

## **THE PARTNERSHIP TRUST RISK ASSESSMENT – ~~September 2021~~ 2021-22**

|                     |  |      |   |
|---------------------|--|------|---|
| ACADEMY SCHOOL NAME | Moorlands Schools Federation   |      |   |
| Name of assessor    | Louisa Sellars<br>Katy Pearson<br>Michael Cainen<br>Melanie Richards | Date | 03/12/21<br><del>To be revised weekly</del><br><u>To be reviewed as necessary</u> |

|                    |                        |      |                  |
|--------------------|------------------------|------|------------------|
| Risk Assessment of | CORONAVIRUS (Covid-19) | Date | Term 2 2021-2022 |
|--------------------|------------------------|------|------------------|

This risk assessment addresses the management of risk associated with contracting Covid 19 within the school setting.

It is underpinned by the following systems of control. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below and the following guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

### **Prevention:**

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
2. Where recommended, use face coverings within school setting and at drop off and pick up
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Minimise contact between individuals and maintain social distancing wherever possible
6. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and other proven substances.
7. Where necessary, wear appropriate PPE.
8. Always keep the school building throughout well ventilated (all spaces are occupied throughout school)

Numbers 1 – 5 and number 8 must be in place in throughout Moorlands Schools Federation, all the time.

Number 6 must be properly considered and settings must put in place measures that suit their particular circumstances.

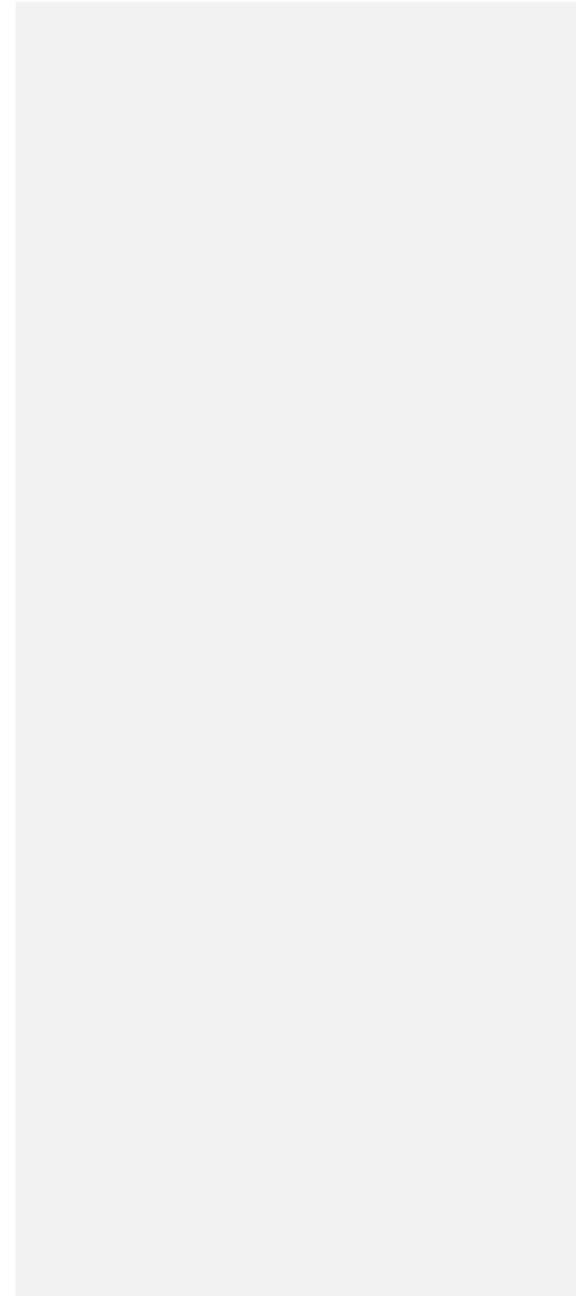
Number 7 applies in specific circumstances.

Response to any infection:

9. Engage with the NHS Test and Trace process.
10. Manage confirmed cases of coronavirus (COVID-19) amongst Moorlands Schools Federation community.
11. Contain any outbreak by following local health protection team advice.

**THE PARTNERSHIP TRUST RISK ASSESSMENT** — ~~September 2021~~ 2021-22

Numbers 9-11 must be followed in every case where they are relevant.



***THE PARTNERSHIP TRUST RISK ASSESSMENT*** – ~~September 2021~~ 2021-22

The Risk assessment takes into consideration the following school documentation and should be read alongside these documents for more information

1. Operational Plan (January 2021)
2. Recovery Curriculum Principles and Models
3. Behaviour Policy – COVID-19 Annex
4. Safeguarding Policy – COVID-19 Annex
5. Health and Safety Policy – COVID 19 Annex
6. Personal risk assessments / behaviour plans for named pupils
7. Contingency Planning Documentation

**THE PARTNERSHIP TRUST RISK ASSESSMENT – ~~September 2021~~ 2021-22**

| What is the hazard?                                   | Who might be harmed?  | How might people be harmed?  | Existing risk control measures  | Risk Rating |   |   | Additional Controls  | Action / monitored by whom?  | Action/ monitored by when? |
|---|---|--|---|-------------|---|---|--|--|----------------------------|
|   |   |  |   | L           | M | H |  |  |                            |
| Poor hygiene/ spread of coronavirus                   | People who are extremely clinically vulnerable or clinically vulnerable to complications from COVID-19<br><br>All school staff and pupils | Acute health complications and potential death as a result of contracting COVID-19<br><br>Increase in the rate of infection and transmission | <a href="#">Link to DiE guidance on full opening of schools ; HSE guidance on hygiene and hand sanitising</a> <ul style="list-style-type: none"> <li>Handwashing routines are in place – on entry to school, before and after breaks and lunch, on exit from school and regularly in between; Culture embedded that children wash hands and sanitise routinely throughout the day.</li> <li>Hand sanitiser is provided each day with support of staff at main entrance to school;</li> <li>Hand sanitiser is also available in classrooms/corridors for regular use and this is utilised as demonstrated above (see separate hand sanitiser gel risk assessment);</li> <li>Operational plan includes all information on good hygiene practices expected, including hand and respiratory hygiene.</li> <li>Posters and adults draw attention to hand and respiratory hygiene displayed in key areas throughout school.</li> <li>Provision of PPE for staff providing intimate care not advised unless this was in child's care plan ahead of C-19</li> <li><a href="#">Staff and visitors are asked to wear a face covering in communal areas or when not with children</a></li> </ul> |             |   |   | No additional control measures needed at this point, to be reviewed weekly | Action: All staff<br><br>Monitored by: <a href="#">KP/MCA</a><br><a href="#">staff</a> | Daily monitoring, ongoing. |
| Coming into contact with infected surfaces /resources | Members of staff, pupils and parents; visitors to school, members of the public   | Acute health complications and potential death as a result of contracting COVID-19   | <a href="#">Link to Guidance on Cleaning Non-Healthcare settings</a> <ul style="list-style-type: none"> <li>Enhanced cleaning of frequently touched surfaces to take place 2x a day by staff and the cleaning company. There will be regular checks of their work both by the company and the school.</li> </ul>  |             |   |   |  | Action: All staff<br><br>Monitored by: <a href="#">All staff KP</a>                    | Daily monitoring, ongoing. |

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**THE PARTNERSHIP TRUST RISK ASSESSMENT – September 2021-2021-22**

| What is the hazard?  | Who might be harmed?  | How might people be harmed?  | Existing risk control measures  | Risk Rating |   |   | Additional Controls | Action / monitored by whom?   | Action/ monitored by when?  |
|--|---|--|---|-------------|---|---|---------------------|---|---|
|  |   |  |   | L           | M | H |                     |   |   |
| Coming into contact on site with those that have symptoms or those that are asymptomatic | Members of staff, pupils and parents; visitors to school, members of the public | Acute health complications and potential death as a result of contracting COVID-19 | <p>Link to <a href="#">Testing information</a>; <a href="#">Government Guidance on safe working including PPE</a>; <a href="#">Government Stay at Home advice</a></p> <ul style="list-style-type: none"> <li>• Clear message to all that anyone displaying symptoms of COVID-19 (high temperature, new continuous cough or change in sense of smell/taste) should self-isolate and engage with NHS Test and Trace process. Anyone with symptoms of heavy cold/headache are asked to self-isolate;</li> <li>• Anyone displaying symptoms will be asked to leave as soon as possible. If needed, they will use <del>the a</del> designated <del>'isolation rooms'</del> <u>isolation space</u> if unable to leave immediately (e.g. a pupil waiting for a parent to collect them), this applies to staff and pupils;</li> <li>• <del>A designated isolation room is in place, enabling immediate isolation of anyone displaying symptoms of COVID-19 until they can be collected by a parent/carer. PPE is available in the 'isolation room' for any adult who needs to remain with a child displaying symptoms;</del></li> <li>• <del>Any areas used by a person displaying symptoms will be closed until deep cleaning can take place.</del> Thorough cleaning of <del>the any</del> isolation area and other potentially contaminated areas will take place following removal of the affected person(s) from site. This will include double bagging and disposal of PPE and materials contaminated with bodily fluids.</li> <li>• Twice-weekly LFD testing programme underway involving the vast majority of staff, <u>positive</u> results reported to school and via the NHS Test &amp; Trace service</li> </ul> |             |   |   | Cases of COVID-19   | Action: All staff<br>Monitored by: <u>All staff</u><br><del>KP/MC/MR/MM</del> | Daily monitoring, ongoing.<br><br>Constant monitoring by KP/MC and MR/JE/DP |
| Visitors on school site  | Members of staff, pupils and parents; visitors to                               |  | <p>Link to <a href="#">Government Guidance for School Opening</a></p> <ul style="list-style-type: none"> <li>• Any regular visitors to site, e.g. building contractors, have been <del>invited</del> <u>asked</u> to participate in the LFD testing programme.</li> </ul>   |             |   |   |                     | Action: All staff<br>Monitored by: <u>LS/KP/MC/MR/DP/JE</u>                   | Daily monitoring, ongoing.  |

**THE PARTNERSHIP TRUST RISK ASSESSMENT – ~~September 2021~~ 2021-22**

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|---------------------|-------------------------------|-----------------------------|--|-------------|---|---|---------------------|-----------------------------|----------------------------|
|                     |                               |                             |  | L           | M | H |                     |                             |                            |
|                     | school, members of the public |                             | <ul style="list-style-type: none"> <li>• <del>Only where it is deemed appropriate or necessary will meetings be held on site. Otherwise me</del><del>The majority of meetings will not be held on site these</del> will be held via Zoom/Google Meet/Microsoft Teams.</li> <li>• Any meetings or sessions with essential visitors <del>(OT)</del> will be held in well ventilated rooms <del>and participants will be asked to wear face coverings-</del></li> <li>• A signing-in procedure which will include taking contact details is in place for all visitors to the school. This includes sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</li> <li>• Peripatetic music teachers <del>and</del> after-school club providers <del>and Rocksteady</del> have resumed their normal activity, adhering to risk control measures details in the other sections of this document.</li> <li>• <del>Long term supply cover is used and use of short term supply is kept to a minimum.</del></li> <li>• Supply staff will only be used as a last resort. If supply staff are required, they will follow the same rules as all other staff with regard to their working and safety practices. Wherever possible cover will be provided <del>internally by existing members of staff</del><del>by other members of the school community</del>, reducing the need for supply.</li> <li>• <del>The Headteacher will take active steps to minimise the number of temporary staff entering the school premises. If a supply teacher is contracted to work at the school, they will be provided with a copy of this risk assessment and sign to say read and agree to comply with school's arrangements for managing and minimising risk.</del></li> <li>• <del>Supply staff will be expressly asked to take particular care to maintain distance from other staff and pupils.</del></li> </ul> |             |   |   |                     |                             |                            |

**THE PARTNERSHIP TRUST RISK ASSESSMENT – September 2021-2021-22**

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|--|---|--|--|-------------|---|---|---------------------|--|-----------------------------|
|  |   |  |  | L           | M | H |                     |  |                             |
| External trips                             | Members of staff, pupils and parents; visitors to school, members of the public | Acute health complications and potential death as a result of contracting COVID-19 | Link to <a href="#">Government Guidance for School Opening</a> <ul style="list-style-type: none"> <li>All trips taking place will be subject to risk assessment which includes COVID risks.</li> <li>Any trips involving transport and visiting public areas will be thoroughly risk assessed before going ahead, referring to Government guidance in place at the time of the visit.</li> </ul>   |             |   |   |                     | Action: All staff<br>Monitored by: <del>KP</del> /MC/DP  | Termly monitoring, ongoing. |
| Poor workplace ventilation                 | Members of staff, pupils and parents; visitors to school, members of the public | Acute health complications and potential death as a result of contracting COVID-19 | Link to <a href="#">HSE guidance on ventilation: DfE guidance for full opening :schools</a> <ul style="list-style-type: none"> <li>Natural ventilation will be used to help reduce the risk of spreading coronavirus. All classrooms have direct access to the outside and doors can remain open (non- fire doors) because the site is secure;</li> <li>All classrooms and offices have windows that open and can be well ventilated.</li> <li>During winter the heating will be on in the morning and when staff arrive they are to open windows in corridors/offices and classrooms</li> <li>Internal doors that are not fire doors will be propped open to allow for additional ventilation.</li> <li>Where necessary because of cold temperatures additional layers of clothing may be worn inside, hence the relaxation of uniform rules.</li> <li><del>CO2</del> <del>monitors</del> <del>have</del> <del>been</del> <del>placed</del> <del>in</del> <del>all</del> <del>classrooms</del> <del>and</del> <del>staffrooms</del> <del>with</del> <del>guidance</del> <del>on</del> <del>how</del> <del>to</del> <del>mitigate</del> <del>for</del> <del>poor</del> <del>air</del> <del>quality</del>.</li> </ul> |             |   |   |                     | Action: All staff<br>Monitored by: <del>All</del> <del>classroom</del> <del>staff</del> <del>KP</del> /MC/MR/MM/IT | Daily monitoring, ongoing.  |
| Poor hygiene in provision of schools meals | Members of staff, pupils and parents; visitors to school, members of the public | Acute health complications and potential death as a result of contracting COVID-19 | Link to : <a href="#">Guidance for food businesses</a> <ul style="list-style-type: none"> <li>School lunches cooked on site, meeting the statutory requirements regarding the provision of cooked lunches for all pupils who want these, including those eligible for benefits-related free school meals and universal infant free school meals.</li> <li>Catering Manager is ensuring all hygiene arrangements are in place and has a specific</li> </ul>   |             |   |   |                     | Action: All staff<br>Monitored by: <del>KP</del> /MCLS/AT  | Daily monitoring, ongoing.  |

**THE PARTNERSHIP TRUST RISK ASSESSMENT – ~~September 2021~~ 2021-22**

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|   |                                      |   |  | L           | M | H |   |                             |                            |
|   |                                      |   | <p>manual in place for the provision of food if the Cook in Charge is off. When Cook in Charge is absent our Catering Assistant will take over the provision of meals.</p> <ul style="list-style-type: none"> <li>• Breakfast and After School Club leaders have Food Hygiene certificates and will adhere to safe preparation of foods.</li> <li>• Children will eat lunch in the infant dining hall and infant hall, staff to sanitise tables ahead of different children entering the hall to eat.</li> <li>• Children to sanitise hands before and after eating</li> </ul>   |             |   |   |   |                             |                            |
| Mental health and well-being affected through isolation or anxiety about Covid 19 | Staff<br>Parents<br>Carers<br>Pupils | Raised anxiety levels<br>Paranoia<br>Mental illness<br>Poor school attendance/ refusal<br>Reduction in parenting capacity | <p>Link to: <a href="#">DfE Guidance on supporting children and young people's well-being</a> ; <a href="#">HSE work related stress and how to manage it</a>;</p> <ul style="list-style-type: none"> <li>• Inform parents about steps the school is taking to reduce the risk of infection transmission.</li> <li>• School staff will make time to talk to parents where there are concerns about children's mental health and well-being.</li> <li>• It is expected that all staff will be at work. We have <del>three</del> two CEV who will shield in accordance with government guidance and some with CEV or V in households</li> <li>• All staff meetings will have Health and Safety as an agenda item, enabling anyone to raise concern -concerns may also be raised privately directly with the Headteacher or School Business Manager</li> <li>• Staff and parents/carers will be provided with information and links to mental health and wellbeing support networks.</li> <li>• In the event of an outbreak at school which meets the threshold for attendance restrictions, remote learning plans come into place for any children who are unable to attend the setting due to restrictions. Zoom and Class Dojo will be utilised.</li> </ul> |             |   |   | <p>Action: All staff</p> <p>Monitored by:<br/><del>KP/MGLS/KP/EH/MP</del></p> | Daily monitoring, ongoing.  |                            |

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|  |   |  |  | L           | M | H |                     |  |                            |
|  |   |  | <ul style="list-style-type: none"> <li>We will inform parents about steps the school is taking to reduce the risk of infection transmission and keep updating.</li> <li>Staff will make time to talk with parents where there are concerns about children returning to school and offer ongoing support.</li> <li>SENCo/ELSA to become involved with families who are expressing or demonstrating additional needs as a result of changes due to Covid-19.</li> <li>Jigsaw Scheme of work utilised to support children's mental health and well-being</li> <li><del>An annex to the Safeguarding and Child Protection Policy at Moorlands Schools Federation ensures staff are vigilant in respect of the part they play in safeguarding children.</del></li> <li>Referrals for multiagency support (Early Help) continue to be made as and in partnership with parents/carers wherever possible. The school continues to actively support visits to the school from external providers providing additional care, support and guidance to vulnerable pupils.</li> </ul> |             |   |   |                     | KP and EH to liaise regarding visits to school and individual pupils |                            |
| Additional risks for those identified as clinically extremely vulnerable | Members of staff, pupils and parents; visitors to school, members of the public | Acute health complications and potential death as a result of contracting COVID-19 | Link to <a href="#">Government Guidance on Shielding and protecting extremely clinically vulnerable</a> (updated <del>February</del> November 2021) <ul style="list-style-type: none"> <li>We have no pupils who are identified as extremely clinically vulnerable.</li> <li>We have two staff members identified as extremely clinically vulnerable.</li> <li>Should this change, personal risk assessment for those who are extremely clinically vulnerable will be produced in partnership with the person and their parent/carer as appropriate. These will draw on guidance provided by the person, their parents in the case of children, and relevant medical practitioners.</li> <li>Where shielding requirements are recommended by a doctor, a personalised</li> </ul>   |             |   |   |                     | Action: All staff<br>Monitored by: <del>LS/MR</del> KP/MC            | Daily monitoring, ongoing. |

**THE PARTNERSHIP TRUST RISK ASSESSMENT – ~~September 2021~~ 2021-22**

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|--|---|--|--|-------------|---|---|---|---|----------------------------|
|  |   |  |  | L           | M | H |   |   |                            |
|  |   |  | <p>remote education plan will be provided for the child, with input from the parent and medical practitioner as to how needs can be most effectively met.</p> <ul style="list-style-type: none"> <li>In the case of pupils, reference will be made to the school policy on 'Supporting Pupils With Medical Conditions'</li> </ul>  |             |   |   |   |   |                            |
| Identification of those at risk in the event of an outbreak at school      | Members of staff, pupils and parents; visitors to school, members of the public | Acute health complications and potential death as a result of contracting COVID-19                 | <p>Link to <a href="#">Government Stay at Home advice</a>; <a href="#">NHS Track and Trace advice</a>; Local COVID level alert; what you need to know</p> <ul style="list-style-type: none"> <li>All contact details for staff and pupils will be checked and we will ensure that it is up to date.</li> <li>Signing-in process will include requirement for contact details for all visitors. Storage of this information is managed according to the Trust's Retention Policy and is GDPR compliant. It would be used to support rapid contact tracing should this ever be required.</li> <li><del>Members of staff who have previously been shielding will be considered carefully should there be an outbreak at school and advised to immediately stop attending.</del></li> <li>Personal risk assessment completed for any member of staff in the third trimester of pregnancy</li> <li>In the event of a confirmed case, contact tracing will be undertaken by NHS Test and Trace.</li> <li>In the event of becoming aware of a positive case the HT will advise staff members or parents/carers to inform NHS Test and Trace.</li> </ul> |             |   |   | <p>Action: All staff</p> <p>Monitored by: <a href="#">LS/KP/MC</a><br/><a href="#">KP/MC</a></p>                              | Daily monitoring, ongoing.                          |                            |
| <a href="#">Infection arising as a consequence of gatherings or events</a> | <a href="#">Members of staff, pupils, parents/carers and visitors;</a>          | <a href="#">Acute health complications and potential death as a result of contracting COVID-19</a> | <ul style="list-style-type: none"> <li><a href="#">Where at all possible, events are to be held outdoors.</a></li> <li><a href="#">For their safety to be considered, indoor events will require their own risk assessment to be undertaken which will take into account the number of people involved, the space</a></li> </ul>   |             |   |   | <p>Action: <a href="#">members of school community planning to hold events</a></p> <p>Monitored: <a href="#">LS/MC/MR</a></p> | <a href="#">When event planning is taking place</a> |                            |

**THE PARTNERSHIP TRUST RISK ASSESSMENT – September 2021-2021-22**

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|-------------------------|---------------------------------------|---|--|-------------|---|---|---------------------|---|----------------------------|
|                         |                                       |   |  | L           | M | H |                     |   |                            |
|                         |                                       | <u>Increase in the rate of infection and transmission</u> | <p><u>available, the potential for ventilation and the duration of any proposed event.</u></p> <ul style="list-style-type: none"> <li><u>Visitors to the school site over the age of 11 are encouraged to wear a face covering.</u></li> <li><u>Hand sanitiser will be readily available for visitors and members of the school community to use.</u></li> <li><u>In the case of events where visitors are not members of our school community (for example, open days), visitors will not interact with the children in school and will be kept at a safe (at least 2m+) distance from children.</u></li> <li><u>Any time in school buildings (such as signing in or using corridors to exit) will be kept to a minimum.</u></li> <li><u>The school buildings will be ventilated by means of opening windows.</u></li> <li><u>A signing-in procedure which will include taking contact details is in place for all visitors to the school. This includes sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</u></li> </ul> |             |   |   |                     |   |                            |
| Parent Teacher meetings | Members of staff, pupils and parents; |   | <ul style="list-style-type: none"> <li>Parent teacher meetings will be held <del>via</del> <u>Zoom</u> <u>virtually</u>.</li> <li>Each class will receive a timed appointment slot in consultation with class teachers. Appointments to be booked by parents via school parents-booking.co.uk to be managed by the office.</li> <li>A second member of staff will be available to support teachers where this is necessary.</li> <li>Meetings will not be recorded, due to GDPR</li> <li>Each meeting will last ten minutes in length, the parent given a one minute warning before Zoom ceases.</li> <li>Remote Teaching and Working Policy will be followed at all times</li> </ul>  |             |   |   |                     | Action: All staff<br>Monitored by: <u>LS</u> /KP/MC | Daily monitoring, ongoing. |

**THE PARTNERSHIP TRUST RISK ASSESSMENT** – ~~September 2021~~ 2021-22

All school staff will have sight of this document and be consulted on its contents

Date ~~03<sup>6</sup> September~~ December 2021

Governors will review this document:

Date

|                         |  |                                    |  |
|-------------------------|--|------------------------------------|--|
| Review date             |  | Signature: <u>Louisa Sellars</u>   |  |
| Review date             |  | Signature: <u>Louisa Sellars</u>   |  |
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| Review date             |  | Signature: <u>Louisa Sellars</u>   |  |
| <del>Review date</del>  |  | <del>Signature: Katy Pearson</del> |  |
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| <del>Review date:</del> |  | <del>Katy Pearson</del>            |  |

Policies to be considered alongside this Risk Assessment:

1. Day-to-day operational management plan to reduce infection transmission
2. Behaviour Policy – COVID-19 Annex
3. Safeguarding Policy – COVID-19 Annex
4. Personal risk assessments / behaviour plans for named pupils

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L= **Low Risk**    M=**Medium Risk**    H= **High Risk**

If 'low' risk then controls are fit for purpose

