



Glasgow City Council

DEVELOPMENT AND REGENERATION SERVICES

Health &  
Safety  
Group**RISK ASSESSMENT DOCUMENTATION****SUBJECT AREA OF ASSESSMENT**

(JOB TITLE/PROCESS/LOCATION OR OTHER SUBJECT AREA)

**BUILDING RE-OCCUPANCY**

For Covid-19 in Non-Residential Properties

**DEPARTMENT**

DRS

**SECTION**

All Sections

**COMPLETION SHEET**

| Ref.          | Risk Rating | Actions to be Taken  | Target Date                                   | Progress |
|---------------|-------------|--|---|----------|
| 1, 3-7, 13-14 | Tolerable   | <ul style="list-style-type: none"> <li>Monitor, if changes are made to physical distancing, then the risk assessment must be reviewed</li> <li>Consider installing sensor water taps in toilets and showers as part of a life cycle programme.</li> <li>Fans should be prohibited</li> <li>ICT to provide a "on my break" screen saver</li> <li>Communication must include the removal of items from changing/drying areas</li> <li>Contractor induction to be updated to include Covid-19 information</li> <li>Contractors to be contacted to supply generic RAMS</li> <li>Provide all First Aiders with PPE</li> <li>Due to the close proximity that may be required during a disabled evacuation, employees with mobility issues should work from ground floor of buildings or from home for the period of the pandemic.</li> <li>Managers to be aware of changes in staff behaviour</li> </ul> | Ongoing throughout current COVID-19 situation |          |
| 2, 8          | Tolerable   |  |   |          |
| 4             | Tolerable   |  |   |          |
| 7             | Tolerable   |  |   |          |
| 8             | Tolerable   |  |   |          |
| 9             | Moderate    |  |   |          |
| 9             | Moderate    |  |   |          |
| 10            | Moderate    |  |   |          |
| 10            | Moderate    |  |   |          |
| 11            | Moderate    |  |   |          |

**Signed:**
**Title: Head of Operations Robert Cree****Date: 1/7/20**

(Authorising Manager As Appropriate)

**DATE OF NEXT ASSESSMENT**

**PART 1. LIST OF SUBJECTS**

| Subject<br>Ref N° | List of Subjects<br>(Activity, Process, Location etc.)  |
|-------------------|---|
| 1                 | Office Capacity   |
| 2                 | Infection Control – Cleaning High Contact Areas   |
| 3                 | Employees Returning to Work   |
| 4                 | Office Layouts / Access and Egress / Mechanical and Electrical / Air Con / Air Handling Units |
| 5                 | Office Culture  |
| 6                 | Storage of personal belongings  |
| 7                 | Breaks / Kitchen Areas  |
| 8                 | Toilets and Showers   |
| 9                 | Contractors / Deliveries  |
| 10                | Emergency Procedures  |
| 11                | Stress and Wellbeing  |
| 12                | Commuting to and from work/sites  |
| 13                | Shielding Individuals   |
| 14                | Staff Home Working  |

## PART 2. RECORD OF RISK ASSESSMENT

| Subject Ref N° | Hazard Ref. N° | Hazard (i.e. potential causes of injury / damage)               | Potential injury / damage      | Persons at risk  | Current preventative and protective measures (more detail on training in Part 3, more detail on PPE in Part 4)   | Risk Rating | Further action required  |
|----------------|----------------|---|--------------------------------|--|--|-------------|--|
| 1              |                | Office Capacity<br><br>Failure to adhere to physical distancing | Potential exposure to Covid-19 | Employees, other users of the building, member of public | <ul style="list-style-type: none"> <li>Office layouts (desks) designed to ensure adherence to physical distancing</li> <li>Signage displayed through-out the building enforcing physical distancing</li> <li>Quarantined workstations clearly indicated with Out of Use signage, excess chairs and kit to be removed</li> <li>Meeting rooms assessed, and physical distancing points defined with appropriate signage, excess chairs to be removed (storage to be considered)</li> <li>Visitor meetings to be assessed on individual basis. The following must be adhered to if visitors are coming onto site: <ul style="list-style-type: none"> <li>Waiting area physical distancing points defined.</li> <li>Strict scheduling of appointments to restrict the potential of overcrowding.</li> <li>If physical distancing can't be achieved for customer facing meetings, a cleanable Perspex divider will be installed.</li> <li>Cleaning to take place between visitors.</li> </ul> </li> </ul> | Tolerable   | <ul style="list-style-type: none"> <li>Monitor, if changes are made to physical distancing, then the risk assessment must be reviewed</li> </ul> |

**PART 2. RECORD OF RISK ASSESSMENT**

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|----------------------------|----------------------------|---|---------------------------|-----------------|--|-------------|-------------------------|
| 1<br>(cont.)               |                            |   |                           |                 | <ul style="list-style-type: none"> <li>• Toolbox session/re-occupancy induction delivered to staff by their manager</li> <li>• Where physical distancing is not possible such as storerooms these should be restricted to single-use – signage displayed.</li> <li>• Communication issued to all staff ahead of returning to the workplace post lockdown</li> <li>• Discussion with manager prior to returning to office to discuss mixture of working from home, changes in start/finish times (to ease pressure during peak times) and work locations when in office</li> <li>• PLS Physical Distancing document.</li> </ul> |             |                         |

**PART 2. RECORD OF RISK ASSESSMENT**

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|-----------------------|-----------------------|--|----------------------------------|--|---|--------------------|---|
| 2                     |                       | Infection Control<br><br>High contact cleaning           | Potential exposure to Covid-19   | Employees, other users of the building, member of public | <ul style="list-style-type: none"> <li>• Cleaning schedules amended to ensure touch points cleaned frequently.</li> <li>• Cleaning chemicals effective against envelop virus are COSHH assessed</li> <li>• Cleaning procedures/safe systems</li> <li>• For multiple occupancy offices, the additional day cleaners will be present</li> <li>• Where day cleaners aren't available, ensure a cleaning regime can be implemented locally by premises staff</li> <li>• Cleaners Covid-19 risk assessment</li> <li>• In event of a suspected or confirmed case present within the building, a specialist cleaning team will be despatched to clean the area</li> <li>• Hand sanitisers provided at all high contact points – i.e. entrances, lift etc.</li> <li>• Staff to wash hands as part of DSE break routines once an hour.</li> <li>• Non fire/security doors can be wedged open during day to reduce "touching"</li> <li>• Consider the addition of door sensors as part of future life cycle programme for Fire/Security Doors</li> <li>• Frequent review of Public Health Guidance undertaken by corporate H&amp;S</li> </ul> | Tolerable          | <ul style="list-style-type: none"> <li>• Consider installing sensor water taps in toilets and showers as part of a life cycle programme.</li> </ul> |

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|----------------------------|----------------------------|---|--------------------------------|-----------------|---|-------------|--|
| 3                          |                            | Employees Returning to workplaces                 | Potential exposure to Covid-19 | Employees       | <ul style="list-style-type: none"> <li>Employees showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government's guidance.</li> <li>Post lockdown, home working should be considered, and resources provided to put this in place where appropriate. Refer to existing home working H&amp;S information</li> <li>Communication issued to all staff ahead of returning to the workplace post lockdown</li> <li>Discussion with manager prior to returning to workplace to discuss arrangements including work patterns and work locations when in office, home working as appropriate</li> <li>PLS Physical Distancing document.</li> </ul> | Tolerable   | <ul style="list-style-type: none"> <li>Monitor, if changes are made to physical distancing/lockdown restrictions further amended, then the risk assessment must be reviewed</li> </ul> |

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|----------------------------|----------------------------|--|--------------------------------|--|---|-------------|---|
| 4                          |                            | <b>Office Layouts / Access and Egress / Mechanical and Electrical / Air Con / Air Handling Units</b> | Potential exposure to Covid-19 | Employees, other users of the building, member of public | <ul style="list-style-type: none"> <li>One way systems will where possible be created in buildings with different entrance and exits identified</li> <li>Hand sanitisers with alcohol content of &gt; 60% available entrance areas, lift lobbies and stair wells.</li> <li>Stairwells will where possible be identified as "up" or "down"</li> <li>Lifts will be restricted to one or two person only depending on size</li> <li>To reduce the risk of congestion at historically peak times of access and egress the start and end times of the working day where possible should be staggered.</li> <li>To reduce the access – egress volume at lunchtime employees encouraged to bring lunch with them.</li> <li>Kitchen hubs will operate one way systems, where this is not possible only one person shall access</li> <li>Staff encouraged to not leave excess stocks of food in fridge</li> <li>Telephony equipment to be sanitised at start and end of the day</li> <li>Air circulation units switched to external air only</li> <li>Natural ventilation encouraged</li> <li>PLS Physical Distancing document.</li> </ul> | Tolerable   | <ul style="list-style-type: none"> <li>Fans should be prohibited</li> <li>Monitor, if changes are made to physical distancing/lockdown restrictions further amended, then the risk assessment must be reviewed</li> </ul> |

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|----------------|----------------|---|--------------------------------|--|--|-------------|--|
| 5              |                | <b>Office Culture</b>                             | Potential exposure to Covid-19 | Employees, other users of the building, member of public | <ul style="list-style-type: none"> <li>• Staff rotation between office and home working should be considered where feasible</li> <li>• Signage throughout the office to re-enforce the need for physical distancing and hygienic controls in respect of Covid-19.</li> <li>• Physical distancing markers at key points within the office, for example, reception, tea points main thoroughfare.</li> <li>• Pro-active monitoring that all the office controls are being adhered to by managers.</li> <li>• Reporting of any breaches to management for investigation</li> <li>• Communication issued to all staff ahead of returning to the workplace post lockdown</li> <li>• PLS Physical Distancing document</li> </ul> | Tolerable   | <ul style="list-style-type: none"> <li>• Monitor, if changes are made to physical distancing/lockdown restrictions further amended, then the risk assessment must be reviewed</li> </ul> |



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|----------------|----------------|---|--------------------------------|-----------------|--|-------------|--|
| 6              |                | <b>Storage of personal belongings</b>             | Potential exposure to Covid-19 | Employees       | <ul style="list-style-type: none"> <li>Lockers and coat stands provided</li> <li>Desks cleared at end of day and all items placed into drawers/lockers.</li> </ul> | Tolerable   | <ul style="list-style-type: none"> <li>Monitor, if changes are made to physical distancing/lockdown restrictions further amended, then the risk assessment must be reviewed</li> </ul> |

## PART 2. RECORD OF RISK ASSESSMENT

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|----------------------------|----------------------------|---|--------------------------------|-----------------|---|-------------|---|
| 7                          |                            | <b>Breaks / Kitchen Areas</b>                     | Potential exposure to Covid-19 | Employees       | <ul style="list-style-type: none"> <li>• Staff where possible should bring their lunch.</li> <li>• Only essential items to be stored in the fridge. Limit food storage in fridge to lunches brought from home and milk</li> <li>• Breakout areas removed and staff encouraged to have breaks at desk</li> <li>• Kitchen hubs will operate one way systems, where this is not possible only one person shall access</li> <li>• Disinfectant to be available to wipe down kitchen surfaces</li> <li>• Staff should wash hands after replacing items in the fridge; this will ensure they have no contamination from the items if previous controls mechanisms have broken down.</li> <li>• Fridge to be cleaned daily and unsealed items removed.</li> <li>• Daily stock check of the fridge to be conducted by the site responsible person to ensure only essential items are stored in it</li> <li>• PLS Physical Distancing document</li> <li>• Suitable signage displayed.</li> </ul> | Tolerable   | <ul style="list-style-type: none"> <li>• ICT to provide a "on my break" screen saver</li> <li>• Monitor, if changes are made to physical distancing/lockdown restrictions further amended, then the risk assessment must be reviewed</li> </ul> |

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|----------------------------|----------------------------|---|--------------------------------|---|---|-------------|--|
| 8                          |                            | <b>Toilets and Showers, changing and drying areas</b> | Potential exposure to Covid-19 | Employees, other users of the building, member of public              | <ul style="list-style-type: none"> <li>Instructions for all employees to wash hands after use of facilities and wipe down surfaces.</li> <li>Physical distancing markers should be used where applicable.</li> <li>Hygiene signage to be placed within toilet areas</li> <li>Clothing and towels to be removed daily from changing/drying areas. Items left will be discarded.</li> <li>Communication issued to all staff ahead of returning to the workplace post lockdown</li> <li>PLS Physical Distancing document.</li> </ul> | Tolerable   | <ul style="list-style-type: none"> <li>Consider installing sensor water taps in toilets/showers as part of the life cycle programme</li> <li>Communication must include the removal of items from changing/drying areas</li> </ul> |
| 9                          |                            | <b>Contractors / Deliveries</b>                       | Potential exposure to Covid-19 | Employees, other users of the building, member of public, contractors | <ul style="list-style-type: none"> <li>Establish an area within the office area for deliveries that avoids them being taken through the office.</li> <li>Where possible agree delivery times to avoid access and egress peak periods.</li> <li>Contractors must be fully inducted onto site</li> <li>All contractors must provide updated RAMS</li> </ul>   | Moderate    | <ul style="list-style-type: none"> <li>Contractor induction to be updated to include Covid-19 information</li> <li>Contractors to be contacted to supply generic RAMS</li> </ul>   |

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|-----------------------|-----------------------|--|----------------------------------|--|--|--------------------|---|
| 10                    |                       | Emergency Procedures<br>-Fire<br>-First Aid<br>- PEEPS   | Potential exposure to Covid-19   | Employees, other users of the building, member of public | <ul style="list-style-type: none"> <li>• First aiders should be provided with the following PPE in line with guidance.</li> <li>• If CPR is required, Hands-Only CPR is to be performed whilst waiting on emergency services. CPR can be carried out in conjunction with a defibrillator if available.</li> <li>• First aiders to remove PPE and wash hands and to dispose of PPE by place in a bag and second bag then directly into outside waste bin.</li> <li>• Whilst physical guidance distancing rules apply, the planned statutory Fire drills must be undertaken.</li> <li>• In event of an emergency evacuation, the standard building emergency evacuation plan remains in place</li> <li>• During a planned drill, physical distancing wherever possible should be maintained.</li> <li>• Disabled clients should only be accessed on ground floor sites to reduce the risks of close proximity required in the use of an evac chair.</li> <li>• All PEEPS must be reviewed</li> </ul> | Moderate           | <ul style="list-style-type: none"> <li>• Provide all First Aiders with PPE</li> <li>• Due to the close proximity that may be required during a disabled evacuation, employees with mobility issues should work from ground floor of buildings or from home for the period of the pandemic.</li> </ul> |

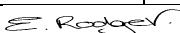
**PART 2. RECORD OF RISK ASSESSMENT**

| Subject Ref N <sup>o</sup> | Hazard Ref. N <sup>o</sup> | Hazard (i.e. potential causes of injury / damage) | Potential injury / damage  | Persons at risk | Current preventative and protective measures (more detail on training in Part 3, more detail on PPE in Part 4)   | Risk Rating | Further action required  |
|----------------------------|----------------------------|---|--|-----------------|--|-------------|--|
| 11                         |                            | <b>Stress and Wellbeing</b>                       | Potential exposure to Covid-19<br><br>Mental health illness from isolation | Employees       | <ul style="list-style-type: none"> <li>• “Stay Connected” mental health awareness information available on connect</li> <li>• Workplace Options service available and contact points widely publicised</li> <li>• Wellbeing checks incorporated in regular meetings by managers.</li> <li>• Occupational Health advice is available as required, with HR support</li> <li>• Working from home/office rotations where appropriate to prevent fatigue/mental health concerns from isolation</li> </ul> | Moderate    | <ul style="list-style-type: none"> <li>• Managers to be aware of changes in staff behaviour</li> </ul> |

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|----------------------------|----------------------------|---|--------------------------------|-----------------|--|-------------|---|
| 12                         |                            | Commuting to and from work/sites                  | Potential exposure to Covid-19 | Employees       | <ul style="list-style-type: none"> <li>Wherever possible private transport should be used to maintain isolation from the public when commuting to the office.</li> <li>If public transport <b>cannot</b> be avoided, current government advice should be followed in respect of what PPE should be worn whilst travelling, for example, face coverings (this is only provided by GCC when travelling for work purposes not for commuting to and from work).</li> <li>On arrival at the site, employees should thoroughly wash their hands for at least for 20 seconds as a method of infection control.</li> <li>Site visits should be limited to essential travel only.</li> <li>Bikes or walking should be used for travelling between sites if possible.</li> </ul> | Tolerable   | <ul style="list-style-type: none"> <li>Monitor</li> </ul> |

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|---|----------------------------|---|--------------------------------|----------------------------------|---|-------------|--|
| 13  |                            | Shielding Individuals                             | Potential exposure to Covid-19 | Employees                        | <ul style="list-style-type: none"> <li>Employee's that are classified as being on the Government vulnerable list as per <a href="https://digital.nhs.uk/coronavirus/shielded-patient-list#risk-criteria">https://digital.nhs.uk/coronavirus/shielded-patient-list#risk-criteria</a> should remain isolated at home whilst the current Government advice remains in place.</li> <li>Any employee with a vulnerable person within the household should discuss their situation with their line manager and where possible working from home should be considered. If the employee is unable to work from home, follow HR policy.</li> </ul> | Tolerable   | <ul style="list-style-type: none"> <li>Monitor, if changes are made to physical distancing/lockdown restrictions further amended, then the risk assessment must be reviewed</li> </ul> |
| 14  |                            | Staff working from home                           | Musculoskeletal injuries       | Employees                        | <ul style="list-style-type: none"> <li>Staff have been provided with information to assist them in adapting their working environment to make it as Ergonomically comfortable as possible</li> <li>Additional ergo kit to be provided as required to prevent kit having to be taken back and forth from the office.</li> <li>DSE assessment self-assessments should be carried out</li> </ul>   | Tolerable   | <ul style="list-style-type: none"> <li>Monitor, if changes are made to physical distancing/lockdown restrictions further amended, then the risk assessment must be reviewed</li> </ul> |
| Signed: (Risk Assessor)  |                            |   |                                | Title: Health and Safety Manager |   |             | Date: 1/7/20   |

**PART 3. CONTROL MEASURES - TRAINING**

| Ref. | Training Subject | Conducted By | Brief Details of Training<br>(state where further information can be found, e.g. training programmes, where appropriate) | Training Records<br>(state where records of training are located) | Is Training Evaluated?<br>YES / NO<br>(provide details) | Further action required |
|------|------------------|--------------|--|---|---|-------------------------|
|      |                  |              | <p>N/A</p> <p>No specific training is being provided currently for the reoccupation of buildings.</p>                    |   |   |                         |



**PART 4. CONTROL MEASURES – PERSONAL PROTECTIVE EQUIPMENT (PPE)**

| Ref. | Description of PPE<br>(incl. Standard where applicable) | Suitable<br>For Risk<br>Level | Compatible<br>With Other<br>PPE Used | Detail of Maintenance<br>Required Including Records | Detail of Training Required<br>Including Records | Detail of Storage Facilities |
|------|---|-------------------------------|--------------------------------------|---|--|------------------------------|
| 10   | Disposable gloves                                       | Yes                           | Yes                                  | None, single use only                               | None   | None, single use only        |
| 10   | Disposable aprons                                       | Yes                           | Yes                                  | None, single use only                               | None   | None, single use only        |
| 10   | Face Masks  | Yes                           | Yes                                  | Sessional use                                       | None   | None, sessional use only     |

**OFFICIAL - SENSITIVE: Senior Management**  
**Risk Rating Scale**

|                  | Slightly Harmful   | Harmful          | Extremely Harmful |
|------------------|--|------------------|-------------------|
| Highly Unlikely  | TRIVIAL RISK   | TOLERABLE RISK   | MODERATE RISK     |
| Unlikely         | TOLERABLE RISK   | MODERATE RISK    | SUBSTANTIAL RISK  |
| Likely           | MODERATE RISK  | SUBSTANTIAL RISK | INTOLERABLE RISK  |
| Risk Level       | Action And Timescale   |                  |                   |
| TRIVIAL          | No action is required and no documentary records need to be kept.  |                  |                   |
| TOLERABLE        | No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that controls are maintained.  |                  |                   |
| MODERATE         | Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish precisely the likelihood of harm as a basis for determining the need for improved control measures. |                  |                   |
| SUBSTANTIAL      | Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.   |                  |                   |
| INTOLERABLE RISK | Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.  |                  |                   |

\* Tolerable here means that the risk has been reduced to the lowest level that is reasonably practicable.

**OFFICIAL - SENSITIVE: Senior Management**