

**THE HIGHLAND COUNCIL
RISK ASSESSMENT SHEET**

REF: _____
SHEET NO: _____

Service: Education and Learning	DESCRIPTION OF WORK ACTIVITY OR AREA OF THE WORKPLACE ASSESSED: <u>Phase 3 – Coronavirus (COVID-19) – Whole school operation with COVID</u>			Name of Assessor: Mairi Sutherland		
Area: West				Date completed: 11/6/2020		
Location: Kilchuimen 3-18				Date of Review: 11/8/20 6/1/21		
STEP 1	STEP 2	STEP 3	STEP 4			STEP 5
List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable:	List existing control measures or note where information may be found:	Calculate the residual risk - taking account of existing control measures Severity x Likelihood = Risk Rating (1 TO 3) (1 TO 3)			List further risk reduction control measures (include implementation date if known)
1. Coronavirus(COVID-19) – schools risk of infection	Staff, external providers, pupils, visitors, contractors	In line with procedures and guidance, only allow staff in good health to be in schools - Where staff have a high temperature, new continuous cough or loss or change to their sense of smell or taste, they should remain at home and follow infection control guidelines in line with Government guidance. On arrival staff to clean hands at infection control station. Staff to follow usual sign in and out board on arrival and departure. Staff to move to own designated room to prepare for children’s arrival.	3	1	3	If allergies to hand gel consider the provision of bottles of (tap) water, soap and paper towels with them to remove the need for hand gels

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		<p>Staff and any visitors must clean their hands either before or on entering the classroom.</p> <p>Staff and visitors must also wash/sanitise hands on leaving the classroom.</p> <p>This must be done every time the classroom is entered or left.</p> <p>Build handwashing into daily routine.</p> <p>Where tissues are used, bin immediately, then wash hands.</p> <p>Staff should cough into the crook of the elbow or tissue.</p> <p>Practice good hygiene practices regular hand washing by all staff and visitors.</p> <p>Preferred options for cleaning hands from HSE guidance on this:</p> <ol style="list-style-type: none"> 1. soap and hot water 2. soap and cold water 3. 60% alcohol hand sanitisers. <p>Wash hands for at least 20 seconds when:</p> <ul style="list-style-type: none"> Before leaving home On arriving at work or other premises After using the toilet After breaks After sporting activities Before food preparation Before eating any food, including snacks 				<p>Regular hand washing essential between spaces in school.</p>
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		<p>Before leaving work On arrival at home Avoid touching eyes, nose and mouth with unwashed hands.</p> <p>Minimise physical contact with others – e.g. no hand shaking.</p> <p>Social distancing (2m) to be adhered to as far as is possible.</p> <p>Face masks/coverings can be used where close contact (1m) is necessary and should be used where close contact is more than 15 minutes.</p> <p>Face coverings should be worn by anyone over 12 in social areas when moving around the school.</p> <p>Minimise contact with surfaces if possible, e.g. tables, furniture.</p> <p>Spray bottles containing disinfectant or cleaner/sanitiser will be provided for each room along with disposable blue roll and will be replenished by FM/Cleaning as required.</p> <p>*No children should be using spray cleaning products nor wiping these up with blue roll. Adults only for use of these products and not by spraying directly onto surfaces; only applied to blue roll for wiping over.</p> <p>Provide additional supplies of resources including</p>			
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		<p>be first reported to the head teacher who will direct their concerns to the main contact for Cleaning & FM Service, and if not resolved satisfactorily escalated to the Area Education and Learning Manager.</p> <p>Legionella testing completed in all areas of school as per usual cycle.</p> <p>No visitors allowed in the building unless pre-arranged and social distancing regulations enforced.</p> <p>No contractors in the building unless pre-arranged and social distancing enforced.</p> <p>The response to the coronavirus COVID-19 outbreak is complex and fast moving. Relevant websites will be checked regularly and advice will be adapted accordingly. Note the following links:</p> <p>Health Protection Scotland. and https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf which includes guidance on Educational settings (section 2.3).</p> <p>Designated entrances clearly signed for pupils and staff with cleaning stations set up with either sinks with soap or gel.</p> <p>Staff and pupils to maintain social distance of 2m apart at breaks/meal times and at all other times whenever possible.</p>			
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		<p>Pupils over the age of 12 should wear face coverings in all social areas when not in class.</p> <p>Pupils referred to signage and expectations clearly explained.</p> <p>Pupils to have own stationary and specified trays/lockers.</p> <p>Jotters to remain in school and staff must not take jotters home for marking.</p> <p>Use of electronic textbooks and materials should be prioritised on Chromebook. Parents and pupils will be informed that pupils can only handle their own bags and must keep them with them at all times. Only pupils themselves should handle their bags if possible – even at home.</p> <p>Pupils to have packed lunch and snack and stay in designated areas for eating either in classrooms or canteen or distanced in the hall or moving outside. A social distance should be observed at all times.</p> <p>Parents notified of arrival and exiting times and social distancing at all times. Pupils not to line up to enter building and move straight to classes under teacher direction, wash hands and proceed straight to own space in classroom.</p> <p>End of day classes staggered departure of classes and parents to collect and not congregate and if waiting abide by social distancing.</p>				<p>Parents will be asked to encourage pupils to wipe down bags at home every day – as well as Chromebooks</p> <p>Supervision by MGM team if needed.</p> <p>Avoidance of congestion at school entrances – Parents asked to social distance.</p>
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		<p>In classes pupils to remain in designated space. Await teacher instruction when exiting class to maintain infection control and social distance rules.</p> <p>Toilet access will be designated by class and pupils will be encouraged to wash hands as they go avoid touching surfaces wash hands on return to class.</p> <p>Cleaning staff liaising with FM will adhere to cleaning of toilets.</p> <p>FM and cleaning staff will clean to a rota during the school day. Additional cleaning by extra staff part way through the day.</p> <p>Break times and lunchtimes will be staggered and pupils will social distance collect and return to classroom unless they choose to go outside. The playground supervisor will ensure social distancing rules are adhered to.</p> <p>Movement in corridors to be restricted and a clearly marked stay left system and distance from staff held at 2m where possible. Masks are needed when moving around in all social areas.</p> <p>Academy pupils will be allowed to leave school premises to access local shops at lunchtime in the low season after consultation with local businesses. Social distancing and masks must be worn.</p> <p>Those who normally go home for lunch should follow COVID prevention measures procedures</p>				<p>Toilets clearly allocated to each class and age and stage.</p> <p>All staff to police one-way system</p>
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		<p>disinfection.</p> <p>Staff may continue to use their own office chairs, even if covered in soft materials but these may not be shared between staff.</p> <p>Movement into and out of the office to be minimized or totally avoided.</p> <p>Use of photocopier is allowed for printing and collection only from staff room, art room and base and all photocopying should be requested through the office.</p>				<p>In the case of absence or covering a class, cover teacher must use a different hard chair.</p> <p>All pupils, staff and visitors should stand behind the line at front screen.</p> <p>Electrical machinery can not be sanitized with non-compatible sprays.</p>
<p>2. Provision of assistance to person developing symptoms Covid-19 (Coronavirus) and/or when dealing with spillages or cleaning up body fluids, blood, vomit, etc.</p>	<p>Staff, pupils visitors, contractors</p>	<p>Anyone developing any of the Covid-19 symptoms above, should return home and self-isolate for 7 days. Other family members at home should self-isolate for 10 days in line with current government guidance.</p> <p>Health Protection Scotland guidance always followed Health Protection Scotland. (hpt.highland@nhs.net)</p> <p>If a staff member was dropped off by a spouse/partner and that staff member subsequently develops symptoms of Covid-19 whilst at school, they must be removed from the setting and isolated until they can be picked up.</p> <p>A suitable room/area in the school identified to ensure person can be isolated – interview room next</p>	3	1	3	

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		<p>to office clearly signed</p> <p>Where assistance is needed with an unconfirmed case of Covid-19 (e.g. someone is isolated and awaiting pick up), use of Personal Protective Equipment (PPE) may be appropriate where social distancing cannot be maintained.</p> <p>Disposable gloves (nitrile) and disposable plastic apron are recommended. Fluid Resistant Surgical Mask (Type IIR) where social distancing cannot be maintained. Disposable eye protection (such as face visor or goggles) should be worn if there is a risk of splashing into the eyes.</p> <p>Arrange for deep clean to be carried out subsequently of person's work area and door knobs, handles and other items with which they may have come in contact.</p> <p>Emergency contact list for staff should be accessible and up to date. All school based information is held in a blue folder labelled COVID and carried home each night by HT or designated DHT.</p> <p>Get advice from Highland Health Protection Team if required. Flow chart of procedures in office, on HT office wall, in COVID folder and circulated.</p>				
3. Waste	Staff, pupils visitors, contractors	Consumable waste items that have been in contact with a person with symptoms, including used tissues, should be put in a plastic rubbish bag, double bagged and tied.	3	1	3	

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		Double bag placed in a secure location. If person tests negative for Covid-19, bag can be put in normal waste. If person tests positive, then bag should be kept secure for at least 72 hours and this can then be put in normal waste.				
4. Fire	Staff, pupils, visitors, contractors	<p>Emergency evacuation procedures up to date.</p> <p>Ensure all are familiar with the sound of the fire alarm, procedures and evacuation routes.</p> <p>Register for staff on entry and exit on wall with slider. All staff must only register themselves.</p> <p>Sign in for visitors and contractors. Signed in by office staff.</p> <p>Fire drills held regularly.</p> <p>Weekly alarm testing, ensuring fire doors/exits are operating correctly.</p> <p>Keep corridors and fire exits clear.</p> <p>Internal Fire exits can remain open to aid ventilation but only with prior approval of FM and fire officer. External fire doors to remain closed.</p> <p>Staff familiar with telephony.</p>	3	1	3	Emergency evacuation procedures are updated regularly.
5. First Aid (in the event of an accident)	First Aiders / Emergency FAs, staff, pupils visitors,	<p>Provide contact numbers for first aiders.</p> <p>All staff familiar with First Aid box locations.</p> <p>First Aid boxes kept up to date.</p>	3	1	3	

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	contractors	<p>First aid signage reflecting person on duty on entry to school located on office window facing arrival corridor.</p> <p>Note following links to guidance for first aiders: https://www.greencrosstraining.com/blog1/COVID-19-First-Aider-Advice and HSE guidance https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</p>				
6. Slips/trips at the same level	Staff, pupils visitors, contractors	<p>Spillages should be mopped up immediately.</p> <p>Floor and stair areas should be kept clear of obstructions.</p> <p>Pupils to be in designated social areas or outside at break time or lunchtime.</p>	2	1	2	
7. Working at height	Staff	<p>Council/NHS staff should avoid working at height where possible.</p> <p>Only ladders, steps or stepladders for use at work should be used (EN 131)</p>	3	1	3	
8. Dangerous machinery (e.g. in technology workshops)	Staff, pupils visitors, contractors	<p>No unauthorized access to any of the practical subject classrooms and stores.</p> <p>No access to technician's base.</p> <p>Access restricted to all technology workshops, science classrooms and stores, art departments (e.g. kiln room, pugmills), Music, Home economics and PE stores unless teacher present.</p>	3	1	3	

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		<p>Specific Risk Assessments in place for infection control for practical subjects in appendix section.</p> <p>Keep all such classrooms locked when not in use.</p> <p>Access to the kitchen, practical rooms to be only accessed after following specific risk assessment protocols.</p>				
9. Contact with chemicals	Unauthorized persons.	<p>No unauthorized access to any of the practical subject classrooms and stores.</p> <p>No unauthorized access to science technician's preparation area and chemical store.</p> <p>Restrict unauthorized access to all technology workshops, science classrooms and stores, art departments (e.g. kiln room, pug mills), Home Economics.</p> <p>Keep all such classrooms locked when not in use.</p> <p>Keep cleaning cupboards locked.</p>	3	1	3	
10. Moving and handling	Staff	<p>Staff should avoid moving furniture and if required must be washed down after.</p> <p>Once desk positions and room layouts have been established, suitable arrangements will need to be made with suitably trained staff in view of the extent of the moving and handling required.</p>	2	1	2	
11. Violence and aggression towards staff	Staff	<p>Security system in school in use.</p> <p>School lockdown procedures shared and kept up to</p>	2	1	2	

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		date. Sign in and out system. This should not involve sharing a sign in book or sharing pens or pencils.				
12. Traffic management (being struck by a moving vehicle)	Staff, pupils visitors, contractors	Traffic management in place signage visible for all vehicles. Segregated pedestrian and vehicular access in place Restricted access around building to contractors controlled by FM Restrict car parking to official car parks procedure in place with gates unlocked 30 minutes prior to first entry and locked 30 minutes after last visit.	3	1	3	
Level 4 Controls and reopening with Key Worker and Vulnerable children	January 2021	In addition to the above Risk Assessment, the following specifically apply to our re-opening from January 2021				
List potential Hazards here:	List groups of people at risk from hazards. Including those most vulnerable:	List existing control measures or note where information may be found:	Calculate the residual risk - taking account of existing control measures Severity x Likelihood = Risk Rating (1 TO 3) (1 TO 3)		List further risk reduction control measures (include implementation date if known)	
13. Reopening COVID infection risk	All staff and pupils	Track and Trace information and rota to be held at Reception for key worker and vulnerable children returning to school. Entry by the main door only. Pupils should then go to their designated classroom and if in academy their designated seat.	3	1	3	Only staff on rotas in school and track and trace in place

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		<p>Pupils should bring their own stationery and fully charged Chromebook and earphones if they have them.</p> <p>Academy skeleton staff working within the school, all other staff working from home.</p> <p>Rota in appendix below Primary skeleton staff working within the school, all other staff working from home.</p> <p>Rota in appendix below</p> <p>Adult visitors to schools should be strictly limited only to those that are necessary to support children and young people or the running of the school and arrangements should be communicated clearly to staff and the wider school community.</p> <p>Request that parents and carers of children on the shielding list gain clinical advice on the suitability of in-school attendance for children; otherwise they should not attend school at this time.</p> <p>Individual risk assessments for shielding staff (The Chief Medical Officer has issued a fit note to applicable staff). Staff were advised by letter to seek advice but any who have been unable to do so should work from home in the meantime. When in receipt of guidance from the clinician/GP, the Line manager should review the individual risk assessments with HR support when required.</p> <p>Strict limitations on staff movement between</p>				<p>School locked during class time and visitors must ring the bell</p> <p>Communication with parents on-going</p> <p>Staff risk assessment updated. No vulnerable pupils in school</p> <p>Operating as one</p>
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		<p>schools- staff working in only one school (see further detail in the visiting staff section).</p> <p>Face coverings should be worn by all staff and pupils when moving around school.</p> <p style="color: red;">See specific face covering guidance below.</p> <p>Temporary suspension of young people attending college settings or other schools (see further detail in the split placements section).</p> <p>Suspension of activities or clubs outside the usual school timetable</p> <p>Suspension of the use of third party providers within schools and grounds</p>				<p>campus and two schools for preventions of COVID mixing purposes.</p> <p>DHT will liaise with college pupils.</p> <p>No clubs running</p>
<p>14. School visitors and peripatetic staff</p>		<p>Movement between schools (e.g. temporary/ supply/ peripatetic staff) should be kept to a minimum, until further notice. This includes attendance at school of those who visit, such as visiting teachers, psychologists, nurses and social workers.</p> <p>Recognising the importance of holistic support for children and young people requirement to meet their needs, every effort should be made to secure these wider inputs through lower risk methods such as digital/virtual means or outdoor settings.</p> <p>However, please note:</p> <p>Where it is vital for council staff to attend a school</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>All staff briefed and risk assessment circulated to them.</p>

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		<p>setting, this should be to no more than one school in a day- with the appropriate distancing and hygiene arrangements in place.</p> <p>CCR may only attend one school in a day. Cluster head teachers may, where necessary, move across locations- with the appropriate distancing and hygiene arrangements in place.</p> <p>Educational psychologists and allied health professionals may, where necessary, attend one school setting in a day- with the appropriate distancing and hygiene arrangements in place. There is a suspension of college staff attending schools.</p> <p>There is a suspension of Music tutors attending schools.</p> <p>Visiting staff and probationers who live outwith Highland should not travel into Highland at this time and should employ other learning methods</p>				<p>SL requested to stay within her health board area.</p>
<p>15. Specific face covering advice</p>		<p>Face coverings are worn by everyone (not those with exemptions) following the rules below. All adults must maintain a 2m distance from other adults when working together with groups of children.</p> <p>Face coverings should be worn by adults wherever they cannot maintain a 2 m distance from other adults (e.g. in corridor and communal areas).</p> <p>Coverings should also be worn by staff and visitors when not working directly with children, for example when in office and admin areas, canteens</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>Spare face masks at Reception.</p>

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		<p>(except when dining), staff rooms and other confined communal areas, (including staff toilets) when 2 m distancing cannot be maintained, except where a person is exempt from wearing a covering.</p> <p>Face coverings should be strongly encouraged for parents and other visitors to the setting (whether entering the building or otherwise), including parents at drop-off and pick-up.</p> <p>Levels 3 and 4, pupils in the senior phase – S4-6 and their teachers should wear face coverings in classrooms, as well as when they are moving around the school and in communal areas.</p>				
Appendices						
1. Practical subject Risk Assessment (no practical subjects during lockdown)	Teacher and pupils in practical subjects	Art Tech & Science Music HE PE				
2. Individual Risk Assessment staff and pupils No vulnerable pupils in school	Named staff member					

Assessor Signature	Mairi Sutherland	Grade / Location	HT/ Kilchuimen 3-18	Date	16/8/2020
Update	S. Foster				01/09/2020
	M Sutherland				6/01/2020

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COVID contact throughout Mairi Sutherland HT school 01320 366296,

Appendix 1 Academy Rota for staff

Kilchuimen Academy	Staff 1	Staff 2	Staff 3	Management	Support staff (office and FM)
Mon	Jane Brown			Mairi Sutherland	Jane Bremner, Bill Hepburn FM,
Tues	Susan Knott	Leslie Thurnell		Mairi Sutherland	Jane Bremner, Bill Hepburn FM
Wed	Jane Brown	Kathryn Sharples	Kay Jones	Lauren MacRaid	Jane Bremner, Bill Hepburn FM
Thurs	Susan Knott	Lindsey Gibbins	Brenda Seatter	Dave Peers	Jane Bremner, Bill Hepburn FM
Fri	Amanda Anderson			Yvonne Walker	Jane Bremner, Bill Hepburn FM

Appendix 2 Primary and Nursery Rota

	Nursery and P1-3	P4-7	Nursery and P1-3	P4-7	Nursery and P1-3	P4-7	SLT	Support staff Catering and Cleaning
	8.40am – 10.40am		10.55am – 1pm		1pm – 3.40pm			
Monday	Lesley Hill	Amanda Anderson	Lesley	Amanda	Daniela Vilardo	Yvonne Walker	Yvonne	Tiffany Holt, Mary-Anne MacNally Ani Demireva
Tuesday	Seonaid Brady	Lesley	Daniela	Lesley	Daniela	Seonaid	Yvonne	Tiffany Holt, Mary-Anne MacNally Ani Demireva
Wednesday	Lesley	Dave Peers	Lesley	Dave	Seonaid	Amanda	Yvonne	Tiffany Holt, Mary-Anne MacNally Ani Demireva
Thursday	Daniela	Evie Sandham	Daniela	Evie	Seonaid	Amanda	Yvonne	Tiffany Holt, Mary-Anne MacNally Ani Demireva
Friday	Seonaid	Daniela	Seonaid	Daniela			Yvonne	Tiffany Holt, Mary-Anne MacNally Ani Demireva

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