

<b>Description of the task/activity:</b>	<b>Education Provision</b> Full opening of school in September 2020	<b>Location:</b>	<b>Valentines High School</b>
<b>Date of this assessment:</b>	<b>28/8/20</b>	<b>Date of signing:</b>	28/7/20
<b>Date of next Review:</b>	Review required if there is a significant change to the proposals for students in school, or government guidance changes.	<b>Signed by (Department Manager):</b>	Mr R.Laws

<b>What is the hazard?</b>	<b>Who/what could be harmed and how?</b>	<b>Initial Risk Rating (H/M/L)</b>	<b>What effective control measures are currently in place?</b>	<b>Residual Risk Rating (H/M/L)</b>	<b>Are additional controls required (Yes/No) If yes capture on attached action plan</b>
<b>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</b>	<b>Teachers on site Support staff on site Students on site</b>	<b>H</b>	<u>General Controls</u> <ul style="list-style-type: none"> <li>• All possible appropriate measures will be taken to avoid contact between students in different year groups, including one-way systems, separate social areas, staggered lunch breaks and staggered leaving times for the end of the day.</li> <li>• Social distancing guidelines, as set out by the government, are expected to be followed by all staff and visitors on site at any time.</li> <li>• Ideally, staff should remain 2m distance from each other, and students.</li> <li>• Where possible students to sit side by side rather than face to face.</li> <li>• Expectation that students who are able to walk or cycle to school.</li> <li>• Face Coverings <ul style="list-style-type: none"> <li>- Students must wear face coverings if they are travelling on public transport.</li> <li>- Staff and Students must wear face coverings in corridors and indoor communal areas of the school.</li> </ul> </li> </ul> <u>Parents/Carers:</u> <ul style="list-style-type: none"> <li>• Guidance given to parents before school starts and consistently throughout the school year of procedures</li> <li>• If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their</li> </ul>	<b>M</b>	No, the only additional measure would be for the school to shut for all students and staff

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			<p>normal sense of taste or smell (anosmia), they must not attend the site.</p> <ul style="list-style-type: none"> <li>• Procedure for anyone becoming unwell –</li> <li>- A new, continuous cough – this means coughing a lot for more than an hour (five or six times an hour)</li> <li>- Send out of class</li> <li>- Email the student support team to ask for the student to be taken to the medical area to be isolated and sent home</li> <li>- Student/Parent should book a test and self-isolate as per guidance and inform the school of the outcome</li> <li>• Book a test and self-isolate as per guidance and inform the school of the outcome</li> <li>• Anyone who has been in close contact with someone who has symptoms or who tested positive to book a test, self-isolate and inform the school of the outcome.</li> <li>• Return to site once isolation period has finished, or evidence of testing is clear. Written confirmation required</li> <li>• Follow NHS Test and Trace procedures. The school will engage with NHS Test and Trace process – all staff/children displaying symptoms will be advised to book a test and only allowed to return once a negative result has been returned.</li> </ul> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-homeguidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-homeguidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <ul style="list-style-type: none"> <li>• Students to come to school without a parent if possible and if a parent does accompany the student to school it must be only one parent.</li> <li>• Students must bring a face covering to school</li> <li>• Parents to leave students at the gate and are not permitted on site unless this has been scheduled in advanced.</li> </ul>		
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			<ul style="list-style-type: none"> <li>• Parent meetings by teams/zoom or over the phone.</li> <li>• Parent/visitor not allowed on site unless a delivery or an appointment has been made.</li> </ul> <p><u>Infection Prevention and Sanitising Controls</u></p> <ul style="list-style-type: none"> <li>• Direction to anyone who has symptoms or who lives with someone with symptoms not to attend the site, to book a test and self-isolate as per guidance. Return to site once isolation period has finished, or evidence of test clear. School needs to be informed of the outcome as soon as it is known.</li> <li>• Follow NHS Test and Trace procedures.</li> <li>• Creation of a medical isolation space within school for anyone who displays symptoms while on site, with protocol for collection by parents.</li> <li>• Provision of PPE (fluid-resistant surgical mask, visor, disposable glove and apron) for any member of staff supervising someone with suspected symptoms.</li> <li>• Site staff wearing gloves when appropriate.</li> </ul> <p>Staff and Students must wear face coverings in corridors and indoor communal areas of the school.</p> <ul style="list-style-type: none"> <li>• Staff and Students must wear face coverings in corridors and indoor communal areas of the school.</li> <li>• Requiring all students and staff to sanitise or wash their hands on arrival, and at the start of every lesson, and when moving to different parts of the site, and on departure.</li> <li>• Doors will be left open as far as possible, stepNpull installed in toilets, reducing the need for contact with door handles. Fire doors will not be propped open.</li> <li>• Main reception window to be kept closed at all times.</li> <li>• COVID containment advice displayed in main reception, student reception and medical room</li> <li>• No visitors allowed on site, except for deliveries and contractors. Contractors working alone or implementing social distancing</li> <li>• Meetings to take place online</li> </ul>		
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			<ul style="list-style-type: none"> <li>• Provision of tissues and lidded bins in all rooms on the site being used by staff and students. Bins to be emptied on a daily basis</li> <li>• Briefing for all students and staff on good respiratory hygiene measures.</li> <li>• Posters on corridors, classrooms and staffroom, toilets - catch it, bin it, kill it / NHS washing hands both sets of posters on display.</li> <li>• Students to bring in their own equipment and to not share equipment.</li> <li>• Staff to use their own equipment, such as board pens.</li> <li>• Staff to use wipes/ anti bac wipes/ spray to clean computer, keyboard and mouse if shared with another member staff after use.</li> <li>• Sanitising of practical equipment after it has been used by students, and before if necessary.</li> <li>• Setting aside equipment for 48 hours (72 for plastics) if it cannot be sanitised.</li> <li>• Provision of sanitiser wipes and sprays in all areas of the site being used by staff and students.</li> <li>• Provision of paper towels and bins in toilets in addition to hand dryers.</li> <li>• If a member of staff uses a shared computer, then use wipes after each use.</li> <li>• Staff to use their own equipment, such as board pens.</li> <li>• Bin for face coverings as students arrive.</li> </ul> <p><u>Cleaning:</u></p> <ul style="list-style-type: none"> <li>• Cleaning of all areas used by staff and students each day. With a focus on touch areas, such as door handles and keyboards</li> <li>• Extra cleaners on rota all day to ensure cleaning is generally enhanced and includes more frequent cleaning of rooms, communal areas and frequently touched surfaces after each bubble use.</li> <li>• Plan for daily removal and safe disposal of rubbish</li> </ul>		
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			<ul style="list-style-type: none"> <li>• Schedule for frequent cleaning of resources (e.g. books) with shared groups.</li> <li>• Stocks of PPE including sanitiser have been created. All classrooms to have a hygiene box, including tissues and anti-bac wipes.</li> <li>• Cleaning log to be implemented to track cleaning frequency of bathrooms</li> </ul> <p><u>Minimise contact between individuals and maintain social distancing wherever possible</u></p> <ul style="list-style-type: none"> <li>• Assemblies for one year group are allowed, but initially assemblies to be done on teams to year groups from offices</li> <li>• Morning meetings by teams.</li> <li>• Office spaces redesigned to allow staff to work safely.</li> <li>• Perspex screens for offices that students visit regularly</li> <li>• Students only allowed in offices if asked to do so by a member of staff</li> <li>• Students enter the school by the designated gate and entrance</li> <li>• No pm reg – attendance taken P5</li> <li>• Finish times – exit by closest gate to P5 classroom. (Sixth for use Perth road)</li> <li>Year 7 3.00pm</li> <li>Year 8 3.05pm</li> <li>Year 9 3.05pm</li> <li>Year 10 3.10pm</li> <li>Year 11 3.10pm</li> <li>Year 12 and 13 3.10pm</li> <li>• Expectation is that students leave straight away and go home.</li> <li>• Staggering break and lunchtimes to prevent mixing across groups.</li> <li>• Year groups to be kept separate as far as possible by staggering break and lunch and operating a one-way system.</li> <li>• Form times in zoned areas.</li> <li>• Lunch and break time in zoned areas.</li> </ul>		
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			<ul style="list-style-type: none"> <li>• Sixth form separate entrance and exit on Perth road. Sixth form bubble, forms and teaching rooms apart from practical lessons to be in the sixth form block.</li> <li>• Year 7, 8 and 9 taught in class groups as much as possible and seating plans for all class groups must be the same. HOY will create seating plans to be used in all classrooms where possible and where not, the plan must be as close as possible to the seating plan. Year 10 and 11 seating plans created to be followed as close as possible by using pairs of students together.</li> <li>• Change to the school day to reduce mixing as opposed to zoning for lessons (students stay in one room and teachers move around the school) in Years 7-11             <ul style="list-style-type: none"> <li>Removal of PM registration.</li> <li>Split lunch and break time introduced.</li> <li>Timetable to move to a 3 period day. 2 double lessons and one single lessons to reduce the amount of student contact from different year groups.</li> </ul> </li> </ul> <p>Period 1 from 8.50am – 11.10am with break at 9.50am – 10.10am for Years 7, 9, 11 and 13. Break at 10.50am – 11.15am for years 8, 10 and 12.</p> <p>Period 2 from 11.10am -2pm with lunch at 12.10pm-1.00pm for years 7, 9, 11 and 13. Lunch at 1.10pm-2.05pm for years 8, 10 and 12.</p> <p>Period 3 starts at 2.00/2.05pm depending on the year group with a register that will be used as the attendance register for school. Finish times as above.</p> <ul style="list-style-type: none"> <li>• Zoning in operation at break and lunch. Break/Lunch 1 = 7, 9 and 11. Break 2 = 8 and 10</li> </ul> <p>Year 7 and 8 areas = canteen/quads in main building/south gate area          Year 9 and 10 areas = snack shack, umbrella areas          Year 11 Chicken shed and sports hall/sixth form block quad</p>		
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			<ul style="list-style-type: none"> <li>• Toilets –Use closest toilet. Staff supervision outside – max capacity per toilet.</li> <li>• Main school capacity - 5</li> <li>• IT capacity – 1</li> <li>• PE capacity - 1</li> </ul> <p><u>Grouping or Classroom Set-Up Controls</u></p> <ul style="list-style-type: none"> <li>• Students not to line up outside classrooms, but to go inside and sit in their allocated seat.</li> <li>• Teachers will be in their classroom ready to receive students at the start of lessons or registration to reduce waiting or crowding in corridors.</li> <li>• Classrooms to be arranged so that desks face forward and if this is not possible, there is a 2m distance between students facing each other.</li> <li>• Removal of non-essential furniture from classrooms to create more space.</li> <li>• Students not allowed to use lockers.</li> <li>• Where possible, all spaces should be well ventilated using natural ventilation (opening windows).</li> </ul> <p>Students using computers will be expected to sanitise them after use wipes provided.</p> <ul style="list-style-type: none"> <li>• Students to wipe the table they sit on as soon as they enter a new room.</li> <li>• Rules for handouts and reprographics established. Use of gloves to collect and hand out. Then dispose of gloves.</li> <li>• At the start of every lesson, all students must sanitise their hands using one of the sanitiser stations provided. Alternatively, students may bring their own hand sanitiser.</li> <li>• Students will not be allowed to share pens, pencils, rulers etc. All teachers will have boxes of these to give to students if they do not have their own.</li> <li>• Teachers will maintain a 2m distance from students wherever possible. If they need to approach a student, they will do this for a brief amount of time. If they are unable to maintain this distance, they may wear face coverings or visors.</li> </ul>		
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			<ul style="list-style-type: none"> <li>• Students to wipe the table they sit on as soon as they enter a new room using the wipe provided.</li> </ul> <p><u>Controls Relating to Specific Subject Activities</u></p> <ul style="list-style-type: none"> <li>• Each practical subject will have its own specific arrangement for the use of the equipment and should be followed.</li> </ul> <p>Further guidance for individual subjects can be found from CLEARSS, AFPE, and DATA.</p> <p><u>Catering and Lunchtime Controls</u></p> <ul style="list-style-type: none"> <li>• Staggered break and lunch sessions for each group of students on site.</li> <li>• Requirement for handwashing before and after break and lunch.</li> <li>• Regular cleaning of canteen surfaces between groups</li> <li>• Students to use closest toilet with mx capacity per toilet. Main school capacity – 5, IT capacity – 1 PE capacity – 1.</li> </ul> <p><u>Further Controls:</u></p> <ul style="list-style-type: none"> <li>• Pupils to follow the behaviour expectations detailed in the annex to the behaviour policy</li> <li>• Students are not allowed to use lockers</li> <li>• One way system for movement around school site.</li> <li>• Students to use separate entrances and staggered, break and lunchtime and finish times to minimise year groups mixing.</li> <li>• Students to go straight to form rooms and sit down at designated table.</li> <li>• Students to leave site straight away at the end of the school day and travel home to reduce congregating in groups outside the school.</li> </ul> <p><u>Extra-curricular provision</u></p> <ul style="list-style-type: none"> <li>• Clubs can take place, but not with mixed bubbles.</li> <li>• No clubs, other than intervention and catch up wellbeing (first half term).</li> </ul>		
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A staff member is infected by the coronavirus when carrying out first aid duties, or a student is infected by coronavirus while undergoing first aid	First aiders on site Students on site Health complications arising from infection which could lead to death		<ul style="list-style-type: none"> <li>• First aiders to receive training on when and how to use PPE.</li> <li>• Provision of fluid resistant masks, visors, disposable gloves, aprons and resuscitation face shields for staff who might need to carry out first aid or CPR on students.</li> <li>• Require students to wear PPE as above while undergoing first aid if necessary.</li> <li>• Provision of medical isolation facilities on site if suspected symptoms of coronavirus</li> </ul>	<b>L</b>	
A staff member or contractor is infected by the coronavirus when carrying out sanitation duties	Staff with sanitation duties Cleaning staff and caretakers Health complications arising from infection which could lead to death		<ul style="list-style-type: none"> <li>• Cleaning regime at the end of each day in place for all areas used by staff or students, with detailed attention to 'touch' areas.</li> <li>• Cleaning staff in during the day in both areas to clean during break/lunch sessions.</li> <li>• Clear guidelines for cleaning staff on hand washing, social distancing and use of PPE.</li> <li>• Confirm contractor's own risk assessment in place that sets out the detail of how their employees are protected.</li> <li>• Provision of masks, visors, disposable gloves and aprons for cleaning staff who might need to clean areas following a suspected case of coronavirus.</li> <li>• Provision of cleaning materials (wipes and sanitiser spray) in all areas being used by staff or students if required.</li> <li>• Provision of tissues and lidded bins in all areas of the site being used by staff and students.</li> <li>• Daily emptying of lidded bins and disposal of waste as per guidelines.</li> </ul>	<b>M</b>	
Caretaker/maintenance visits	Site staff Contractors		<ul style="list-style-type: none"> <li>• All routine and statutory inspections to continue as normal as far as practically possible whilst adhering to guidelines of social distancing at the time</li> <li>• Repairs outside of the school building to proceed with the agreement of the Headteacher following a risk assessment of the works.</li> </ul>	<b>L</b>	

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A staff member or student is infected by the coronavirus by a visitor or contractor	Staff and students		<ul style="list-style-type: none"> <li>• Visitors only allowed as part of necessary contractual work agreed in advance.</li> <li>• Clear instructions for visitors to adhere to social distancing requirements while in site.</li> <li>• Areas where contractors have been working to be added to daily cleaning programme.</li> </ul>	L	
A staff member or student is infected by the coronavirus while travelling to school	Teachers Support staff Students Health complications arising from COVID-19		<ul style="list-style-type: none"> <li>• Advise parents, students and staff to avoid public transport if possible and encourage them to walk, cycle or drive to school. Remind parents and students still using public transport that face coverings are mandatory for children 11 years +</li> </ul>	L	
Staffing is insufficient to facilitate wider opening	Teachers on site Support staff on site Students on site		<ul style="list-style-type: none"> <li>• Guidance states staff are expected to return to work on site.</li> <li>• Flexibility on deployment of staff which will be discussed in advance.</li> <li>• Restrict and supervise movement around shared areas such as corridors, stairwells and toilets, offices and staff rooms if staffing is not available to supervise normal movement.</li> <li>• Reviews on number of staff on site to be regularly monitored.</li> <li>• Contingency plan for remote learning</li> </ul>	L	
Learning is disrupted because students are sent home due to a confirmed case of coronavirus (COVID-19) in school	Students  Stress and anxiety caused by disruption of learning		<ul style="list-style-type: none"> <li>• Ensure a full contingency plan is in place for a student who is isolating or a group re isolating.</li> <li>• Contingency plan in line with Government recommendations for learning created.</li> <li>• Ensure that students who do not have access to devices are provided with these by the school.</li> </ul>	M	
Changes to operation and lengthy school closure mean that staff and students may not be aware	All staff and students  Injury from fire  Health complications arising from COVID-19		<ul style="list-style-type: none"> <li>• Updated fire management plan.</li> <li>• Review procedures to ensure appropriate for new systems of operation.</li> <li>• Year group only fire drills at the start of term.</li> <li>• New line up points created for sixth form and year groups using both court areas.</li> </ul>	L	

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of fire evacuation procedures			<ul style="list-style-type: none"> <li>•Ensure fire wardens are aware of their roles, training at the beginning of term.</li> <li>•Ensure students and staff are aware of their assembly point where year groups will remain separate when evacuating.</li> <li>•Brief all students and staff on site the fire alarm and evacuation procedures.</li> </ul>		
The control measures in this risk assessment are not implemented because staff are unaware of them.	Teachers on site Support staff on site Students on site Health complications arising from infection which could lead to death.		<ul style="list-style-type: none"> <li>• Staff training session prior to returning to school to ensure all staff are aware of the RA and the appropriate guidelines</li> <li>• Consult staff on this risk assessment by issuing it in draft form and inviting feedback.</li> <li>• Issue regular updates to all staff via daily briefing.</li> <li>• Signing sheet/confirmation of attendance at training session from all staff</li> </ul>	L	
Employee becomes ill within the workplace	Employees	H	<ol style="list-style-type: none"> <li>1 - Person will be removed to a designated medical isolation areas.</li> <li>2 – Send staff member home and advised to follow NHS guidance online. If the person is a visitor, their organisation will also be contacted.</li> <li>3 – Advise to be tested and isolate. Inform school of outcome.</li> <li>4 - If the test is positive, inform LA and follow advice given <a href="mailto:ian.diley@redbridge.gov.uk">ian.diley@redbridge.gov.uk</a></li> </ol>	M	
Staff and students are anxious about a return to school due to prolonged closure	Staff Students	M	<ul style="list-style-type: none"> <li>• Daily/weekly communications with staff</li> <li>• Staff can access HR and Occupational Health via the normal routes.</li> <li>• Staff to speak to their line manager if there are any concerns.</li> <li>• Access to LBR guidance/support. EG, LBR EPS support</li> <li>• Access to Educational Mutual service</li> <li>• Pastoral provisions to support rebuilding of friendships and social engagement</li> <li>• Full well-being programme for all students on their return to school, with further support for those who need it from the Pastoral and Well Being Team.</li> <li>• Monitoring by form tutors and year coordinators.</li> </ul>	L	

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			<ul style="list-style-type: none"> <li>• Address and equip students to respond to issues linked to coronavirus (COVID-19)</li> <li>• Staff who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now being advised to return to work as long as they can maintain social distancing. We will support all staff in this category to either work from home where their job role makes this possible, or maintain full 2m social distancing at all times where it does not.</li> <li>• Staff who were considered to be clinically vulnerable, including those who are pregnant, should return to work, following the current guidance carefully, including practising social distancing and frequent handwashing.</li> <li>• Conduct individual RAs where requested after the whole school RA has been circulated to all staff and make additional adjustments where these are practicable.</li> <li>• The school will try as far as practically possible to accommodate additional measures where appropriate.</li> <li>• The school will ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</li> </ul>		
Lack of Self – Isolation by Staff	Spread of virus	M	<ul style="list-style-type: none"> <li>• Staff have been made fully aware of the requirements of self-isolation if symptoms are being displayed.</li> <li>• Undertake a further risk assessment if a confirmed case is present to determine an appropriate business response</li> </ul>	L	No
Pupils not being self-isolated	Spread of virus	M	<ul style="list-style-type: none"> <li>• Parents informed through regular letters and emails that children should not be in school if they are displaying the symptoms.</li> <li>• Latest advice is sent to parents via group-call, email and school website. Letter has been sent home.</li> </ul>	L	No

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Pupils / Staff not Undertaking Adequate handwashing at school	Spread of virus	M	<ul style="list-style-type: none"> <li>• Pupils / staff given advice about appropriate handwashing/sanitising when at school.</li> </ul>	L	No
Exposure from / during Educational Visits	Spread of virus	M	<b><u>All Educational Visits Cancelled Until Further Notice</u></b>	L	No
Risks to Vulnerable – High Risk Pupils – Those on a care plan	Infection with virus and potential health effects.	M	<ul style="list-style-type: none"> <li>• Revised child protection policy and behaviour to reflect the return of more students</li> <li>• CP team to provide support to staff and students</li> <li>• SENCo review of all key SEND students both with EHCP or with SEN support</li> <li>• Specialists such as therapists and other support staff for SEND students to provide support. New procedures created for supporting students</li> <li>• LSAs assigned to students from the same year group where possible to reduce mixing.</li> </ul>	L	No
Risk of contamination during food service	Spread of virus	L	<p>Review food safety management system in place and operated by the contracted catering staff.</p> <p>Staff practising good personal hygiene.</p>	L	
Risk of contamination from Water Fountains	Spread of virus	M	Disconnected water fountains	L	No

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## Risk Rating Matrix

		Impact				
		1. Very Low	2. Low	3. Moderate	4. High	5. Very High
Likelihood of Harm	5. Almost Certain	5	10	15	20	25
	4. Likely	4	8	12	16	20
	3. Possible	3	6	9	12	15
	2. Unlikely	2	4	6	8	10
	1. Rare	1	2	3	4	5

Matrix to calculate the likelihood and impact should the hazard be realised.

Risk Rating	Possible Action to be Taken
<b>LOW</b> (<4)	<ul style="list-style-type: none"> <li>Department manager may accept risk</li> <li>Manage by routine processes</li> <li>Any costs to be funded within Directorate</li> <li>Hazard to be reviewed and updated at least annually.</li> </ul>
<b>MEDIUM</b> (5-10)	<ul style="list-style-type: none"> <li>Management action required to control risk as soon as reasonably practicable</li> <li>Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level</li> <li>Reviewed and updated at least every 6 months to ensure controls remain effective</li> <li>May necessitate bids for central funding.</li> </ul>
<b>HIGH</b> (>12)	<ul style="list-style-type: none"> <li>Immediate senior management action required to further control risk</li> <li>May halt work/task while additional controls are applied</li> <li>Copy of the risk assessment sent to Risk and Insurance Manager for inclusion on to the Corporate Risk Register</li> <li>Responsible Director to give priority for action/funding</li> <li>Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level</li> <li>To be reviewed and updated at least every month to ensure controls remain effective.</li> </ul>