

COVID-19 Risk assessment – Opening schools

The Government has asked schools to adhere to the following:

From the week commencing 1st June at the earliest, we will be asking primary schools to welcome back children in nursery, reception, year 1 and year 6, alongside priority groups. We will ask secondary schools, sixth form and further education colleges to offer some face-to-face support to supplement the remote education of year 10 and year 12 students who are due to take key exams next year, alongside the full time provision they are offering to priority groups.

We are also asking nurseries and other early years providers, including child-minders, to begin welcoming back all children. Alternative provision settings should mirror the approach being taken for mainstream schools and also offer some face-to-face support for years 10 and 11 students (as they have no year 12). Special schools, special post-16 institutions and hospital schools will work towards a phased return of more children and young people without a focus on specific year groups.

The risk assessment template below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). Some are suggested measures that may be or may not be applicable to your school and specific education setting. The responsible person within the school should use this information to formulate a plan / safe procedures that fit your school.

There are some specific issues that are addressed in the risk assessment but for clarity please read the following Government advice to schools:

Personal Protective Equipment (PPE) including face covering and face masks:

Wearing a face covering or facemask in schools or other education settings is **not** recommended.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This **does not apply** to schools or other education settings.

Schools and other education or childcare settings **should** therefore **not require** staff, children and learners to wear face coverings.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases including:

- Children, young people and students whose care routinely already involves the use of PPE due to their **intimate care needs** should continue to receive their care in the same way
- If a child, young person or other learner becomes **unwell with symptoms of coronavirus** while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Please note:

The NEU advises its members that staff in special schools, where students cannot socially distance and need personal care and support with hygiene measures, should wear PPE at all times when working with children and young people.

<https://neu.org.uk/advice/coronavirus-10-points-special-school-closures>

Where PPE is required, the following is a general checklist for PPE management:

- Communicate suitable information to pupils, parents and carers on what to expect in relation to staff wearing additional PPE;
- Ensure training is provided to the relevant staff on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (Videos and guidance is available and noted on the assessment template below);
- Ensure that where a need for disposable half facemasks that provide a higher level of protection (e.g. disposable FFP3 masks and reusable half masks) is identified. Face fit testing is provided by a competent person (And how this will be applied to staff who have facial hair);
- Identify staff that have relevant pre-existing medical conditions which may restrict or prevent some workers wearing certain types of RPE and clarify how this will be managed. (E.g: asthma or skin allergies);
- Ensure a maintained stock of all identified items of PPE, including a contingency surplus, is available to ensure that the identified additional controls can be sustained throughout the phased return period and into full occupation of each school building until such a time that control measures can be reviewed and reduced accordingly.

Social distancing in early years and primary schools:

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices

- Regular cleaning of settings
- Minimising contact and mixing

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, **only mix in a small, consistent group** and that small **group stays away from other people** and groups.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where settings can keep children and young people in those small groups **2 metres away from each other**, they should do so. While in general groups should be kept apart, brief, transitory contact, **such as passing in a corridor, is low risk**.

For **pre-school children in early years settings**, the staff to child ratios within [Early Years Foundation Stage](#) (EYFS) continue to apply as set out here, and we recommend using these to group children.

For **primary schools**, classes should normally be **split in half, with no more than 15 pupils** per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.

For **secondary schools and colleges**, the same principle of halving classes will normally apply. It is also sensible to rearrange classrooms and workshops with sitting positions 2 metres apart. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. Again, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting.

Additional considerations for planning to re-open schools to more students and staff:

The NASUWT has provided some additional information for its members that schools could consider, these are outlined below and on the following link: <https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/requirements-for-reopening-of-schools.html>

The school should consider further measures and areas during the completion of the initial risk assessment and as the assessment is reviewed during the daily occupation of the school at this time. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for pupils with special or additional needs, taking into account the following:

- Staff who have underlying medical conditions (as defined in government guidance);
- Staff who are subject to shielding or are in a household where someone is shielding;

- Staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
- The availability of supply staff to cover any vacancies or long-term absences.

Individual risk assessments for specific pupils should be reviewed to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of students who previously were not assessed to need one. This may include the following students:

- Pupils who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
- Pupils who need specific care, which cannot be delivered whilst ensuring social distancing;
- Potentially violent pupils, especially those with known risk of spitting and or requiring physical restraint.

The SEN coordinator and other affected staff should be consulted when reviewing or writing such assessments.

Transport arrangements:

Transport to and from school should be assessed if provided by the school or if managed by the school team. How can this be managed safely or adapted to for in line with current social distancing requirements? Do school start times need to be adjusted to accommodate staff and students getting to school safely?

Premises Management:

In conjunction with this risk assessment and guidance Judicium Education have previously provided a detailed risk assessment template for 'Managing Premises Functions' during this time and a six part series of guidance documents (in the form of newsletters) titled 'Managing School Premises during COVID-19 outbreak'. The school's management and H&S Lead have been sent this guidance and have access to all Judicium templates. The premises team should refer to this information in order to ensure the school buildings are suitably managed at this time.

Covid-19 Testing:

As essential workers, Support and Teaching staff can apply for a covid-19 test on the government portal or the school can arrange the test on their behalf: <https://www.gov.uk/apply-coronavirus-test>

For further information regarding this assessment please refer to your assigned Judicium Education Health & Safety consultant.

Health and Safety Risk Assessment – Re-opening Schools – COVID-19

School	The Boxing Academy		Location.	Hackney	
Subject	Opening schools to keyworker’s children and additional specific year groups. In Secondary this includes Year 10 and Year 11. In Special schools, special post-16 institutions and hospital schools it includes additional students on a phased return.				
Assessed by	Anna Cain	Date	January 4, 2021	Review date	Weekly
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.		Persons Affected (Who may be harmed)		
			Students, Employees, Contractors and Visitors.		
Hazards and Risks		Existing Control Measures		Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<ul style="list-style-type: none"> The school has informed parents, students, 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 SEN students or those with care plans 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 students; Employees have had sufficient training and briefing regarding infection control and school protocols; 		Medium	x

		<ul style="list-style-type: none"> • Staff are up to date on other related guidance and support in relation to themselves and students 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-and-carers-on-supporting-children-and-young-peoples-mental-health-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 students; • 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. • Staff and students will wear face coverings at all times moving around the building, unless exempt. 		
2.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including entry to the school.	<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. • Students who are dropped off can do this in the usual way but drivers MUST NOT leave the vehicle; • Students must enter at specifically their time to the building. • Entrance doors are held by one staff member only, reducing the number of occupants touching the doors; • Hand-wash stations are located at the entrance to the school. All occupants are required to wash their hands (soap/water or Hand sanitiser) on entry to the school; • Good hand washing signage to instruct students how to do this effectively is displayed. • All entrants to the building - staff, students, anyone else - will have their temperature taken. Anyone with elevated temperatures will not be admitted. 	Medium	x

		<ul style="list-style-type: none"> Staff and students will wear face coverings at all times moving around the building, unless exempt. 		
3.	<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. 	<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. Students who are picked up can do this in the usual way but drivers MUST NOT leave the vehicle; Exit doors are held open by one staff member only, reducing the number of occupants touching the doors; Students 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); Good hand washing signage to instruct students how to do this effectively; Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas; Finish times have been staggered for each class in order to prevent large numbers students leaving at the same time. 	Medium	x
4.	<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. 	<ul style="list-style-type: none"> Classroom sizes are restricted to 8 students, 1 teacher and 1 pod leader; The new site has rooms large enough to host 11 people while socially distancing. Students are managed while entering the room and are asked to sit at desks/work areas before the next student moves within the same area; Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces; Students have allocated resources such as pens that are assigned to them in their own pencil case; Resources for the day are provided in a tray or similar and are cleaned at the end of the day; Students and staff use hand sanitiser on entry to the classroom; Where possible classes/activities will be completed outside; 	Medium	x

		<ul style="list-style-type: none"> • The number of teachers (and other staff) that mix with a class is restricted to as few as possible. • Where possible, all spaces are well ventilated using natural ventilation (opening windows). • Pupils and staff wear masks at all times, except when seated at their desks and socially distanced. 		
5.	<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. 	<p>Lunches</p> <ul style="list-style-type: none"> • The school provides lunches in the individual classes. <p>Moving around the school:</p> <ul style="list-style-type: none"> • Movement to different areas within the schools is reduced as much as possible; • Pupils and staff wear masks at all times, except when seated at their desks and socially distanced. • Where possible, all spaces are well ventilated using natural ventilation (opening windows); • Additional furniture, coats, bags are not permitted in the school corridor; • Corridors are sterile environments and kept as clear as possible; • Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; • Corridor floors are demarcated to show direction and safe distance signage; • Times are allocated for each class to reduce the need to pass one another in open spaces. • Students are required to remain 2m apart and take part in low risk exercise only. 	Medium	x
6.	<p>Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>	<ul style="list-style-type: none"> • 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. 	Medium	x

		<ul style="list-style-type: none"> Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; Toilets and wash stations have single use paper towel for drying hands. 		
7.	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; ➤ 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; Classrooms will be cleaned at lunch breaks and after school; Toilets will be cleaned in the morning, after break, after lunch and at the end of the day; Common areas will be cleaned once a day; Equipment used by the students 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 in non-healthcare settings. 	Medium	x
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> Employees are required to conform with social distancing requirements at all times; Staff wear masks at all times, except when seated at their desks and socially distanced. 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; Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at safe distance from each other; Each staff area has been assessed, a maximum number of staff per room has been placed on the door; 	Medium	x

		<ul style="list-style-type: none"> • Staff are encouraged to bring a packed lunch and keep a suitable distance from other occupants; • Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; • Employees will be provided with and wear PPE when required in accordance with government guidance. 		
9.	<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 Covid-19; • 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 students, 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 students with a particular focus on early years provision; • The school has a specific room dedicated for suspected cases of COVID-19; • Occupants (staff or students) 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 full PPE including, apron, gloves, mask and visor; • First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm • 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 • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). <p>Waste disposal measures</p>	Medium	x

		<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. 		
10.	<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 students, they should be left at the school main entrance for staff to collect; • The SLT are able to zoom (or other) parents if face to face meetings are required; • Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; • 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; 	Medium	x

		<ul style="list-style-type: none"> • 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; • Delivered items will be left outside of the school building for staff to collect. 		
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> • One in one out management of toilets is in place; • Student use of toilets is managed by staff and communicated to students; • Toilet in use signs are in use; • Toilets are cleaned throughout the day. 	Medium	x
12.	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; • Children are suitably supervised at all times; 	Low	x
13.	Lack of suitable premises management	<ul style="list-style-type: none"> • The school adheres to the government guidance on managing buildings that are partially open; • The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time; • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden premises staff absence; • Lateral testing routines commence in w/c January 4, 2021. • The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six part series of 	Medium	x

		guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed.		
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<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; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Medium	x
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<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; ➢ 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; ➢ Use of the school has been reduced to enable safe sweeping and evacuation; ➢ Due to reduced numbers use of the school is kept to ground floors or specific areas where possible. • All other fire system testing and maintenance has continued as normal. 	Low	x
16.	Staffing levels are low; staff are unwilling to return due to concerns about infection and / or travelling to school on public transport	<ul style="list-style-type: none"> • All staff will be consulted individually and given the chance to express their concerns and personal situation. • Any staff member who falls into the category of people who are "clinically extremely vulnerable" will have received a letter telling them they're in this group or been told by their GP. They will be designated as working from home until this guidance changes: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid- 	Medium	x

		19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 <ul style="list-style-type: none"> Any staff member who considers themselves to be shielding should raise this with management. These staff will maintain social distancing (2m) at all times and will be given a remote workspace where possible. Staff work will be conducted from home as much as possible. Travel times for all staff will be staggered to prevent them having to use public transport during rush hour periods. Staff who drive can park in the new car park. 		
ACTION PLAN (Additional Control Measures Required/Recommended Actions)				
Hazards and Risks - as assessed on May 22nd 2020		Recommended Actions - UPDATED January 4, 2021		
2.	Temperature will be taken upon entry for all persons.	Thermometer has arrived.		
7.	Toilets should be cleaned in the morning, after break, after lunch and at the end of the day;	A new full-time cleaning service has been arranged.		
8.	Employees will be provided with and wear PPE when required in accordance with government guidance.	PPE has been sourced.		
9.	Insufficient first aid measures in place	The First Aid RA has been reviewed and is clear to proceed.		
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	See 7		
13.	Appropriate cleaning and premises staffing levels are in place;	As 7, 11. The premises RA has been reviewed and is clear to proceed.		
14.	COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.	PPE has been sourced.		

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.

In order to calculate the risk level please use the Judicium Education 'Guide to risk assessment'. This document is available on our template site and includes a risk matrix. If required, you have unlimited access to the Judicium e-learning library including 'Risk Assessment Training for Schools – General'.

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 **√** 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.