

RISK ASSESSMENT – COVID-19

Company Name:	The Rose Learning Trust										
Location:	Richmond Hill Primary Academy										
Date of Assessment:	01/03/2021		Review Date:		01/03/2022		Revision No:		4		
Persons Exposed:	Employees:		✓	Other Workers:		✓	Public / Visitors:		✓	Estimated total number of persons at risk:	100
	New / Expectant Mothers:			✓	Vulnerable Persons:		✓	Other:			

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Lack of Information to Children	4	5	20	Children are provided with information on the correct handwashing methods. This includes the use of posters in toilets and washrooms to provide guidance on the exact method. Children are being provided with specific information on hygiene during normal lessons. Information on COVID-19 is being provided to all pupils so that the risks associated with the virus are fully understood. The level of information provided is tailored to the age of the pupils concerned. Schools are sending out information to parents on a regular basis. Parents are able to contact the school for specific queries.	1	5	5	None Required	✓	

RISK ASSESSMENT – COVID-19

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	L	S			L	S			Yes	No
Lack of Information	3	5	15	<p>The school has subscribed to information and updates from approved sources. These include, but are not limited to:</p> <ul style="list-style-type: none"> • The UK Government (UK Gov) (https://www.gov.uk/coronavirus), (https://www.gov.uk/guidance/national-lockdown-stay-at-home) • Public Health England (PHE) (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19), • Department for Education (DfE) (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) • National Health Service (NHS) (https://www.nhs.uk/conditions/coronavirus-covid-19/) • Health and Safety Executive (HSE) (https://www.hse.gov.uk/news/coronavirus.htm) <p>Updates are passed to all staff members to ensure that they are kept informed. This is in the form of notices, memos and meetings (face to face, videoconference or teleconference). The subject is of public concern and all newspapers and other news sources are providing daily information on this matter. All persons, therefore, are considered to have easy access to information at the present time.</p>	1	5	5	It is strongly recommended that the covid secure poster be displayed in a location that staff can easily observe it. Click here for the poster	✓	

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	L	S			L	S			Yes	No
Use of Personal Protective Equipment	2	5	10	<p>Schools will implement the wearing of facial coverings by all employees outside of the classroom environment. This includes all staff rooms and corridors. Face masks will be permitted to be removed when eating or drinking.</p> <p><i>At the employee's discretion, facial coverings may be worn within classrooms providing that this does not detract from the teaching activities. Facial visors may be used, for instance where lip reading is required, however they are not as effective as facial coverings and will require regular cleaning.</i></p> <p>All visitors to the school must wear a facial covering at all times when on school premises.</p> <p>Facial coverings must not be worn by young children under the age of 11 years old, or those with special educational needs, as they may not be able to handle them as directed.</p> <p>Any pupil who has an existing care routine which requires the use of PPE should continue to receive care in the same way. In the event that a pupil becomes unwell with symptoms of COVID-19 then social distancing should be maintained. If this is not possible then the supervising adult should wear gloves, an apron and a face mask for this situation only. If the child is coughing, spitting or vomiting, then eye protection should be worn.</p> <p>Schools have obtained adequate quantities of PPE and have trained staff in the safe use (such as doffing and donning). Means of disposing of used PPE has been considered and suitable bins are provided which are emptied regularly.</p>	1	5	5	Ensure that the school has a supply of face masks, aprons and eye protection for emergency use only.	✓	

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	L	S			L	S				Yes	No
Contact with Others	4	5	20	<p>Contact between other persons must be limited and social distancing (keeping 2m apart) should be followed where possible.</p> <p>Facial coverings will be worn by all staff in communal areas.</p> <p>Movement along corridors will be reduced as far as possible.</p> <p>Staff required to mix with multiple groups must obey social distancing at all times and follow increased hygiene rules such as regular handwashing when moving from group to group.</p> <p>Timetables will be modified to ensure that breaks, assemblies and drop-off / collection times as staggered.</p> <p>Outdoor lessons will be used where possible as the transmission of the virus is less likely to occur externally.</p> <p>Groups or bubbles will not be allowed to mix at any point.</p> <p>Outside areas will be accessed directly from classrooms using external fire doors where possible to minimise use of corridors.</p> <p>Fire doors will be secured after use.</p> <p>Meetings, such as assemblies with more than one group, will be avoided.</p> <p>Toilets will be monitored to ensure that there is not overcrowding.</p> <p>Toilets will be allocated to individual groups only. If shared use of the toilet by more than one group is required, then thorough cleaning must be undertaken after each use. As this is not likely to be practicable, this should be discouraged wherever possible.</p> <p>Shared resources will be limited to use within single groups only. If sharing is required by multiple groups, then they must be cleaned or left for 48 hours between uses.</p> <p>Staff taking leave abroad will be required to follow applicable government guidance on isolation or quarantine following return to the country. Full advice to be followed can be accessed from:</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</p>	2	5	10				

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	L	S			L	S			Yes	No
Shielded Persons and Persons with Increased Risk (Employees)	4	5	20	<p>Details on the revised guidance is available from: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>In line with Government advice, as of 22/02/2021, all employees who are categorised as ‘Clinically Extremely Vulnerable’ will be required to work from home and will not be permitted to attend school.</p> <p>Any persons with significant risk factors, but not identified as ‘Clinically Extremely Vulnerable’ will subject to a personal risk assessment so that control measures can be agreed by all parties and implemented accordingly. Control measures may include working from home and will be considered on a case by case basis.</p> <p>Social distancing will be maintained for all persons previously categorised as ‘Clinically Vulnerable’ or ‘Clinically Extremely Vulnerable’ wherever possible.</p> <p>All control measures are implemented by the school with the intention to protect all persons, regardless of background, to the fullest extent, and without exception.</p> <p>Pregnant employees will be subject to regular assessment to ensure controls are adequate.</p> <p>Guidance from the Royal College of Gynaecologists (RCOG) will be followed at all times. In line with this, social distancing will be implemented for all pregnant employees.</p>	2	5	10	The school should ensure that medical records for children and staff are updated and kept on file.	✓	
Shielded Persons and Persons with Increased Risk (Pupils)	4	5	20	<p>Pupils who are identified as CEV should remain at home.</p> <p>In exceptional circumstances, and in line with Department of Health and Social Care guidance, consideration will be given to allowing pupils classified as CEV into school. This will be considered on a case by case basis depending on wider issues such as vulnerability, inability to access remote learning or a wider impact on the pupil’s wellbeing.</p>	2	5	10			

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	L	S			L	S			Yes	No
Children with SEND requirements	4	5	20	<p>Children with SEND requirements are identified by the school. Groups will be formed of an appropriate size to avoid contact and mixing but without restricting access for support, specialist staff or therapies.</p> <p>The school will plan to assist children with changes to routines using social stories and other measures.</p> <p>Support and specialist staff who move between schools will be permitted, however they will observe strict social distancing from other staff and will obey enhanced hygiene rules including more regular hand cleaning.</p> <p>If a child with SEND requirements attends more than one setting, including NHS hospitals, then the school will communicate clearly with the other settings to ensure a uniform approach is agreed.</p> <p>Staff will wear appropriate PPE if the pupil requires intimate care.</p> <p>The school will ensure that travel arrangements are in place and agreed with the local authority if transport is required as part of the EHC.</p> <p>The school will ensure that there are appropriate measures to facilitate movement around school for those using wheelchairs or walking aids. This will include avoiding contact with others along corridors wherever possible.</p>	2	5	10			
Classrooms (other than EYFS)	4	5	20	<p>Class sizes from the 8th March will return to normal levels. Consideration may be given to the formation of groups based on year groups. The group size will not exceed 100 persons without additional justification.</p> <p>Classrooms will be arranged to provide 2m social distancing for adults.</p> <p>Soft furnishings and other resources can be reintroduced into the classrooms provided that they are retained within the class bubble and not shared outside of this group. Cleaning of these items, including steam cleaning if appropriate, should be undertaken on a regular basis.</p> <p>Younger children in primary schools are not subject to social distancing under the 22nd February revision of the DfE guidance. Due to this the classroom layouts will be revised accordingly to ensure that the required number of children can be accommodated without affecting fire evacuation plans.</p> <p>Older children will be seated shoulder to shoulder wherever possible to avoid face to face contact.</p>	1	5	5	None Required.	✓	

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	L	S			L	S				Yes	No
EYFS Classrooms	4	5	20	<p>Teaching and support staff will avoid physical contact wherever possible, however it is accepted that this might be necessary for these, younger, children. Adults will be required to wash hands following any contact.</p> <p>Soft furnishings and other resources can be reintroduced into the classrooms provided that they are retained within the class bubble and not shared outside of this group. Cleaning of these items, including steam cleaning if appropriate, should be undertaken on a regular basis.</p> <p>Fabric resources should be cleaned regularly, or be retired from use for a period of 48 hours (72 for plastic items) after being used within the setting.</p> <p>Rotation of resources will be used wherever possible to allow items to be cleaned thoroughly to prevent surface transmission. Classrooms do not require to be organised on a shoulder-to-shoulder basis for children of this age group.</p> <p>All play items will be cleaned and sanitised regularly.</p> <p>Outdoor areas will be allocated to EYFS classes for their use only. If the total EYFS group size is large, then additional areas will be provided for their use alone.</p> <p>PPE should be worn when undertaking intimate care needs for younger children.</p>	1	5	5				
Educational Visits	4	5	20	<p>Educational visits are not recommended at the present time. The school will keep this situation under review in line with published guidance from the DfE.</p> <p>Overnight visits, or visits to overseas territories, are prohibited at the current time.</p> <p>When visits are permitted, the school will undertake a thorough risk assessment of the visit, as normal, prior to commencement. This assessment will now include an assessment of the COVID-19 secure status of the desired venue.</p>	2	5	10				

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Outside Play Areas	4	5	20	Outside play areas will be provided for all bubbles. All groups will have their own designated play areas. Break time will be staggered to reduce numbers outside at any one time. Mixing of groups will not be permitted outside. Use of outside play equipment will be restricted to individual groups wherever possible. Outside play equipment will be regularly cleaned wherever possible and between uses if the equipment is to be shared between bubbles.	1	5	5			
Break Periods	4	5	20	Break periods will be staggered to reduce numbers outside of classrooms at any one time. Staff will be able to use welfare facilities away from the classrooms. Social distancing within any staff welfare areas will be enforced. Staff can mix with other from other groups providing that social distancing is maintained.	1	5	5			
Supply and Peripatetic Teachers	4	5	20	Supply and Peripatetic teachers may be required to provide assistance to multiple schools. This is acceptable. All supply and peripatetic teachers will be required to comply with the school's arrangements for managing and minimised risk. These persons will be required to take extra care to maintain distance from other staff and pupils. Contact with children will be prevented wherever possible. This group also applies to sports coaches, those engaged to deliver before and after school clubs, and any volunteers used within the school.	2	5	10			

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Items Removed from School	4	5	20	<p>Items can now be removed from school on a limited basis. Teachers and pupils will be allowed to remove items, such as books, provided that they do not share these materials with others outside the school setting.</p> <p>Resources which are required to be used by others in school should be cleaned thoroughly or left for 48 hours (72 hours for plastic items) upon return to school.</p> <p>Children will be allowed to bring everyday essential items only, such as lunch boxes, water bottles, hats, coats and books. Bags are permitted to be brought into school.</p> <p>Cloakrooms will not be shared by multiple groups and they will be monitored on arrival and leaving times to ensure that they are not overcrowded.</p>	1	5	5			
Housekeeping	3	5	15	<p>Adequate supplies of cleaning materials are kept on site. Each classroom has been provided with cleaning materials so that teaching staff can clean the frequently touched areas (surfaces and chair backs) between professional cleaning periods.</p> <p>Cleaning staff have been instructed to increase the frequency of cleaning wherever possible.</p> <p>Surfaces where regular contact is likely, such as door handles, tables, signing in systems, light switches, chairs etc. are being prioritised to ensure that they are cleaned regularly.</p> <p>Housekeeping staff are trained in the correct use of cleaning equipment and chemicals.</p> <p>The building is subject to regular cleaning by trained and competent persons. If required a 'deep clean' is able to be requested.</p> <p>Paper towels and bins are provided in all toilets and hand dryers are not used.</p>	1	5	5	A more regular inventory of the cleaning stock should be made to ensure that supplies remain adequate, especially if availability becomes restricted.	✓	

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Transmission of Virus / Hygiene	4	5	20	<p>All persons on school are provided with information on good hygiene measure to include:</p> <ul style="list-style-type: none"> washing hands with soap and water often – do this for at least 20 seconds. washing hands when you get home or into work. using hand sanitiser gel if soap and water are not available. covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. put used tissues in the bin straight away and wash hands afterwards. do not touch your eyes, nose or mouth if your hands are not clean. <p style="color: red;">Most staff are undertaking Home Lateral Flow Testing. If a positive test is obtained, then that person must self-isolate immediately for a period of 10 days.</p> <p>All persons are instructed to obey 'social distancing' wherever possible. This means maintaining a 2m separation wherever practicable.</p> <p>Supplies of soap and hand sanitiser are available for use. Hand sanitiser, or similar, is available in the reception and all visitors and staff are instructed to use this on arrival to the building.</p> <p>Hand washing facilities are available throughout the school building and includes sinks in toilets and classrooms.</p> <p>Bins will be emptied regularly, especially those used for disposing of tissues.</p> <p>Good levels of ventilation will be provided throughout the school and will include the use of open windows or air conditioning wherever possible.</p> <p style="color: red;">Facial coverings will be worn by all staff outside of classrooms (use within classrooms is at the teacher's discretions) and by all visitors at all times.</p>	2	5	10	Ensure that notices are displayed requiring all persons arriving on site to use hand sanitiser, or similar, before entering the main building.	✓	
Emergency Procedures	3	5	15	<p>The school has formulated an emergency plan to follow should closure be required.</p> <p>Employees have been made aware of the emergency plan.</p>	1	5	5	None Required	✓	

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	L	S			L	S			Yes	No
Employees Becoming Unwell	4	5	20	<p>The symptoms of the virus are being communicated extensively through media outlets and government information and so it is likely that persons are aware of the virus and its symptoms. Employees are instructed to remain at home at the first onset of any symptom. Employees are instructed to follow official Government guidance on isolation and testing procedures and the time that they are to remain away from school. If employees develop symptoms on site, they should be sent home to self-isolate and book a test.</p> <p>Given the reduced numbers of students in school, it is envisaged that there will not be a problem with staffing levels. Should this become an issue, however, then advice should be sought from the Trust and Education Authorities on how to proceed.</p>	2	5	10	Senior Leadership to remain vigilant for employees displaying the signs of symptoms of COVID-19.	✓	
Pupils Becoming Unwell	3	5	15	<p>If any child becomes unwell with the symptoms of COVID-19 (a new, continuous, cough or high temperature they will be moved to a room there they can be isolated behind a closed door whilst parents are called to collect the individual. Supervision will be provided at all times for pupils who become unwell waiting for parents to arrive.</p> <p>If children waiting to be collected require the bathroom then they should use a separate bathroom if possible and this will be disinfected using normal cleaning products before being used by anyone else.</p> <p>If social distancing cannot be maintained (for example with young children or those with complex needs) then PPE should be worn by the supervising adult to include gloves, aprons and face mask. If the child is spitting, vomiting or coughing then eye protection will be worn.</p> <p>The supervising person should wash their hands thoroughly after contact with any person who is unwell, and the affected area cleaned with normal disinfectant once the person has left. There should be no need for the supervising person to self-isolate following supervision of a child with symptoms unless they develop symptoms themselves.</p> <p style="color: red;">The child with symptoms is required to isolate for a period of 10 days in accordance with government guidance.</p> <p style="color: red;">If the child who is required to isolate has a social worker then the social worker will be contacted and a contact plan agreed.</p>	2	5	10	None Required	✓	

RISK ASSESSMENT – COVID-19

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	L	S			L	S			Yes	No
Confirmed Case of COVID-19	4	5	20	<p>If any pupil or employee tests positive for COVID-19, the rest of their group will be sent home and advised to self-isolate for 10 days if they have been in close contact.</p> <p>Close contact with a positive case is defined as:</p> <ul style="list-style-type: none"> • Anyone in the same household as someone with symptoms or with a positive test. • Face to face contact (including being coughed on) within 1m. • Within 1m for 1 minute or longer with no face to face contact. • Sexual contacts. • Being within 2m for more than 15 minutes (either one-off contact or cumulatively throughout the day). • Travelling in the same vehicle or place <p>NHS Test and Trace will be engaged, and the school will co-operate fully with any investigation process. Information on the arrangements for compliance with NHS Test and Trace will be provided to all parents.</p> <p>If there are multiple instances, then the assistance of Public Health England will be sought.</p> <p>Any person who is tested and is the result is negative then they can return to school as soon as required.</p>	2	5	10	Ensure that contact details for Public Health England are known.	✓	

RISK ASSESSMENT – COVID-19

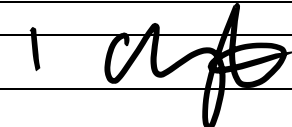
Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Physical Education	4	5	20	<p>PE sessions will be undertaken outside wherever possible. If PE sessions are required to be undertaken indoors, then increased distancing between children will be maintained. The indoor area will be cleaned between uses.</p> <p>Any high exertion activities must be undertaken outside and cooling down exercises undertaken before moving inside. This is due to the way that persons breathe during exercise.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel will help to encourage physical activity whilst maintaining social distancing.</p> <p>Distance between pupils should be maximised during physical activity.</p> <p>Contact games or sports are not permitted.</p> <p>Changing within classrooms will be undertaken wherever possible.</p> <p>If changing within classrooms is not practical, then pupils will be permitted to wear PE clothing instead of school uniform on those days when PE is to be undertaken. Adoptions will be made in the required clothing for PE sessions to take weather conditions into account, such as the wearing of trousers and jumpers in winter. Consideration will be given to back up clothing in poor weather conditions.</p> <p>Use of changing rooms should be avoided wherever possible as the cleaning requirements are likely to be prohibitive.</p> <p style="color: red;">The use of external facilities will be considered based on a risk assessment which considers the COVID Secure nature of the facility and travel arrangements.</p>	2	5	10			
Air Conditioning	2	4	8	<p>Air conditioning systems are maintained by competent persons. Only air conditioning systems used within the schools which draw fresh air from outside, and do not recycle used air, will be used.</p> <p>Air conditioning systems are fitted with good quality filters to reduce the likelihood for unclean air to be circulated. The filters are checked and replaced by a competent person where required.</p>	1	4	4	None Required	✓	

RISK ASSESSMENT – COVID-19

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	L	S			L	S				Yes	No
Access and Egress to School	4	5	20	<p>The start and finish times of the school day will be staggered. If parents accompany their child to school, then they will be encouraged to hand the child over at the school gates. If parents are to enter the school grounds, then they must follow a one-way system and maintain social distancing with all other persons at all times.</p> <p>One-way routes will be clearly displayed for all persons. Adults will not be permitted to congregate at the access points to the school.</p> <p>Collection and drop-off times will be supervised by the school staff.</p> <p>Pupils will be encouraged to attend school by walking or cycling wherever possible, and provided that this can be done in a safe way.</p>	2	5	10				
Use of Public Transport	4	5	20	<p>The school will follow government guidance in respect of public transport and will liaise with any transport provider to ensure that controls for COVID-19 are implemented.</p>	2	5	10				
Catering	4	5	20	<p>Kitchens will provide food for all persons within the school. The school will consult with the catering supplies as to the type of food provided.</p> <p>Consideration will be given to eating within classrooms to ensure mixing of groups does not occur.</p> <p>Eating within school halls will be acceptable providing that groups do not mix and that there is cleaning of surfaces between sittings.</p> <p>Catering suppliers will be required to demonstrate that they are following all COVID-19 guidance and that they maintain social distancing between themselves and others.</p> <p>Serving persons will be required to wear PPE, such as facial coverings, as they will be required to mix with multiple persons and groups and there is the increased likelihood that they will come into close contact with these persons.</p>	1	5	5				
Breakfast and After School Clubs	4	5	20	<p>Individuals within school groups or bubbles will be kept separate wherever possible.</p> <p>Parents will be encouraged to limit the number of wraparound providers as far as possible.</p> <p>Staff overseeing these clubs will be required to social distance wherever possible.</p>	1	5	5				

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Visitors	4	5	20	Only essential visitors should be permitted to attend school if possible. All visitors should wear facial coverings at all times, regardless of the location within the school. All unessential visitors, meetings or appointments should be postponed, or the use of teleconference or videoconference facilities should be considered. Visitors are instructed to wash hands on arrival at the site and when leaving. Visitors must follow the same infection control and hygiene rules as all other persons on site. If a visitor refuses to follow the school's policies in any way, then they are to be removed from site immediately. Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.	2	5	10	Ensure that information posters and notices are prominently displayed in reception areas.	✓	

Name of Assessor:	Ian Clayton CMIOSH	Signature:	
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Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	Likelihood					

Likelihood	Severity	Risk (Likelihood x Severity)
1 = Very Unlikely	1 = No injury	1 – 5 = Low
2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium
3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
4 = Very Likely	4 = Specified Injury or Illness	
5 = Almost Certain	5 = Fatality or disabling injury	

