

Covid-19 Risk Assessment



What are the hazards?	Who might be harmed and how?	Actions to control this risk?	Action by who?	Action by when?	Actions to complete mark green when done	Residual Risk Rating (Severity x Likelihood = Risk)
Access and egress – to site and buildings. Groups gathering, lack of social distancing, contact with surfaces, doors, handles	Pupils/staff/visitors coming onto site may be carrying COVID-19 virus which could be spread to other pupils or staff	Ensure all who have access to the school continue to focus on the 4 key points of infection control: <ul style="list-style-type: none"> • Avoiding contact with anyone with symptoms • Frequent hand cleaning and good respiratory hygiene practices • Regular cleaning of settings • Minimising contact and mixing 	Headship team	03/09/2020		3 x 3 = 9
		Map of entrances and exits sent to and available to parents of all children.	Headship team	04/01/2021		
		Staff and parents to wear face coverings when entering and exiting the site.	Headship team	04/01/2021		
		Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. We must know their name, the child they are working with and a designated area Visits and deliveries to be arranged for quiet times or outside school hours All visitors to be sent the visitors policy before entering the school building	Admin team, SENco	03/09/2020		
		All essential visitors need to complete the track and trace documents before entering the building.	Admin team	04/01/2021		

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		Vigilant monitoring of staff/pupils who are symptomatic on entering school: <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • a loss of, or change in, your normal sense of taste or smell (anosmia) 	All staff	03/09/2020		
		Ensure all children, parents, carers, or any visitors, such as suppliers or contractors, are informed not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19) and will be sent home if they develop symptoms on site.	Headship team	03/09/2020		
		Advise staff/parents to follow guidance about self-isolation, which says: <ul style="list-style-type: none"> • If they live alone, they must self-isolate for 10 days from when they first experience symptoms. • If they live with others, then they must again self-isolate for 10 days. 	Headship team	04/01/2021		
		Staggering arrival and collection times to limit numbers at peak times. Children to begin at either of the 3 staggered times dependent on their surnames	Headship team	03/09/2020		
		Parents informed of access and egress procedures.	Headship team	03/03/2021		
		Signs for classroom entrances and exits located on doors.	All staff	03/09/2020		

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		Ensure plans and precautions are communicated to all, including: <ul style="list-style-type: none"> Maintain social distancing Not to group or gather around the school gate Only one parent to drop or collect children Not to enter the school grounds unless to attend a pre-arranged meeting 	Headship team	03/03/2021		
Hygiene practices	Staff and pupils working together could increase the risk of spreading the virus	Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze.	All staff	03/09/2020		4 x 2= 8
		The location of hand sanitiser stations, for example at the school and classroom entrance points and their replenishment.	N McKeegan	03/09/2020		
		Ensure that all adults and children: <ul style="list-style-type: none"> frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing are encouraged not to touch their mouth, eyes and nose use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 	All staff	03/09/2020		
		Ensure there is a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly.	N McKeegan	03/09/2020		
		Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	All teaching and cleaning staff	03/09/2020		
		Lidded pedal bins should be available in classrooms and other key areas for the disposal of tissues. Bins will be emptied throughout the day if they become full.	N McKeegan	03/09/2020		
		All spaces must be ventilated using natural ventilation (opening windows and or doors) or ventilation units	All staff	03/09/2020		
		Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	Site team	03/09/2020		

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		Hand gel dispenser inside of all classrooms Hand gel dispenser on all entrances and exits Hand gel order in large quantities	Headship team	03/09/2020		
		Catch it, Bin it, Kill it posters around school	All staff	03/09/2020		
		Ensure that bins for tissues are emptied throughout the day	Cleaning team	03/09/2020		
		Staff to monitor tissues daily.	All staff	03/09/2020		
		Each class will have allocated soap to refill there in class supply	Sarah North	04/01/2021		
		Equipment will not be shared by others unless adequate hand cleaning products are supplied. Reception staff will complete the signing in process for any visitors so they don't use generic pens.	Admin team	03/09/2020		
Cleaning	Staff and pupils working together could increase the risk of spreading the virus	Cleaning products to be provided in every room.	Cleaning team	03/09/2020		5 x 2 = 10
		Daytime cleaner to remain outside of the classroom at all times. Classroom based staff to leave empty cleaning equipment at the door.	Sarah North	08/03/2021		
		Follow the COVID-19: cleaning of non-healthcare settings guidance Cleaning guide for members of staff.	All staff	03/09/2020		
		A member of cleaning staff should be onsite during operating hours to ensure regular cleaning of frequently used areas, janitorial routines are maintained and the school can respond effectively in the event of a suspected coronavirus case on site.	All cleaning staff	03/09/2020		
		Clean and disinfect equipment, toys, and surfaces more regularly. This includes keyboards, mouse, tables, chairs, door handles, light switches, and bannisters.	All staff	03/09/2020		
		If you wish to, you can wear disposable or washing-up gloves and aprons for cleaning.	All staff	03/09/2020		
		Waste bins to be emptied routinely throughout the day by duty cleaning staff member	All cleaning staff	03/09/2020		

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		Use sanitizing solution to soak equipment and toys overnight should they need to be shared within the year group.	All staff	03/09/2020		
		If there is a suspected case of COVID 19 in school follow the COVID-19 Supplementary Cleaning Risk Assessment.	All cleaning staff	03/09/2020		
		Updated timetable for cleaning procedures.	Sarah North	03/03/2021		
		A daily list of staff working onsite will be maintained – All staff MUST sign in/out using the record.	Admin staff	03/09/2020		
Class, Classrooms, and equipment. Groups gathering, lack of social distancing, contact with surfaces, doors, handles	Staff and pupils working together could increase the risk of spreading the virus	All classes are in consistent year group bubbles.	ST	08/03/2021		4 x 3 = 12
		Feedback – using large whiteboard, mini-whiteboards and visualizer. Focus on verbal and whole-class feedback.	Class teachers	4/1/2021		
		In years 2 - 6, children keep to their desks when in the classroom. Carpet space can be used if tables are moved and there is adequate space between the teacher and children.	All staff	03/09/2020		
		Class rules re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance. Use flipchart emailed on 02/03/21 to support with this.	Class teachers	08/03/2021		
		Learning planned for individual, or socially distanced pairs/groups.	Class teachers	04/01/2021		
		Children in years 2- 6 to use same desk all day.	All staff	04/01/2021		
		Teachers and/or TAs are assigned to the year group of children and stay with these children throughout the day (<i>and on sub-sequent days</i>)	Headship team	21/10/20		
		Barriers or screens will be used in reception areas to offer a level of protection when visitors are standing adjacent to the desk.	Site team	03/09/2020		
		Staff should NOT socialise together when working onsite unless they are maintaining the 2 meters distancing requirement.	All staff	03/09/2020		
		Signage will be installed at entrances to the site and in main circulation areas to remind the public, staff and pupils to maintain social distancing.	All staff	03/09/2020		

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		Children stay in the year group classroom and designated outside area for the majority of the day and not mix with other year groups	All staff	04/01/2021		
		Coats placed on pegs. Routines for collection of coats at transition times, established by class teacher.	All staff	04/01/2021		
		Lunchboxes kept under children's tables in their tray Plastic packets (zippy) bags used for individual resources	All staff	04/01/2021		
		Children in year F, 1 and 2 are allowed to bring in a school book bag that is stored centrally inside/outside of the classroom.	F, 1 and 2 staff	02/03/21		
		Stagger break times (including lunch), so that all children are not moving around the school at the same time	Headship team	04/01/2021		
		Ensure where possible equipment is used exclusively by the year group, or ensure it is appropriately cleaned between year groups using it, and that multiple you groups do not use it simultaneously.	All staff	04/01/2021		
		Ensure ventilation in each classroom all day (windows or doors open)	All staff	04/01/2021		
		Where possible, staff to be at front or side or back of the room	All staff	04/01/2021		
		Conversation in the classroom from adult height, where appropriate	All staff	04/01/2021		
		Only classroom based staff to open and close classroom windows.	Class teachers	04/01/2021		
		Set seating plan for children	Class teachers	04/01/2021		
Halls Use of the KS2 hall for PE <i>The use of the halls as detailed in the risk assessment must still be followed</i>	Staff and pupils working together could increase the risk of spreading the virus	The hall will not be used for assemblies. Assemblies will happen virtually. The hall will not be used for PE sessions. This will be reviewed at Easter	Headship team	03/03/2021		5 x 2 = 10

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EYFS and year 1 specific practices	Staff and pupils working together could increase the risk of spreading the virus	Supporting children into the classroom Children to be removed from parents by both parent and school adult holding one hand each leading them to the classroom door. School adult approach parent. Video communication prior to new intake. When the child is in the classroom both staff member and child wash hands for 30 seconds. Where a child needs consoling, an adult who wishes to do so can but must wash their hands for 20 seconds.	Anna Tickle	03/09/2020		
		Intimate care consent forms adapted in line with RA.	Anna Tickle	03/09/2020		
		If a child is in need of care or support (e.g. jumper is stuck, coat stuck, food items, or if a child has asked for help), in the first instance talk it through with the child. If adult intervention is required where possible, ask the child to move. Where this is not possible, adult can physically support the child. PPE is available should the staff member choose to use it.	Anna Tickle	03/09/2020		
		Classrooms are set out to encourage social distancing between the children but there will be no rows.	Anna Tickle and James Carhart	04/01/2021		
		Reduced amount of children in class	Anna Tickle and James Carhart	04/01/2021		
		Moving in the corridors	Staff and pupils working together could increase the risk of spreading the virus	Children staying in their classroom and accessing outside from specified entrance/exit points	All staff	03/09/2020
Staff to wear face coverings in this area	Headship team	04/01/2021				
2m marking placed in the corridor to encourage 2m distancing	All staff	03/09/202				
No children to be in the corridors without an adult's permission	All staff	03/09/2020				
Messages to/from office or other staff via Telephone	All staff	03/09/2020				

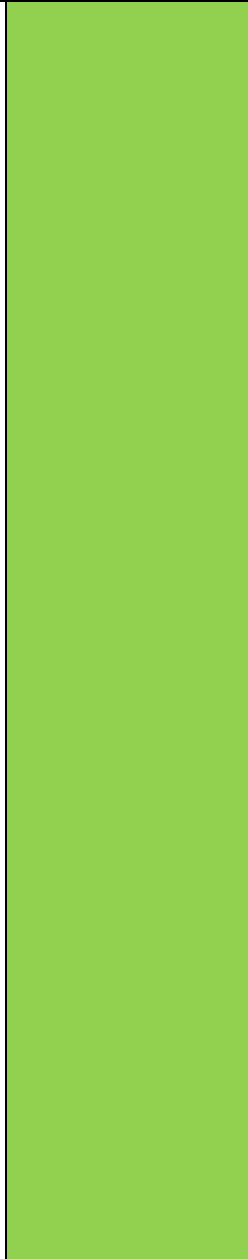

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		Agree instructions/rules with children concerning going and returning to the toilet	Class teachers	03/09/2020		
		Keep markings on the floor to encourage social distancing.	Site team	03/09/2020		
		Staff member to monitor corridor use during break and lunch times.	Year group bubbles	03/09/2020		
		Year 4 and 6 toilet access from outside the building to limit children in the corridor	Year group bubbles	21/09/2020		
Break and lunch times	Staff and pupils working together could increase the risk of spreading the virus	Children to wash hands before and after eating	All staff	03/09/2020		3 x 3 = 9
		Year groups to have dedicated playgrounds and times for lunch.	Headship team	03/09/2020		
		Children eat in their classrooms or on their designated playground at their designated lunch time.	All staff	03/09/2020		
		Communicated with CaterEd to provide boxed hot meals.	Headship team	03/09/2020		
		Meals collected and delivered by year groups 2 – 6.	Year group bubble	04/01/2021		
		Foundation and Year 1 children to eat in the hall: F at 11:30 – 12:15 1 at 12:30 – 1:15 Staff to clean after all children have left. Day time cleaner to clean the floors and frequently touched items. Food to be disposed of in the same way as the classroom Children escorted in the corridors	Foundation and Year 1 team	08/01/2021		
		Children keep rubbish and waste in lunchbox to be disposed of at home.	All staff	03/09/2020		
		Staff stick to timetable for outside area usage.	All staff	03/09/2020		
		Year groups organise staffing of their own lunchtimes	Year group bubble	03/09/2020		
		Staggered playtimes and allocated play area Reduced playtime equipment	Headship team	03/09/2020		
Staff supervision throughout – year group staff not to mix and ensure more than 2 metre distancing between each other.	All staff	03/09/2020				

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		Equipment provided in a bubble bag that can be wiped after each use. Each bubble bag has disinfectant wipes	Year group bubble	21/10/20		
		Games discussed which encourage social distancing	All staff	03/09/2020		
Catering	Staff and pupils working together could increase the risk of spreading the virus	Kitchen staff must be able to safely prepare and serve hot and cold food whilst maintaining social distancing in the kitchen and dining areas. Review external catering providers risk assessment.	A Martin	03/09/2020		4 x 1 = 4
		Hot food to be collected by year group staff daily and delivered to the child's classrooms	Year group bubbles	03/09/2020		
		Staggered food service times established	Headship team	04/03/2021		
Accessing toilets	Staff and pupils working together could increase the risk of spreading the virus	One boy and one girl allowed to go to the toilet at a time from each class.	Class teachers	03/09/2020		4 x 3 = 12
		Staff to wear face coverings when using the toilets	Headship team	04/01/2021		
		Children will be allotted times throughout the day when they can access the toilet.	Headship team	03/09/2020		
		Allocated toilets for different groups of children	Headship team	03/09/2020		
		Hand gel used after toilet use as well as washing hands	All staff	03/09/2020		
		Extra Signs in toilet re washing hands.	All staff	03/09/2020		
		Extra soap ordered to ensure we do not run out	A Martin/Nick McKeegan	03/09/2020		
		Regular cleaning timetable designed with day time cleaner	ST and SN	04/01/2021		
		Soap monitored daily by cleaners	Cleaning team	03/09/2020		

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Breakfast club	Staff and pupils working together could increase the risk of spreading the virus	Each year group to have a designated classroom for breakfast club. This can rotate each week.	Headship team	03/09/2020		2 x 2 = 4
		Year group breakfast club staff to collect food from staff room and leave in classroom.	Breakfast club staff	04/01/2021		
		Supervision of children entering school site. Staff member to make sure mixed bubbles are socially distanced	Jacquie Sullivan	04/01/2021		
		Children offered food that can be eaten with hands.	Admin team	03/09/2020		
Staffroom	Staff and pupils working together could increase the risk of spreading the virus	Clear signage placed in the staffroom for handwashing	Headship team	03/09/2020		4 x 3 = 12
		Only two members of staff allowed in the kitchen area at a time. Distance must be maintained during this time.	All staff	21/10/20		
		Staff to wear face coverings in this area	Headship team	04/01/2021		
		Signs to encourage staff to wash hands regularly	Headship team	03/09/2020		
		Furniture spaced to allow 2m seating or standing distance	Headship team	03/09/2020		
		Unused furniture removed to KS1 hall.	Site team	03/09/2020		
		Staff encouraged to clean handles, fridge, dishwasher, boiler and water dispenser regularly after use.	All staff	03/09/2020		
		Staff to clean the area they have sat in after each use	All staff	03/09/2020		
Cleaning solution and cloth located in staffroom	Headship team	03/09/2020				
Staff attending site	Groups of people who are more at risk from coronavirus could	List of staff members and the staff and children they will be in contact with created to help identify those who may need to self-isolate following a positive case of Covid-19.	Headship team	04/01/2021		

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	be exposed to COVID-19	Staff sent the staffing principles in the staff information.	A McLaughlin	03/09/2020		5 x 2 = 10
		Personal Protective Equipment (PPE) to be used by staff as normally required for their role.	All Staff	03/09/2020		
Pre-arranged visitors attending site.	Pupils/staff/visitors coming onto site may be carrying COVID-19 virus which could be spread to other pupils or staff	The only pre-arranged visitor to be allowed access on-site would be to make an assessment of a child. i.e education psychologist, speech and language.	Admin	04/01/2021		
Staff capacity with increased numbers of absence	Shortage of teachers to maintain staff to pupil ratio	If a team are unable to safely operate in school, the bubble will be closed.	Headship team	04/01/2021		3 x 3 = 9
Anxiety levels of staff and community	Causing breakdown in staffing ratios, compromising group sizes.	Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.	Headship team	05/03/2021		3 x 3 = 9
Pupils attending site	Vulnerable groups who are clinically, extremely vulnerable.	Parents should follow medical advice if their child is in this category.	Headship team	03/09/2020		4 x 1 = 4
	Children with EHCP	Complete risk assessment before attendance	SENco and Tracy Spragg	04/01/2021		4 x 1 = 4
	Pupils follow guidance	Ensure staff instruct and support pupils to follow procedures onsite.	All staff	04/01/2021		4 x 1 = 4
First Aid, Intimate Care	Staff and pupils working together	Ensure areas are thoroughly cleaned and checked for additional hazards at the start and end of the day, and after use	All Cleaning Staff	03/09/2020		5 x 2 = 10

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	could increase the risk of spreading the virus	Ensure adequate first aid trained staff on site – google doc created	Aaron West	04/01/2021		
		Close contact information updated if administration of first aid has been given to a child/staff member not in the same designated bubble.	First aider at work	04/01/2021		
		Each Year group bubble to have a first aid kit available.	All staff	04/01/2021		
		Ensure sufficient and appropriate equipment available and monitored regularly	Bubble team	04/01/2021		
		Ensure sufficient stock of PPE available, minimum disposable gloves, aprons and masks. PPE available to be worn for administering medication at a close proximity or should a member of staff wish to	A Martin	04/01/2021		
		Ensure staff trained in use of PPE	A Martin/ Headship team	03/09/2020		
		Follow school procedure should anybody develop symptoms of Covid-19. Year groups to facilitate this.	All staff	04/01/2021		
		Contact a member of the headship team should you have any concerns about a child's health.	All staff	03/09/2020		
		Intimate care plans followed. Should a child, who does not have an intimate care plan soil themselves, parents need to be called to either change or collect them.	All staff	03/09/2020		

<p>Staff or pupil develops COVID-19 symptoms onsite</p>	<p>Staff and pupils exposed to increased risk of spread of infection</p>	<p>Anyone developing symptoms onsite should be sent home as soon as possible and the headship team informed.</p> <p>Please call and a member of the headship/vulnerable team will collect the child and escort them outside of the school to a designated isolation room.</p> <p>If the person is unable to go home straight away, they should be escorted to the isolation room, maintaining 2 metre distance.</p> <p>If a 2 metre distance can't be maintained due to illness, age or complex needs of the individual - use PPE apron, mask and gloves. PPE is located in the isolation room and should always be used in accordance with the Using PPE safely guidance.</p> <p>A member of the cleaning team will carry out additional cleaning in line with the COVID-19 Cleaning Risk Assessment. Staff and pupils will wash their hand thoroughly for 20 seconds and return to activities.</p> <p>STAFF MEMBER with suspected Coronavirus: Staff member arranges for an NHS test, MUST self-isolate for 10 days (their household should self-isolate for 14 days), contact HR and inform HR of the test result.</p> <p>Pupil with suspected Coronavirus: Parent is contacted and asked to arrange for their child to have an NHS test. Student MUST self-isolate for 10 days (their household should self-isolate for 14 days).</p> <p>Parents asked to inform the school of the test result as soon as it is received. A record of all pupils and staff in the same group as the person with suspected Coronavirus must be kept.</p> <p>If the test result is positive, the Headship Team will call Public Health to seek advice and be instructed on next steps. This may include the whole group self-isolating for up to 14 days (this does not include other members of their households).</p> <p>If the test result is negative the pupil or staff member can return to school and their household can end their self-isolation.</p>	<p>All staff</p>	<p>04/01/2021</p>		<p>4 x 2 = 8</p>
	<p>Staff and pupils exposed to increased risk of spread of infection</p>	<p>Maintain at least one specific isolation space for anyone who may develop Coronavirus symptoms during the school day. The door to this space (or spaces) must be clearly signed as such and be used for no</p>	<p>A Martin/Headship team</p>	<p>03/09/2020</p>		<p>4 x 2 = 8</p>

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		other purpose. Anyone who displays symptoms of Coronavirus should leave the school environment as soon as possible. There should also be a dedicated toilet facility for anyone requiring to use the isolation space. Waste from these spaces (such as hand towels) must be disposed of as contaminated waste.				
	Accessing testing arrangements are clear for all staff	All staff to be aware of their NHS number to enable rapid testing.	All staff	03/09/2020		1 x 1 = 1
	Accessing testing arrangements are clear for all staff	Access to testing is already available to all essential workers. Trust registered as essential worker employer.	A McLaughlin	03/09/2020		
Safe and Secure Premises and buildings – defective, untested equipment, slips, trips, unavailable routes or exits	Staff/pupils/visitors at risk of injury	Security fencing and gates working, not damaged or breached	N McKeegan	03/09/2020		3 x 1 = 3
		Fire equipment and systems serviced and tested, where applicable, and in place, including: <ul style="list-style-type: none"> • Fire detection and alarm system • Emergency lighting • Fire extinguishers • Emergency exits • Fire doors Suppression, venting or smoke extraction systems	N McKeegan	03/09/2020		
		Ensure sufficient number of trained fire marshals on site	Headship team	03/09/2020		
		Ensure any PEEPs are still suitable and staff aware of contents	Headship team	04/01/2021		
		Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded	N McKeegan	03/09/2020		
		Visual inspection of all Asbestos Containing Materials, electrical fixtures and fittings and portable appliances to ensure no damage during lockdown	N McKeegan	03/09/2020		
		<ul style="list-style-type: none"> • Full Premises walk through to ensure clear of slips, trips, or item falling hazards, clear routes, and corridors 	N McKeegan	03/09/2020		

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		External check of playground and playing field areas to ensure clear of debris, rubbish, animal faeces.	N McKeegan	03/09/2020		
		Play equipment to remain out of use until October review.	Headship team	03/09/2020		
		Entrance gates to remain open from 7:00 – 9:00 and 2:50 – 6:00 so you do not have to press the buzzer.	JL and JM	04/01/2021		
		Staff carpark to be used for foundation parents drop off – car park gates closed so no vehicles can enter or exit.	Site team	13/10/2020		
Training, Information, Instruction, Supervision Protective measures not followed	Staff/pupils/visitors working together could increase the risk of spreading the virus	Conduct staff meetings to share the contents of the risk assessment, operating guidance and provide opportunity for questions on a regular basis.	Headship team	04/01/2021		5 x 2 = 10
	Increased spread of infection from incorrect use of face coverings	Provide guidance to staff on how to use face coverings safely.	Headship team	03/09/2020		4 x 3 = 12
	Staff/pupils/visitors working together could increase the risk of spreading the virus	Regular discussion held at headship meetings to discuss the procedures and actions needed to take place should there be a positive case of coronavirus in school.	Headship team	04/01/2021		
	Staff/pupils/visitors working together could increase the risk of spreading the virus	Weekly updates and reminders to all staff regarding risk assessment.	ST	04/01/2021		

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Regular Rapid COVID-19 Testing	Staff and pupils exposed to increased risk of spread of infection	Staff attending site have the option to take part in a Lateral Flow Test twice a week. Please see separate Rapid Testing risk assessment	ST	15/01/21		

Other information:

Government advice used to produce the risk assessment includes:

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

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

DATE OF REVIEW:

COMMENTS: The unique set of circumstances and the limited knowledge of the severity of impact if measures are not effective, generates a residual risk rating which indicates that further action is required in a number of areas. Measures will be continually monitored and a short review period has therefore been recommended.

Completed By: Sam Thomson

Reviewed By:

Date:

02/03/21

Risk Rating = Likelihood x Severity

S e v e r i t y	Catastrophic	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			1	2	3	4	5
			Improbable	Remote	Occasional	Probable	Frequent
			Likelihood				

Catastrophic	■	STOP
Unacceptable	■	URGENT ACTION
Undesirable	■	ACTION
Acceptable	■	MONITOR
Desirable	■	NO ACTION