

HEALTH AND SAFETY RISK ASSESSMENT GUIDANCE

*Please note that all EYFS, Primary and Secondary school groups must always be supervised in all areas of the gardens and glasshouses. When visiting restricted or potentially busy areas including glasshouses please limit groups sizes and do not take more than 15 pupils per group in at one time. This guidance is available to assist visiting schools in writing their own Risk Assessment to be signed off by their Headteacher.

Risk assessment ref no:09/2020	3-18	Completed by:	Helen Gill – Formal Learning and Development Manager
Date risk assessment completed:	4 th September 2020 Version. 3 Updated 17/09/2020	Review date:	Ongoing, dependent on Government Guidance and CLEAPSS Guidance
Task/Activity:	Visiting school parties – <u>to assist in writing own risk assessments.</u>		
Department:	Formal Learning/Schools	Location:	Royal Botanic Gardens, Kew
Persons at risk:	Members of public, RBG Kew Staff, Kew Teachers, Schools Volunteers, Visiting School Parties		

Risk/Hazard	Existing Control Measures	Risk Level * (tick one)			Further Action needed to reduce risks <i>(provide timescales and initials of person responsible)</i>
		High	Med	Low	
Contact with moving machinery or material being machined	<ul style="list-style-type: none"> All equipment maintained to comply with health and safety legislation. Warning signage (as appropriate) displayed prior to work commencing. Barriers installed to prohibit access to unauthorised person in the working area. No work equipment left unattended. Keys removed from ignition switches. Work equipment removed upon completion of work. RBG Kew staff and contractors competent to undertake tasks. On-going supervision provided. All RBG Kew staff and contractors wear high visibility clothing and personal protective equipment. 		Med		<ul style="list-style-type: none"> Leaders of school parties to provide supervision and guidance for all persons within their groups. Some areas within the grounds are signed PRIVATE. These areas should not be entered unless accompanied by a Kew employee.

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	<ul style="list-style-type: none"> • Specific risk assessments and method statements in place prior to work commencing. 				
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	Existing Control Measures	Risk Level * (tick one)			Further Action needed to reduce risks (provide timescales and initials of person responsible)
		High	Med	Low	
<p>Assessment to be signed off by their Headteacher.</p> <p><i>Covid-19: specific measures to be taken with indoor and outdoor teaching sessions to prevent the transmission of the Covid-19 virus</i></p>	<p>General</p> <p>Kew has put into place a series of measures throughout the site to minimise the risk of spreading Covid-19. These measures are in place to promote safe social distancing and encourage safe practices will include one-way systems and limits on the numbers accessing indoor spaces at any one time. These measures will be subject to regular review to ensure that all visitors are kept safe during their visit.</p> <p>Suitable signage, markings and safety instructions must be adhered to when escorting groups around the site and visiting attractions.</p> <p>Kew Taught sessions (assisted visits) - Communication with Schools</p> <ul style="list-style-type: none"> • Kew staff will contact visiting schools prior to visit to discuss bubble sizes, adapted programme details and provide logistical information • We will be asking for the following information: <p>The number of 'bubbles' the pupils belong to and how the different pupil bubbles have been allocated to the teaching slots booked.</p>				<ul style="list-style-type: none"> • Under no circumstances can bubble sizes exceed 15 pupils per taught session. • Lead teacher to review their Risk Assessment, read FAQs and check the Kew.org website for last minute general visitor information. If an emergency, we need to cancel your visit we will contact the school directly. www.kew.org/kew-gardens/school-visits/prices • Please ensure that we have the lead teacher contact details on the booking form. If we are unable to contact a member of staff for this discussion your visit may be cancelled.

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	<p>How you are social distancing within your 'bubbles' at school e.g. are pupils wearing masks, are you enforcing a 1m distance between pupils etc.</p> <p>Which Kew entrance gate your school intends to use (school parties arriving by coach are likely to be closest to the Elizabeth Gate entrance due to changes in street parking/drop off restrictions). If you unsure we can advise.</p> <p>Confirmation that any information provided on the booking form regarding pupil special needs is accurate.</p> <p>We will explain any modifications that we have made to the teaching programme, including the spaces we can/cannot visit during the session and any changes made to minimise handling of equipment and resources.</p> <p>This telephone conversation will allow you to clarify any issues relating to the taught session and raise any concerns.</p> <ul style="list-style-type: none"> • Kew staff to maintain a distance of 2 metres from the pupils and school staff wherever possible. • PPE will be worn by Kew staff when delivering taught sessions. • The teacher should organise the pupils so that they are 1 metre apart, side by side, as far as possible. <p>Indoor Teaching Spaces for taught sessions – Accessing Rooms and Segregation of School Groups</p> <ul style="list-style-type: none"> • Kew staff will share all relevant COVID & regular H&S information at the start of the session 				<ul style="list-style-type: none"> • All adults accompanying pupils should bring a face covering to wear indoors and when visiting the glasshouses. <p>The schools meeting point for taught sessions is clearly signposted. If you are facing The Botanical Restaurant the meeting point is to the left of the building in the courtyard. A Kew member of staff will meet you there for your taught session. Please do not enter the building unless you are accompanied by a Kew teacher.</p>
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	<ul style="list-style-type: none"> • School Groups will always be segregated in Museum Number One, The Botanical. This is the area where our Lecture Rooms are. • Clearly marked one way and two-way system for staircases to be used when accessing the teaching spaces. • Indoor spaces to be accessed only when previous group using the teaching space have exited the building. • Windows (front and rear) to be opened to ensure through ventilation during the taught sessions (this requirement will need to be balanced with the need to maintain comfortable working temperature). • When organising seating for addressing a whole group, chairs will be 1 metre apart and pupils sat side by side. • Layout of tables, seating and equipment should encourage pupils to work side by side rather than facing each other. Where practicable desks should be arranged in a 'forward facing' format. • 'Clean corridors' will be maintained for access routes to stairwells, lift and toilets. • Externally accessed public toilets will be used prior to the indoor session starting. <p>PPE Equipment</p> <ul style="list-style-type: none"> • Kew staff will have suitable PPE equipment and may include masks, visors disposable gloves, wipes and sanitiser for use during taught sessions. <p>Cleaning Regimes</p>				<ul style="list-style-type: none"> • Visiting school groups should visit the toilets prior to the start of a teaching session. <p>The nearest toilets to The Botanical/MN!1- Schools meeting point for taught sessions are Victoria Plaza or the Pond public toilets. All pupils can use the left-hand toilet blocks at either Victoria Plaza or the Pond. Victoria Plaza toilets are marked as female and Pond toilets are marked as male. We advise school leaders to check the left-hand block toilets are empty before use.</p>
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	<ul style="list-style-type: none"> Surfaces, furniture and equipment which are likely to have been touched by pupils or school staff are to be disinfected prior to their use by another 'bubble' and at the end of the teaching day. The effective contact time required for disinfectants is typically 10 to 20 minutes and session timings will need to take account of this if pupils from different bubbles are to be taught in the same teaching spaces or using the same resources in the same day. Separate sets of resources will be used where 20-minute contact time is not possible. Schools will be asked to clarify how many 'bubbles' the pupils are in, to ensure compliance with our capacity ratios with no more than 15 pupils per group. Pupils taking part in indoor taught sessions will be asked to use sanitiser at the start and the end of each session As an alternative to sanitising resources that have been handled by pupils, the resources may be 'quarantined' within a designated room for a period of not less than 72 hours, if not required for another taught session. Under such circumstances the resources will be laid out on the table and clearly labelled with the date used and the date when the 72 hours has expired. <p>Teaching Resources</p> <p>Kew staff will take steps to minimise the passing of teaching resources and equipment from one child to another. This is to be achieved by a combination of:</p> <ul style="list-style-type: none"> Kew staff to hold images/objects rather than passing around to pupils. 				
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	<ul style="list-style-type: none"> • Photocopied images which can be disposed of after use to replace laminated images, where pupils need to have a printed resource. • Pupils to be encouraged to look carefully rather than handle objects, where practical. • Use fresh set of general resources e.g. pencils/pastels for each new group being taught • Where handling resources by pupils is an essential element for the sessions, (e.g. measuring/fieldwork) the sterilisation/quarantine procedures outlined above must be followed. • During outside teaching, resources should be organised so that those that have been handled by the pupils (requiring disinfecting or disposal) are kept separate from fresh resources and teacher's own personal resources. This can be achieved by carrying a 'dirty' bag/trolley. <p>Emergencies</p> <ul style="list-style-type: none"> • The normal procedure of contacting Constabulary and/or a member of the Operations team, still applies in the case of medical emergency, injury or other serious incident, involving visiting pupils/staff or a member of Kew staff. There will be members of the Schools team onsite whilst teaching is taking place on site. 				
<p>Struck by moving, flying or falling object</p>	<ul style="list-style-type: none"> • Gardens are closed to public when it is deemed there is danger to visitors from weather conditions. <p>Tree Top Walkway</p> <ul style="list-style-type: none"> • Exclusion zone immediately underneath walkway. 			<p>Low</p>	<ul style="list-style-type: none"> • Leaders of school parties to check Government Guidance, Kew website, Met office and transport websites to see if any restrictions have been put in place. <p>Risk of falling branches.</p>

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	<ul style="list-style-type: none"> Emergency telephones located at the base and top of treetop walkway stairs. Emergency telephone located within treetop walkway passenger lift. Signage displayed adjacent to emergency telephones on action to take in the event of an emergency. 				<ul style="list-style-type: none"> Supervising adults not to stand groups under trees in adverse conditions e.g.: high winds, lightning storms or heavy snow.
<i>Struck by moving vehicle</i>	<ul style="list-style-type: none"> Garden speed restriction of 10 mph in force. Movement of all non-gardening related vehicles is restricted to a minimum during the Gardens opening hours. Vehicle access restricted to specific routes. Only authorised RBG Kew staff operate horticultural vehicles. Safe working procedures in place to monitor drivers/vehicle movement within the Gardens. In the event of an emergency, non-gardening vehicles are provided with escorts (RBG Kew Constabulary or pedestrian). All equipment maintained to comply with health and safety PUWER (Provision and use of Work Equipment Regulations) legislation. Keys removed from ignition switches. Work equipment removed upon completion of work. RBG Kew staff and contractors competent to undertake tasks. On-going supervision provided. RBG Kew staff identifiable by branded clothing and photo security passes. RBG Kew (on site) contractors identifiable by their company branded clothing. Specific risk assessments and method statements in place prior to work commencing. 			Low	<ul style="list-style-type: none"> Leaders of school parties to provide supervision and relevant guidance for all persons within their groups. Leaders to ensure all individuals in the group are aware of working vehicles in the gardens. Leaders to note that some vehicles are very quiet and to be observant at all times.

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Slip, trip or fall on same level	<ul style="list-style-type: none"> • Areas considered high risk, due to uneven surface, bad cracking etc. fenced off by use of temporary barriers installed until area made safe. 			Low	<ul style="list-style-type: none"> • Leaders of school parties to provide supervision and relevant guidance for all persons within their groups
Fall from height	<ul style="list-style-type: none"> • Climbing trees is not permitted. (Refer to RBG Kew regulations). • Active tree management programme in place. <p>Tree Top Walkway</p> <ul style="list-style-type: none"> • Height of protective barriers on staircase and walkway built to Building Regulations specification. • Emergency telephones located at the base and top of treetop walkway stairs. • Emergency telephone located within treetop walkway passenger lift. • Signage displayed adjacent to emergency telephones on action to take in the event of an emergency. <p>Note: RBG Kew staff <u>do not</u> provide supervision on the Tree Top Walkway or Children's Garden opening May 2019.</p>			Low	<ul style="list-style-type: none"> • Leaders of school parties to provide relevant supervision and instruction for all persons within their groups.
Drowning or asphyxiation, working over or near water	<ul style="list-style-type: none"> • Buoyancy aids provided as required and regularly checked. 			Low	<ul style="list-style-type: none"> • Leaders of school parties to provide supervision and relevant guidance for all persons within their groups
Exposure or contact with harmful substance e.g. chemicals/dust/fumes etc	<ul style="list-style-type: none"> • Use of hazardous substances is only undertaken by competent persons. • Hazardous substances are kept in secure environments. • Appropriate signage is displayed. 			Low	

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	<ul style="list-style-type: none"> Covid-19: Risk assessment and special procedures introduced in line with Government guidance and reviewed regularly 			Med	<ul style="list-style-type: none"> Further information in relation to measures can be found in the FAQ document
Legionella	<ul style="list-style-type: none"> Water management system in place. Legionella testing carried out. L8 Risk assessments completed. 			Low	<ul style="list-style-type: none"> Leaders of school parties to ensure all party members wash hands before eating as outlined in '<i>health and safety visit on your visit</i>' document.
Exposure to heat / fire/cold/damp	<ul style="list-style-type: none"> All school parties are given guidance on what to bring depending on the season on '<i>health and safety on your visit</i>' document. <p>Note: During the summer months, there are high levels of pollen present and the glasshouses can reach very high temperatures.</p>			Med	<ul style="list-style-type: none"> Leaders to ensure all participants are briefed and advised on what clothing to bring – depending on the time of year. In hot weather supervising adults should, where possible, make use of shaded areas. Pupils and staff are encouraged to drink plenty of water. Supervising adults should enquire of Kew staff water tap locations around the Gardens. Contact Kew Constabulary in case of emergency: (<i>see health and safety on your visit document</i>)
Injury by an animal	<ul style="list-style-type: none"> Kew constabulary available to deal with incidents (<i>see health and safety on your visit document</i>) 			Low	<ul style="list-style-type: none"> Supervising adults to avoid any contact with animals on site and supervise pupils to prevent contact
Safeguarding	<ul style="list-style-type: none"> Safeguarding policy and procedures in place. Staff, volunteers, contractors follow safeguarding Code of Good Practice. Staff, volunteers, contractors and relevant others, working with children have undergone appropriate DBS checks and training. All Kew teachers and Kew schools programme volunteers have enhanced DBS checks with barring list. There is clear communication to schools that they always remain responsible for their pupils within the Gardens. 			Low	

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	<ul style="list-style-type: none"> Recommended ratios adults-to-children for school groups/activities: SEN 1:1 EYFS 1:4 KS1 1:5 KS2 1:8 KS3 1:10 KS4/5 1:12 SEND 1:1 Staff, volunteers, and contractors know how to contact constabulary. Staff receive regular safeguarding training Images of pupils are only taken by Kew staff members with written consent of schools. 				<ul style="list-style-type: none"> Supervising adults to inform a member of Kew staff if unauthorised photos are being taken of the pupils by members of the public.
Exposure to allergens – Allergic response to plant materials including sap	<ul style="list-style-type: none"> Kew constabulary available to deal with incidents (see <i>health and safety on your visit document</i>) 			Low	<ul style="list-style-type: none"> Supervising adults to make Kew teachers aware of any known allergies at the start of any taught sessions. Pupils to be told not to pick, collect, put items or their fingers in their mouth. Constabulary to be called if a pupil has an allergic response. (see <i>health and safety on your visit document</i>)
Harmful/poisonous plants/fungi (mushrooms and Toadstools)	<ul style="list-style-type: none"> Group leaders of school parties must advise all persons within their supervision that they should not pick or eat any parts of any plants in the Gardens. If prepared plants are to be touched or consumed for educational reasons, the group leaders must check persons within their supervision for any known allergic reactions to plants prior to visiting the Gardens. <p>Please refer to the <i>Garden Regulations</i>, no parts of a plant should be collected from the ground or picked unless with Kew staff supervision.</p>			Low	<p>Prior to visiting the Gardens, leaders of school parties to:</p> <ul style="list-style-type: none"> Inform persons within their supervision they should not pick, collect or eat any parts of any plants in the Gardens. Check persons within their supervision for any known allergic reactions to plants.
Plants with sharp spines or thorns	<ul style="list-style-type: none"> Many plants within the cactus areas of some glasshouses have sharp spines/thorns – some are placed behind protective screens and warning notices displayed “do not touch”. 			Low	<ul style="list-style-type: none"> Prior to visiting the Gardens, leaders of school parties should ensure persons within their supervision are made aware of the dangers of touching plants with sharp spines/thorns.

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	Note: <i>Plants with sharp spines/thorns can be found throughout the Gardens.</i>				
Environment unfamiliar to students and their supervising adults	<ul style="list-style-type: none"> Documentation e-mailed to schools outlining adult supervision ratios, a site map, Health and Safety information and risk assessment form. Signage displayed at key intersections of Gardens identifying locations of places of interest. 			Low	<ul style="list-style-type: none"> Leaders of school groups to ensure that the correct number of adults is present to manage the group sizes effectively. These ratios are SEN 1:1 EYFS 1:4 KS1 1:5 KS2. 1:8 KS3. 1:10 KS4 & 5. 1:12 SEND 1:1 Home Education 1:2 Leaders of school groups to read supporting information documents which have been emailed to them including: Top tips for teachers; a map; H&S info and risk Assessment form which can integrate into their own risk assessments. All groups / supervisory persons to be provided with a map, times and what to do in an emergency as outlined in the 'Health and safety on your visit'.
Students getting separated from their group	<ul style="list-style-type: none"> RBG Kew Constabulary carry out periodic patrol of the Gardens. RBG Kew staff; wear branded clothing/uniform and/or photo security passes. All RBG Kew Constabulary and many other staff carry communications aids. 			Low	<ul style="list-style-type: none"> Ensure that the schools team have an emergency telephone number for the lead teacher, preferably a mobile number and ensure that this mobile is available at all times. All groups / supervisory persons to be provided with a map, times and what to do in an emergency as outlined in the 'Health and safety on your visit'.

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	<ul style="list-style-type: none"> An emergency contact number and guidelines are displayed on the 'Health and safety on your visit' document. Kew schools team have emergency contact number for leaders of school groups. <p>Note: Group leaders must supervise persons in their party to ensure they do not become lost or disorientated.</p>				<ul style="list-style-type: none"> Leaders of school parties to ensure all accompanying and supervisory adults always have relevant paperwork on them.
Security	<ul style="list-style-type: none"> RBG Kew Constabulary based in the Gardens. RBG Kew Constabulary periodically drive / walk-through / cycle around the Gardens. CCTV strategically sited within the Gardens. CCTV monitored by RGB Kew Constabulary 24/7. All reasonable measures are taken to ensure RBG Kew staff who may be left alone with pupils or be in a position of substantial access with pupils have been subjected to Disclosure and Barring Service checks. 			Low	
Welfare facilities	<ul style="list-style-type: none"> Public toilet blocks are available (with disabled facilities). All public toilets are regularly supervised and cleaned. Cafeteria facilities are available in the Gardens offering a selection of snacks, hot food and drinks. 			Low	<ul style="list-style-type: none"> Leaders of school parties to provide supervision and relevant guidance for all persons within their groups. School parties must always be supervised in all areas of the gardens and glasshouses.
First Aid and Medication	<ul style="list-style-type: none"> Qualified first aiders are always in the Gardens in the event of an emergency. Qualified first aiders in Constabulary are also trained in Paediatric First Aid. <p>Note: Group leaders must accept responsibility for first aid requirements of their pupils or staff should they arise.</p>			Low	<p>Leaders of school parties to:</p> <ul style="list-style-type: none"> Provide first aid cover for persons within their supervision. Carry a portable first aid kit. Ensure they have the Kew Constabulary contact details in case of an emergency (<i>see health and safety on your visit document</i>).

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<p>Emergency Evacuation</p>	<ul style="list-style-type: none"> Emergency evacuation procedures are in place in all buildings. RBG Kew staff and RBG Kew based contractors are familiar with and regularly practice emergency evacuations. Emergency notices are posted within the site and in all buildings. Dedicated assembly points are indicated on the evacuation notices. When school groups are with Kew Teaching staff, they will guide them to evacuation routes and assembly points. 		<p>Low</p>	<p>Leaders of school parties to ensure:</p> <ul style="list-style-type: none"> Persons within their supervision evacuate buildings upon hearing the alarm and assemble at the dedicated assembly point.
<p>Play Equipment/Children's Garden</p>	<ul style="list-style-type: none"> All equipment is regularly checked to ensure it remains "fit for purpose" and results of inspections are recorded in an equipment log. All play equipment within dedicated play areas i.e. conform to current British and European Standards and is subject to regular inspection. Supervision of visiting school parties always provided by school leaders. <p>Note: RBG Kew <u>do not</u> provide supervisory staff for school parties in play areas.</p>		<p>Low</p>	<ul style="list-style-type: none"> Leaders of school parties to provide supervision for all persons within their groups whilst on the play equipment in the children's garden. Leaders to be aware of other users in the play areas and note age limits. <p>For Safeguarding reasons Leaders of school parties are unable to visit the children's garden prior to them visiting with their school group.</p>
<p>Access / services for persons with special needs</p>	<ul style="list-style-type: none"> Ramped accessed to public buildings. Paths accessible for wheelchair use. Lift access available in public buildings. Hearing loop systems in place within entrance Gate Boxes. Limited wheelchair facilities available at entrances to the Gardens (first come basis). Limited number of mobility scooters available (must be booked in advance); training provided. 		<p>Low</p>	<ul style="list-style-type: none"> Prior to visiting the Gardens, leaders of school parties should note their requirements when booking on-line and discuss with RBG Kew's Education Department any individual needs of members of their group.

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	<ul style="list-style-type: none"> Ramped access to RBG Kew Explorer Bus (internal tour of Gardens only – tickets purchased at point of tour). Disabled access to RBG Kew Discovery Bus (internal tour of Gardens only – private hire by prior arrangement). 				
Travel – Coach drop Off	<ul style="list-style-type: none"> Due to parking changes, unfortunately coaches can no longer pick up or drop off groups on Kew Road. The new coach drop off location is Elizabeth Gate, which is on Kew Green. Coaches cannot park on Kew Green. 				<ul style="list-style-type: none"> When schools book their coach travel, they will need to share the coach drop off information with their coach company. This will ensure that the coach company allow adequate time to drop off the school group.
Insurance (Public Liability)	<ul style="list-style-type: none"> RBG Kew holds Public Liability Insurance and holds the LOTC Quality Badge. 			Low	

DEFINITION OF RISK LEVEL

Hazard Severity

		Negligible Negligible injury, no absence from work	Slight Minor injury requiring first aid treatment	Moderate Injury leading to a lost time accident	High Involving a single death or serious injury	Very High Multiple deaths
Likelihood	Very Unlikely A freak combination of factors would be required for an incident to result	LOW	LOW	LOW	LOW	LOW

Action Priority Table

Risk Level Rating	Action	Priority
High	Significant risk	Immediate Action Required

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Unlikely A rare combination of factors would be required for an incident to result	LOW	LOW	LOW	MEDIUM	MEDIUM
Possible Could happen when additional factors are present, otherwise unlikely to occur	LOW	LOW	MEDIUM	MEDIUM	HIGH
Likely Not certain to happen but an additional factor may result in an accident	LOW	MEDIUM	MEDIUM	HIGH	HIGH
Very Likely Almost inevitable that an incident would result	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Medium	Risk must be reduced where further actions identified	Action Required
Low	Risk is controlled but monitor the control measures	Ongoing Monitoring Required

LOW RISK	May be acceptable; review task to see if risk can be reduced further.
MEDIUM RISK	Task should only proceed with appropriate management authorisation after consultation with Health and Safety Team. Where possible, the task should be redefined to take account of the hazards involved or the risk should be reduced further prior to task commencement.
HIGH RISK	Task must not proceed. It should be redefined or further control measures put in place to reduce risk. The controls should be re-assessed for adequacy prior to task commencement.

* See attached sheet for definition of Risk Level