or upon updated guidance	Date of next review: 26 <sup>th</sup> April 2021

Activity/Task						
<b>Description of task/process/environment being assessed</b>	General and clinical activities on the asymptomatic testing site at St Michael's Church of England High School					
<b>Activities Involved</b>	Traversing the site on foot Testing school staff and students			<b>Location</b>	Room x	
<b>Who Might be affected</b>	Employee ✓	Student ✓	Contractor ✓	Visitor ✓	Service User ✓	

This risk assessment has been developed in line with the following guidance:

- NHS model risk assessment for lateral testing
- NHS guidance
- DfE guidance
- Public Health England guidance

Hazard No	Areas for concern	Who might be harmed and how?	Current Control Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				Probability	Severity	Risk	
1	Contact between individuals increasing the risk of transmission of COVID-19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>All individuals are advised in advance not to attend if they have any symptoms of COVID-19, or live with someone who is showing symptoms of COVID-19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</li> <li>Prominent signage reminding attending individuals of the above is displayed at the entrance to the building.</li> <li>Face coverings/masks will be worn by individuals at all times whilst moving to the testing area, in the testing area or waiting for a test. Face coverings/masks will be allowed to be briefly removed/lowered whilst the individual is completing the swabbing.</li> <li>All individuals will be reminded to wear face covering/mask at the time of test scheduling.</li> <li>Staff working at the entrance to the test area will ensure that individuals wear a face covering/mask before entering.</li> <li>Staff working within the test area will regularly check that everyone is wearing a face covering/mask.</li> <li>All individuals are to use hand sanitiser provided on arrival &amp; adherence to this enforced by the registration staff. Hand sanitiser is also provided at each testing section and at the testing area exit.</li> <li>Two metre social distancing will be maintained between individuals with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception. Queue management and sampling staff will also enforce social distancing. Social distancing between students will be maintained as far as is practical. Wherever possible, students will be tested within their bubble groups.</li> <li>A one-way flow of individuals through the testing area will be implemented and maintained at all times. Compliance with this is to be ensured by queue management staff.</li> <li>The test area will be restricted to those supporting testing and those being tested.</li> <li>Regular cleaning of the test area, including wipe down of all potential touchpoints, will be undertaken in accordance with PHE guidance.</li> <li>In all areas of the school, windows and/or doors are kept open to allow adequate ventilation. In the test area, windows will be kept open for the duration of testing and a minimum of 1 hour after the test area closes at the end of the school day.</li> <li>The test area will be kept free from clutter.</li> <li>All notices displayed within the test area will be laminated to facilitate cleaning/infection control.</li> </ul>	1	4	4	

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2	Contact between individuals and staff increasing the risk of transmission of COVID-19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>All individuals with adhere to control measures above.</li> <li>Persons supporting the testing process must not be Clinically Extremely Venerable or in any other high-risk category or displaying symptoms themselves.</li> <li>All persons supporting the testing programme will have received specific training for their role via the NHS/PHE portal.</li> <li>Test centre staff will have a dry run of how the test area will work and how tests are carried out before the test area fully opens.</li> <li>The test area Operation Lead will ensure that all individuals comply with all rules and guidelines.</li> <li>Face visors are to be worn by registration staff along with their face mask.</li> <li>All PPE will be provided by the DFE/PHE/NHS.</li> </ul>	1	4	4	
3	Contact between individual and sampler increasing the transmission of COVID-19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>All individuals with adhere to control measures from number 1.</li> <li>Face visors are to be worn by sample assistant staff along with their face masks.</li> <li>Disposable plastic aprons are to be worn where there is the potential of contact with COVID-19 or other body fluids such as saliva, nasal mucous and vomit.</li> <li>Disposable gloves must be worn by the relevant staff.</li> <li>Floor markings are to be used to show where sample assistants are to stand.</li> <li>Tissues will be provided in each of the testing bays.</li> <li>Vomit bays will also be made available in all testing bays.</li> <li>All PPE will be provided by the DFE/PHE/NHS.</li> </ul>	1	4	4	
4	Contact between sample and test area runner increasing the transmission of COVID-19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>All individuals with adhere to control measures in section 1.</li> <li>Face visor and face mask are to be worn by centre runners.</li> <li>Disposable plastic aprons are to be worn where to protect against potentially contaminated samples.</li> <li>Disposable gloves must be worn by the relevant staff.</li> <li>All PPE will be provided by the DFE/PHE/NHS.</li> </ul>	1	4	4	
5	Contact between samples and sample testers increasing the transmission of COVID-19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>All individuals with adhere to control measures in section 1.</li> <li>Nitrile gloves that meet the Regulation (EU) 2016/425 are to be used at all times when handling the extraction solution.</li> <li>Safety glasses with side shields that are tested and approved under appropriate government standards are to be worn at all times when handling the extraction solution.</li> <li>Impervious disposable aprons are to be worn to protect staff from splashes or spillages.</li> <li>All PPE will be provided by the DFE/PHE/NHS.</li> </ul>	1	4	4	

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6	Contact between samples and sample testers increasing the transmission of COVID-19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>All individuals with adhere to control measures in section 1.</li> <li>Individuals at testing bays will place any used tissues immediately into suitable bins in line with NHS testing guidance that will be regularly emptied throughout the day.</li> <li>Contaminated vomit bowls will be double bagged and placed directly into designated bins.</li> <li>Waste bins in line with NHS testing guidance will be placed next to each processing bay.</li> <li>Waste bins in line with NHS testing guidance will be emptied daily or more regularly as required.</li> <li>DFE/PHE/NHS have confirmed that the waste produced from the test centre (except bodily fluids) can go in to the school general waste bins as this waste is not classed as clinical waste.</li> <li>All bodily fluid waste must be disposed of in the usual manor.</li> <li>All persons working in the test area will receive online training approved by the DFE/PHE/NHS.</li> <li>All persons working in the test centre will wear the appropriate PPE for their individual role.</li> <li>All PPE will be provided by the DFE/PHE/NHS.</li> </ul>	1	4	4	
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>2 x identical barcodes are provided to the individual at the registration desk</li> <li>The individual will register their details to a unique ID barcode before conducting the test.</li> <li>Barcodes are attached by trained staff at the sample collection bay.</li> <li>Barcodes are checked at the analysis station 1 and applied to Lateral Flow Device at this station.</li> <li>For staff and students on site waiting for results, if a positive test result is identified the processor and recorder immediately advise the COVID-19 Co-ordinator who notifies the positive individual of the result; the requirement is to get a PCV test and self-isolate for 10 days or until they receive a negative result.</li> </ul>	1	4	4	
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>Rule based recall of individuals who have not received a result within 1 hour of registration.</li> <li>Individuals are called for a re-test.</li> <li>Staff on the recording desk will also keep an independent record of all results. This will enable test area staff to recheck all test results if needed.</li> <li>The independent record sheet will be kept secure at all times and will comply with the General Data Protection Regulations (GDPR).</li> </ul>	1	4	4	
9	Extraction solution which comes with the lab test kit contains the following	These components do not have any hazard labels associated with them, and the manufacturer states that there are no	<ul style="list-style-type: none"> <li>Nitrile gloves that meet the Regulation (EU) 2016/425 are to be used at all times when handling the extraction solution. Safety glasses with side shields that are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing will be worn to protect the body from splashes or spillages.</li> <li>Only small quantities of extraction solution will be used by sample processors.</li> <li>Test centre staff will not let the product enter drains</li> </ul>	1	4	4	

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	components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), $\text{NaCl}$ (Sodium Chloride)	hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> <li>• Test centre staff will wipe surfaces on which the solution has been spilt and dispose of cleaning material into a specific bin.</li> <li>• Solution expiry dates will be checked and not used if the solution has expired.</li> <li>• Training will be provided in handling potentially biohazardous samples, chemicals, and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.</li> <li>• Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact, or ingestion of these chemicals.</li> <li>• All PPE will be provided by the DFE/PHE/NHS.</li> </ul>				
10	Occupational illness or injury	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Risks managed by the implementation of controls throughout this risk assessment.</li> <li>• All staff involved in testing will receive training relevant to their role. All training will be approved by the DFE/PHE/NHS.</li> </ul>	1	4	4	
11	Manual handling of bulky or unwieldy furniture	Strains, sprains incurred by mishandling of furniture or waste materials	<ul style="list-style-type: none"> <li>• The initial setting up of the test area will be undertaken by Interserve whose staff have all completed moving and handling training.</li> <li>• Furniture used in the testing centre is school furniture that Interserve staff are familiar with and are used to handling.</li> <li>• Interserve staff are familiar with the disposal of waste as part of their role.</li> <li>• Where necessary, two members of Interserve staff will lift heavy objects.</li> <li>• There is sufficient space in the testing centre to move furniture safely.</li> <li>• General consumable items for testing should not pose a significant risk to those handling.</li> </ul>	1	4	4	
12	Unauthorised access by members of the public	Safeguarding of pupils by contact with unauthorised persons Potential of violence and aggression towards staff, volunteers or pupils	<ul style="list-style-type: none"> <li>• The test area is set up within the school building.</li> <li>• Unauthorised visitors cannot gain entry into the building.</li> <li>• Access to the school buildings is via an access controlled reception door.</li> <li>• The school reception area will be staffed by the school reception team during the school day.</li> <li>• The test area will only run during the school day.</li> <li>• All staff are aware to challenge and report any unknown persons on site.</li> </ul>	1	4	4	

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			<ul style="list-style-type: none"> <li>All staff working onsite will continue to wear their school ID card.</li> <li>All visitors to the school site are required to sign into the Inventory system at the school reception.</li> <li>All visitors are required to wear an Inventory label that shows an image of their face, their name, and role.</li> </ul>				
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Slips, trips and falls potential of sprains, strains and fractures	<ul style="list-style-type: none"> <li>The testing area is in the Science Lecture Theatre, which has been assessed for uneven surfaces and other trip hazards.</li> <li>The test area and welfare facilities have non-porous floor surfaces that are maintained to a good condition.</li> <li>Any concerns with flooring are reported immediately to Interserve, which is responsible for undertaking any necessary repairs or additional control measures.</li> <li>Any uneven surfaces or changes in levels are clearly marked.</li> </ul>	1	4	3	
14	Stairs to/from sample processing/registration area and welfare space	Slips, trips and falls potential of sprains, strains and fractures	<ul style="list-style-type: none"> <li>The test area is located on the top floor with internal and external access doors.</li> <li>The stairs and lifts to the top floor are maintained by Interserve.</li> <li>Any concerns with the stairs or lifts will be reported to Interserve for any necessary repairs or additional control measures.</li> </ul>	1	4	4	
15	Inclement weather	Potential delay of planned testing Testing staff not being able to get to work Unsafe site External conditions not suitable if being used for queueing	<ul style="list-style-type: none"> <li>Weather forecasts will be monitored by the school senior leadership team to ensure that plans are in place to deal with inclement weather.</li> <li>Most pupils accessing the school are within walking distance.</li> <li>Testing would be scaled down or stopped if sufficient trained staff are not available.</li> <li>Interserve assesses the site to open up. Once the site is opened, Interserve staff grit/snow clear if possible or will advise the school Headteacher on site closure.</li> <li>As the test area is on the top floor, all queues are internal.</li> </ul>	1	4	4	
16	Electrical safety/plant & equipment maintenance Defective electrical equipment	Electrocution or fire Burns, smoke inhalation, electric shock, potential fatality	<ul style="list-style-type: none"> <li>Interserve is responsible for the inspection and maintenance of the school's fixed wiring.</li> <li>Interserve is responsible for ensuring that all portable electrical equipment is inspected annually.</li> <li>Any additional portable electrical equipment that is required will be PAT tested by Interserve.</li> <li>Defect reporting procedures are in place.</li> </ul>	1	4	4	

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17	Use of shared equipment	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Test kits are stored in a dry secure area with authorised access only.</li> <li>All test kits are initially sterile.</li> <li>Hand sanitiser is available at the entry point to test area, in testing and processing bays and at exit point, with clear instructions on hand sanitising requirements.</li> <li>The handling of completed lateral tests will be undertaken by trained staff.</li> <li>Testing/swabbing bays will be sanitised between each person by test support assistants.</li> <li>Processing bays will be sanitised in line with government guidance by the individual processor.</li> <li>Testing kits and test readers will be placed in healthcare waste reciprocals once test results are read and recorded.</li> </ul>	1	4	4	
18	Unsuitable location for testing	Possibility of increased infection rates if area is not sufficient in size, layout, ventilation, and inability to thoroughly clean for the testing process.	<ul style="list-style-type: none"> <li>Suitable room/area assessed and provided within school.</li> <li>Rooms/areas have a minimum of two access/egress points to enable a one-way system for persons testing.</li> <li>Rooms/areas have openable windows or doors to allow adequate ventilation that are maintained open for the duration of testing and a minimum of 1 hour after the test area closes.</li> <li>All furniture and flooring (non-porous) are easily cleanable.</li> <li>Testing and processing bays cleaned throughout the testing process in line with DFE/PHE/NHS guidance.</li> <li>Thorough cleans of all surfaces and flooring completed when the test area closes each day.</li> </ul>	1	4	4	
19	Testing without consent	School reputation Civil/criminal prosecution Safeguarding	<ul style="list-style-type: none"> <li>All staff partaking in the testing scheme will have provided written consent.</li> <li>All Year 7 to Year 11 students partaking in the testing will have to have provided written consent from their parents/carers.</li> <li>Students aged 16+ partaking in the testing will have provided written consent and been advised to discuss this with their parents/carers.</li> <li>At the registration point, students' identity and consent will be checked prior to being given a test kit.</li> </ul>	1	4	4	
19	Testing without consent	School reputation Civil/criminal prosecution Safeguarding	<ul style="list-style-type: none"> <li>All persons undergoing testing will be registered on each occasion they test.</li> <li>As individuals self-test, completing the test is a secondary form of consent.</li> <li>No individual who refuses to test at the testing area will be required to test. If the individual is testing as part of the daily close contact-testing regime, they will be required to self-isolate for the remainder of their testing period.</li> </ul> <p><i>Please note: LFT can currently be used on staff/students who have tested positive in the last 90 days. Further information from the DFE/PHE/NHS will be published about this in the coming days.</i></p>				

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20	Risk of choking/ damage to throat or nasal cavity	Individual testing Incorrect swabbing technique Being knocked	<ul style="list-style-type: none"> <li>• Clear information given to all individuals self-testing</li> <li>• Testing assistants on hand to give advice and supportive encouragement as required from the front/side of bay.</li> <li>• Sufficient space behind testing bays for pedestrian movement with clearly demarked exclusion zone to prevent person testing being knocked by others.</li> <li>• Clear process in place for 2/3 persons for testing to access testing bays and leave in a controlled manner.</li> <li>• All pupil self-testing undertaken with supervision</li> <li>• Year 7 self-testing undertaken with 1:1 supervision due to some being 11 years old.</li> <li>• First aider on hand to provide immediate support should it be required.</li> <li>• Crash mats will be available for children who feel faint after taking the test. The crash mats will be cleaned as part of the test area cleaning schedule.</li> </ul>	1	3	3	
21	Cross contamination of staff/pupils/ bubbles during testing process	All persons involved Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Clear system in place to allocate time slots to staff groups and student bubbles.</li> <li>• Testing can only be accessed within allotted time slot; students will be testing in their designated bubbles wherever possible.</li> <li>• Staff in place to manage individuals attending.</li> <li>• Pupils waiting for tests will be supervised to maintain behaviour and social distancing expectations.</li> <li>• Following tests, staff must continue to maintain two meter social distancing at all times.</li> <li>• Students/staff who are attending for daily testing will report to a separate test area/waiting area. Once their test result has been received and is negative, they will be allowed in to the main part of the school building.</li> <li>• Staff/students who test positive will be sent home with a further test that will need to be posted for processing.</li> </ul>	3	2	6	
22	Insufficient trained staff/volunteers to support testing Numbers of tests completed and processed reduced	Potential increased risk in numbers of asymptomatic persons on site Inaccurate testing leading to false positive or negative results	<ul style="list-style-type: none"> <li>• Additional staff capacity created via internal staff volunteering or externally appointed volunteers being appointed.</li> <li>• Staff supporting the lateral testing process have all received role specific online training provided by the DFE/PHE/NHS as part of the roll out of COVID-19 lateral testing in schools.</li> <li>• The school test area Operation Lead will ensure that all relevant training has been undertaken and guidance has been double-checked.</li> <li>• The test area Operation Lead will ensure that a full dry run will take place before testing start on school staff and keyworker school students.</li> </ul>	2	2	4	



Hazard No	Areas for concern	Who might be harmed and how?	Current Control Measures	Risk Evaluation (post measures)			Additional control needed? Action No
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	Tests may not be completed accurately Tests may not be processed and results read correctly		<ul style="list-style-type: none"> <li>All individuals self-testing have been given clear information on how to undertake the test with test support assistants available to give advice as required.</li> <li>Mirrors will be provided so that individuals can see where they are swabbing.</li> <li>Test results are double-checked prior to being communicated to recording staff who then upload results on the government portal along with on the schools excel log.</li> </ul>				
23	Use of un DBS checked volunteers	Safeguarding of students Complaints of conduct	<ul style="list-style-type: none"> <li>The COVID-19 Coordinator and the Quality Lead/Team Leader must be school staff member.</li> <li>School staff must be located in the test area during its testing hours.</li> <li>Non-DBS volunteers must be immediately identifiable by the wearing of an Inventory visitor sticker.</li> <li>Non-school staff will not have access to personal data or information.</li> <li>Anyone who is physically supervising the test must be DBS cleared.</li> <li>If volunteers are to be used, they will assist with student movement or the administration of tasks.</li> </ul>	2	2	4	
24	Ineffective/insufficient cleaning	Any persons within testing area or undertaking cleaning	<ul style="list-style-type: none"> <li>Interserve cleaning staff and staff supporting with the testing process have been trained in the controls that need to be in place.</li> <li>Staff cleaning testing areas, whether cleaners or staff supporting with the testing process, will be provided with and required to wear full PPE as per the recommendation/guidance issued by the DFE/PHE/NHS.</li> <li>Specific cleaning equipment for the cleaning of the testing area will be provided and kept separate from general cleaning equipment.</li> <li>Individual testing bays are to be cleaned between use by test assistants.</li> <li>Processing bays cleaned by processors.</li> <li>All cleaning equipment that is not disposable will be sanitised once finished with.</li> </ul>	1	4	4	
25	Loss of data/breach of data protection	Trust/school reputation Civil/criminal prosecution Safeguarding	<ul style="list-style-type: none"> <li>All personal information will be maintained in line with the school's GDPR Data Protection Policy and overseen by the school's Data Protection Officer.</li> <li>Consent forms will be maintained as per the government guidelines.</li> <li>The test area Operation Lead will be responsible for secure storage and deletion of data.</li> <li>Test results are deleted after 14 days in line with the relevant government guidance.</li> <li>Non-school staff will not have access to staff or student personal data.</li> </ul>	2	2	4	

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26	Insufficient insurance to cover unforeseen eventualities	Trust reputation Financial loss	<ul style="list-style-type: none"> <li>The Assistant Headteacher, Facilities and Resources has contacted the school insurers and has confirmation that the school is insured to take part in the government's schools COVID-19 testing programme.</li> </ul>	1	2	2	
27	Emergency evacuation of the test area	Staff, students and visitors	<ul style="list-style-type: none"> <li>On activation of the school fire alarm system, staff will usher all students out of the test area by following the test area one-way system. Staff will then usher all students to the emergency assembly points.</li> <li>Staff and students will ensure that face masks are worn at all times whilst evacuating the building.</li> <li>Staff or students who are being tested will immediately stop their test and follow all test area staff instructions.</li> <li>Staff who are processing results will ensure that all tests are left in place on the processing table.</li> <li>Staff who are wearing test area PPE will ensure that when they are clear of any testing hazards, equipment, or live tests that they remove all PPE at the test area exit. Face masks must then be put back on when walking through the school building.</li> <li>No emergency fire exits within the test area will be blocked.</li> <li>Internal fire doors within the test area will not be wedged or held open.</li> </ul>	1	2	2	

#### Control Improvements

Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all workers as part of induction	COVID Coordinator		
2	Microsoft Teams talks to be delivered to all workers on a regular basis	COVID Coordinator		

#### Additional Notes

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**Risk Evaluation**

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

**Likelihood**

- Rare** - will probably never happen/recur
- Unlikely** - do not expect it to happen, but is possible
- Possible** - Might happen
- Likely** - will probably happen
- Almost Certain** - will undoubtedly happen

**Severity**

- Negligible
- Minor
- Moderate
- Major
- Critical

**Risk control strategies**

- Intolerable** – stop activity; take immediate action to reduce the risk
- Substantial** - Take action within an agreed period
- Tolerable** – monitor the situation
- Trivial** – No action required

**Declaration** - If the above control measures are implemented the risks posed by the task/process/environment assessed will be controlled to as low as is reasonably practicable.

Persons involved in assessment	
Signature of Lead Assessor	Date

**Reviews** – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident

Review date	Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature

