

**Risk Assessment Form**

**Number:**  
**Issue No: 1**  
**Issue Date:**  
**20.05.2020**  
**Authorised : D**  
**Morrell**

<b>Task/Activity:</b>	Corona Virus/ COVID19	<b>Depot/Dept:</b>	Petrus Hub and Residential Services	<b>Ref No:</b>	RA.06
<b>Date Conducted &amp; By Who:</b>	Ian Culshaw 20.05.2020	<b>Review Date:</b>	20.11.2020	<b>Date Reviewed:</b>	
<b>Information</b>	<p>The COVID-19 virus affects different people in different ways. COVID-19 is a respiratory disease and most infected people will develop mild to moderate symptoms and recover without requiring special treatment. People who have underlying medical conditions, problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer and older people have a higher risk of developing severe disease and death.</p> <p>Common symptoms include:</p> <ul style="list-style-type: none"> <li>• fever</li> <li>• tiredness</li> <li>• dry cough</li> <li>• a loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> <p>Other symptoms include:</p> <ul style="list-style-type: none"> <li>• shortness of breath</li> <li>• aches and pains</li> <li>• sore throat</li> <li>• loss of, or change to, your sense of smell or taste</li> </ul>				

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E - Employees	1 No Injury, property damage	1 Very Unlikely	Severity X Probability = <b>1 to 5</b>	<b>Low</b>	Y – acceptable risk, work can start
C - Contractors	2 Minor Injury	2 Unlikely			
V - Visitors	3 +7 Day Absence	3 Likely	Severity X Probability = <b>6 to 14</b>	<b>Med</b>	Y or N – may need further consideration
P - Public	4 Specified Injury	4 Very Likely			
A - All	5 Death	5 Virtually Certain	Severity X Probability = <b>15 to 25</b>	<b>High</b>	N – Unacceptable risk Do not start work

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- and very few people will report diarrhoea, nausea or a runny nose

People with mild symptoms who are otherwise healthy should self-isolate and contact their medical provider or a COVID-19 information line for advice on testing and referral.

People with fever, cough or difficulty breathing should call their doctor and seek medical attention.

Coronavirus is classified as an airborne high consequence infection disease in the UK. The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

Currently, there are no specific vaccines or treatments for COVID-19.

<b>1 Hazard</b> (something with the potential to cause harm, how will it be realised and what is the potential injury?)	<b>2 At Risk</b>	<b>Risk</b>			<b>6 Control Measures</b>	<b>Risk</b>		
		<b>3 Severity</b>	<b>4 Probability</b>	<b>5 Risk</b>		<b>7 Severity</b>	<b>8 Probability</b>	<b>9 Risk</b>

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<p>Transfer of disease from being in close proximity to others infected</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> <li>washing your hands with soap and water often, using an alcohol-based rub frequently and not touching your face.</li> <li>covering your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>putting used tissues in the bin straight away.</li> <li>avoiding close contact with people who are unwell.</li> <li>remaining more than two metres away from anyone who doesn't live in your household wherever possible.</li> <li>self-isolating if you are symptomatic.</li> <li>following 14-day household quarantine rules if someone you live with becomes symptomatic.</li> <li>understanding when and how to use PPE.</li> <li>Where practicable employees are to work remotely.</li> <li>Following government advice on social distancing including permitted contact with others, exercise and essential journeys and activities</li> <li>If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, they should be sent home</li> <li>Any employee displaying symptoms of either a high temperature, a new continuous cough or other symptoms detailed above should self-isolate at home. If you live alone stay at home for 7 days.             <ul style="list-style-type: none"> <li>Do not go to a GP surgery, pharmacy or hospital. You do not need to contact 111 unless you feel you cannot cope with your symptoms, your condition gets worse or if you do not get better after 7 days. For a medical emergency dial 999</li> </ul> </li> </ul>	5	1	5
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- Stay at least 2m away from other people in your home whenever possible
- Employees should not be encouraged to return to work during this time however remote working may be possible
- If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill. Anyone in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period
- You should remain at home until 7 days after the onset of your symptoms. After 7 days, if you feel better and no longer have a high temperature, you can return to your normal routine. If you have not had any signs of improvement and have not already sought medical advice, contact NHS 111 online. If you have no internet access, call NHS 111
- Office and buildings are closed to members of the public
- Contractors or others who are required to access work areas are to confirm they are not symptomatic, or live with anyone who is symptomatic
- Office etiquette guidance is in place
- Targeted and enhanced cleaning regimes are in place
- Once symptomatic, all surfaces that the person has come into contact with must be cleaned including;

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				<ul style="list-style-type: none"> <li>○ all surfaces and objects which are visibly contaminated with body fluids</li> <li>○ all potentially contaminated high-contact areas such as toilets, door handles, telephones</li> </ul>				
<p>Failure to apply guidance on the use of PPE</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<p>Details of PPE required for the task/activity/job role is detailed in the supplementary guidance notes – HSGUID-6 Petrus and Covid-19. For the purpose of this Risk Assessment PPE (COVID-19) refers to the following equipment:</p> <ul style="list-style-type: none"> <li>• Face masks – ear-loop, non- surgical</li> <li>• Disposable gloves</li> <li>• Hand sanitiser</li> <li>• Disposable coverall</li> </ul> <p>The World Health Organisation provide specific face mask guidance for both health care and non-health care settings. The following information includes the updated guidance from WHO published on the 5<sup>th</sup> June 2020 in relation to the circumstances when face masks should be worn. The WHO website provides further detail of how to make a home-made mask, fitting/wearing the mask, when the mask should be worn and how it should be washed or discarded.</p>	5	1	5

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From 15<sup>th</sup> June 2020 it is mandatory to wear a face covering in England whilst travelling on public transport.

- Wear a mask if you are taking care of a person with suspected COVID-19 infection.
- Wear a mask if you are coughing or sneezing.
- In areas with community transmission, people aged 60 years or over or those with underlying conditions should wear a medical mask in situations where physical distancing is not possible.
- In areas with community transmission, WHO advises governments should encourage the general public to wear masks where there is widespread transmission and physical distancing is difficult, such as on public transport, in shops or in other confined or crowded environments.
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water
- If you wear a mask, then you must know how to use it and dispose of it properly Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.

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- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.

**PPE (COVID-19) and waste disposal**

- PPE and cleaning materials used and **no** contact with suspected coronavirus case. Used items can be discarded in line with normal waste disposal arrangements.
- PPE and cleaning materials used and contact with suspected coronavirus case:
  - PPE and waste items should be put in plastic rubbish bag and tied.
  - The plastic bag should then be placed in a second bag and tied.
  - The bag should be put in a suitable and secure place and marked for storage and retained for 72 hours.
  - After 72 hours (or if the resident has a negative test result during that time) the waste can be discarded in line with normal waste disposal arrangements.

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<p>Poor hygiene practices leading to transfer of viral infection.</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> <li>• Employees are asked to wash hands more frequently than usual with soap and hot water for around 20 seconds particularly after coughing, sneezing and blowing your nose, or after being in public areas where people are doing so</li> <li>• Alcohol based hand rubs can also be used if convenient however hot water and soap are preferable</li> <li>• Employees are to practice good hygiene e.g. follow NHS 'catch it, kill it, bin it' guidelines</li> <li>• Used tissues should be disposed of immediately</li> <li>• Clean and disinfect regularly touched objects and surfaces using regular cleaning products</li> <li>• Hot water and cleaning products (not a bar of soap as it will harbour contamination) to be available at all times.</li> <li>• Disposable hand towels are to be available at all times</li> <li>• Operatives to wash thoroughly on a regular basis and prior eating, drinking and smoking.</li> <li>• Maintain social distancing- maintain at least 2 meters between yourself and anyone who is coughing or sneezing</li> <li>• Avoid touching eyes, mouth and nose</li> <li>• Stay informed and follow the advice given by the UK government</li> </ul>	5	1	5
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<p>People who are at increased risk of severe illness from coronavirus COVID-19)</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<p><b>People who are at increased risk include:</b></p> <ul style="list-style-type: none"> <li>aged 70 or older (regardless of medical conditions)</li> <li>under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds): <ul style="list-style-type: none"> <li>chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis</li> <li>chronic heart disease, such as heart failure</li> <li>chronic kidney disease</li> <li>chronic liver disease, such as hepatitis</li> <li>chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy</li> <li>diabetes</li> <li>problems with your spleen – for example, sickle cell disease or if you have had your spleen removed</li> <li>a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy</li> <li>being seriously overweight (a body mass index (BMI) of 40 or above)</li> </ul> </li> <li>those who are pregnant</li> </ul> <p><b>Clinically extremely vulnerable:</b></p> <ul style="list-style-type: none"> <li>Solid organ transplant recipients.</li> </ul>	5	1	5
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- People with specific cancers:
  - people with cancer who are undergoing active chemotherapy
  - people with lung cancer who are undergoing radical radiotherapy
  - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  - people having immunotherapy or other continuing antibody treatments for cancer
  - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
  - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
- People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).
- People on immunosuppression therapies sufficient to significantly increase risk of infection.
- Women who are pregnant with significant heart disease, congenital or acquired.

**Control measures:**

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					<ul style="list-style-type: none"> <li>Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19).</li> <li>Communicate with customers, residents, service users and others prior to the visit or appointment to ensure all recommended measures are in place</li> <li>Where applicable UDCs added to Orchard housing management system indicates status of the tenant/household</li> <li>Individual risk assessments completed for employees who are categorised as being at increased risk prior to entering the workplace/returning to work</li> <li>Employees categorised as extremely vulnerable are unable to access the workplace at this time and, if appropriate, arrangements to work from home should be made where possible</li> <li>Work from home, where possible</li> <li>Avoid gatherings with friends and family. Follow government guidance on social distancing and wider contacts.</li> <li>Keep in touch using remote technology</li> </ul>			
Lone Working	E	5	3	15	<p>Lone working should be avoided where possible. For those colleagues who lone work, a lone working risk assessment should be completed. Staff who are required to lone work are reminded of the following:</p> <ul style="list-style-type: none"> <li>Confirm your daily work schedule with your line manager and stick to it.</li> <li>Always carry a fully charged mobile phone with emergency contact numbers including your line manager.</li> </ul>	5	1	5

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					<ul style="list-style-type: none"> <li>Ensure next of kin contact information is up to date with your line manager and your next of kin have the contact information for your line manager.</li> <li>If you have the lone working app on your mobile phone use it.</li> <li>If you have a buddy system in place with your line manager or colleagues use it.</li> <li>Ensure you are familiar with first aid provision and emergency response arrangements. Report accidents and near misses to your line manager.</li> <li>In the event an incident should occur involving a resident or member of the public e.g. abusive or aggressive behaviour remove yourself from the property immediately and contact your line manager. If the incident is of a serious nature first contact the police. Complete a violent/potentially violent incident report.</li> </ul>			
The Hub - Provision of food for service users visiting the Hub – transfer of viral infection	A	5	3	15	<ul style="list-style-type: none"> <li>For the foreseeable future, members of the public will no longer be able to access the Hub but a food service will be maintained.</li> <li>Food will be distributed on a take-away basis and can be collected from the designated collection point.</li> <li>Hub staff will move a table to the area at the front of the premises, put the food onto the table and move back into the building.</li> <li>Service users will then collect food from the table and leave.</li> </ul>	5	1	5

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<p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>					<ul style="list-style-type: none"> <li>Services users will be required to follow the social distancing guidelines and take instruction from Hub staff with regards to collection of food.</li> <li>Hub staff are required to ensure all food hygiene standards in relation to preparing, storing and handling food continue to be met during this time.</li> <li>Any leftover food to be disposed of once the breakfast service is complete.</li> <li>PPE to be used during breakfast service: Disposable gloves 1 x pair during breakfast service Disposable mask (ear-loop, non-surgical) 1 x mask during breakfast service.</li> </ul>			
<p>The Hub - Preparation and provision of food for residential projects - transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> <li>Communal kitchens in residential projects have been closed for food preparation until further notice.</li> <li>Hub staff are preparing all main meals for residential projects using the Hub kitchen.</li> <li>Meals are put into individual tray portions and transported to the residential projects and stored in the freezer (see below for food distribution/meal provision at residential projects).</li> </ul>	5	1	5

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<p>The Hub - Collection of food bank vouchers - transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> <li>• Service users must contact the Hub by phone to request food bank vouchers.</li> <li>• An assessment will be completed over the phone.</li> <li>• An appointment will be made for the service user to collect the voucher from the Hub ground floor.</li> <li>• Social distancing to be maintained.</li> </ul>	5	1	5
<p>The Hub - Advice and guidance service - transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> <li>• This will continue but by phone contact only. The Hub is currently closed to drop-in callers.</li> </ul>	5	1	5

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<p>The Hub - Use of shower and laundry facilities first floor Hub - transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> <li>Shower and laundry facilities will be available by appointment only on Monday and Wednesday.</li> <li>Only one service users to access the first floor at one time.</li> <li>At the time the appointment is made, service users will be given instructions in relation accessing, using and cleaning the facilities before and after use (this information should also be displayed)             <ul style="list-style-type: none"> <li>➤ <b>Laundry</b> <ul style="list-style-type: none"> <li>○ Avoid using the laundry when someone else is in there</li> <li>○ Use the warmest water setting and dry items completely</li> <li>○ Do not shake dirty laundry before it is washed – this minimises the possibility of dispersing the virus through the air.</li> <li>○ With the</li> <li>○ With the cleaning products provided, clean and disinfect anything used for transporting laundry and the area where you have placed your laundry before washing.</li> <li>○ Wash your hands before entering the laundry and wash them again when you leave, use hand sanitiser if it is available</li> </ul> </li> <li>➤ <b>Shower room</b> <ul style="list-style-type: none"> <li>○ The shower room should be cleaned and disinfected using the cleaning products provided before you use it</li> <li>○ Do not share towels</li> </ul> </li> </ul> </li> </ul>	5	2	10
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At Risk (column 2)	Severity (column 3 and 7)	Probability (column 4 and 8)	Risk Rating (column 5 and 9)		
E - Employees	1 No Injury, property damage	1 Very Unlikely	Severity X Probability = 1 to 5	Low	Y – acceptable risk, work can start
C - Contractors	2 Minor Injury	2 Unlikely			
V - Visitors	3 +7 Day Absence	3 Likely	Severity X Probability = 6 to 14	Med	Y or N – may need further consideration
P - Public	4 Specified Injury	4 Very Likely			
A - All	5 Death	5 Virtually Certain	Severity X Probability = 15 to 25	High	N – Unacceptable risk Do not start work

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					<ul style="list-style-type: none"> <li>○ Do not shake your clothes, put dirty clothes into a bag and ensure all clothing and other personal items are removed after use</li> <li>○ The shower room should be cleaned and disinfected using the cleaning products provided after you have used it.</li> <li>● Immediately after using the facilities, service users will be required to leave the building. Social distancing must be maintained.</li> <li>● M&amp;Y cleaning contractors will be on site on Tuesday and Thursday and will include the shower room and laundry in their cleaning schedule. The cleaning contractors follow H&amp;S guidance 11 Use of PPE and guidance 12 Contract Cleaning.</li> </ul>			
Residential Projects - Meal provision - transfer of viral infection  Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death	A	5	3	15	<ul style="list-style-type: none"> <li>● Meal provision               <ul style="list-style-type: none"> <li>○ Communal kitchens are currently closed for meal preparation.</li> <li>○ Meals are being prepared at the Hub and are transported to each residential project.</li> <li>○ Meals will be trayed into individual portions and stored in the project freezer.</li> <li>○ During the daily contact visits, the member of staff will remove portions of food from the freezer – enough for one each for the residents at that project</li> <li>○ Residents have been instructed as follows:                   <ul style="list-style-type: none"> <li>▪ Avoid using shared kitchens when others are present</li> <li>▪ Where possible use a dishwasher to clean and dry crockery and cutlery</li> </ul> </li> </ul> </li> </ul>	5	1	5

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					<ul style="list-style-type: none"> <li>▪ Take meals back to your room</li> <li>▪ Wash your hands before leaving your flat and wash them again when you return to your flat, use hand sanitiser if it is available</li> <li>○ PPE guidance - Colleagues undertaking duties in communal areas are not required to wear PPE. Based on the government guidance for the use of PPE, the application of social distancing and good hand hygiene whilst undertaking these tasks is enough. If colleagues choose to wear gloves and an ear-loop, non-surgical mask, masks should be used in line with the guidance in section 2.4 and PPE disposed of as detailed in section 2.5 of the guidance note HSGUID-6.</li> </ul>			
<p>Residential Projects - To contact residents in line with project contact/check-in procedures - transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of</p>	A	5	3	15	<ul style="list-style-type: none"> <li>• All projects will receive a daily visit from a member of Petrus staff.</li> <li>• The member of staff will knock on each flat door and confirm <b>through the door</b> that the resident is well.</li> <li>• Face to face contact is to be discouraged.</li> <li>• The staff member returns to the office, completes any notes on service user files, leaves the project and returns home.</li> <li>• Where contact has not been made during the visit to the project, the member of staff will continue efforts to make contact by phone.</li> <li>• Details of all contacts are recorded, and RAG rated:               <ul style="list-style-type: none"> <li>○ Green – Contact made during project visit</li> <li>○ Amber – Contact made by phone</li> </ul> </li> </ul>	5	1	5

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taste and/or smell, death					<ul style="list-style-type: none"> <li>○ Red – No contact made</li> <li>• At 3pm each day a rollcall is completed at Head Office and the escalation procedure invoked for any resident who has not been contacted for two consecutive days.</li> <li>• If you are required to visit a property to complete a welfare check, check the roll call update prior to the visit for information relating to the resident’s status in relation coronavirus e.g. medically isolating due to symptoms, isolating as a precaution due to vulnerabilities.</li> <li>• The following PPE should be worn             <ul style="list-style-type: none"> <li>○ Disposable gloves x 1 pair per property visit</li> <li>○ Disposable mask (ear-loop, non-surgical) x 1 mask per site visit. Staff applying the correct use of face mask guidance will be able to use the mask for multiple property visits during one site visit, if required to do so. The mask should be single use if a resident has symptoms of coronavirus. See use of face masks and disposal guidance 2.4 and 2.5. of the guidance note HSGUID-6</li> <li>○ Coverall or aprons – 1 x per property visit. Coveralls or aprons are only required when entering a property where the resident has or is suspected of having coronavirus symptoms. See disposal guidance 2.5. of the guidance note HSGUID-6</li> </ul> </li> <li>• If you enter a property to complete a welfare check and the resident has symptoms of coronavirus, maintain social distancing and assess the most appropriate response, including contacting the emergency services. Seek advice from your line manager if further action is required remove and dispose of PPE (see section 2.5 for disposal of the</li> </ul>			
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					<p>guidance note HSGUID-6), wash your hands and leave the project immediately. Shower and wash your clothing when you return home using your normal washing facilities and detergent. Do not shake dirty laundry before it is washed, this minimises the possibility of dispersing the virus through the air.</p> <ul style="list-style-type: none"> <li>If you come into contact with a resident who is self-isolating due to actual or suspected Coronavirus, monitor your own condition for 7 days and if you develop symptoms, self-isolate immediately and seek medical attention if appropriate to do so.</li> </ul>			
<p>Residential Projects - To Collect service charge payments - transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> <li>The day before the service charge is due for collection, an envelope will be posted through the resident's door by the staff member during the morning contact. The empty envelope will be pre-populated on the front with the following details: <ul style="list-style-type: none"> <li>Name</li> <li>Address</li> <li>Date</li> <li>Amount due</li> </ul> </li> <li>Residents will be advised the envelope will be collected the following day or during any forth-coming morning contact.</li> <li>During the morning contact, residents who make the payment using the envelope will be asked push it under the door or open the door placing it in the door entrance whilst the member of staff stands at a two-meter distance.</li> </ul>	5	1	5

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- Once resident has closed the flat door, the member of staff will collect the envelope.
- Envelopes will be placed in the safe and will be collected at a future time to be agreed
- The following PPE should be worn when completing this task:
  - Disposable gloves – one pair per visit to the project. See disposal guidance 2.5. of the guidance note HSGUID-6
  - Colleagues undertaking duties in communal areas are not required to wear PPE. Based on the government guidance for the use of PPE, the application of social distancing and good hand hygiene whilst undertaking these tasks is enough. If colleagues choose to an ear-loop, non-surgical mask, masks should be used in line with the guidance in section 2.4 and PPE disposed of as detailed in section 2.5 of the guidance note HSGUID-6

**Additional  
Comments**

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**Authorised : D**  
**Morrell**

**Authorised by:**

Matthew Rothwell

**Dated:**

19/06/2020

Prepared by:	Ian Culshaw
Approved by:	Matthew Rothwell
Last Review date:	19 June 2020

At Risk (column 2)	Severity (column 3 and 7)	Probability (column 4 and 8)	Risk Rating (column 5 and 9)		
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