



Alun School COVID Risk Assessment Template

Corporate Health and Safety

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This example risk assessment form will assist you to identify health and safety hazards associated with the COVID pandemic and to ensure that you have suitable control measures in place to reduce the level of risk accordingly in line with the new Welsh Government Framework document [LOCAL COVID-19 INFECTION CONTROL DECISION FRAMEWORK FOR SCHOOLS FROM AUTUMN 2021](#). Where identified in the risk assessment the suggested control measures are minimum standards, and depending on your risk levels, you may need to do more.

The assessment must be relevant to your school arrangements. You may need to make additions to this 'example' if there are other specific hazards relevant to your activities or premises. This risk assessment should not be completed in isolation – your staff team should be encouraged to contribute wherever possible.

Use the matrix overleaf to insert the relevant risk 'ratings' (LOW, MEDIUM, HIGH) into your risk assessment. It is not sufficient to simply copy and paste this example without including your risk 'ratings' in the appropriate columns of your assessment.

The findings must be recorded, any further actions identified implemented and a review date agreed. Your risk assessment should then be shared with the appropriate members of your staff team to ensure that they understand the control measures you have put in place.

Head Teachers/ Line Managers, etc. should be aware that risk assessment is a legal requirement and you should ensure that the significant findings of any risk assessment are adequately communicated to relevant employees.

The risk assessment must be reviewed if:

- there are any significant changes in method(s) of operation/ work
- it is no longer valid
- new legislation or safety standards are introduced
- new information regarding hazards
- there are changes to the layout of the area
- an elapse of time i.e. periodically
- following any accident or incident e.g. cluster outbreak.

Finally, **please note** that during the transition period up to September 20th when the original Welsh Government operational guidance will be phased out and replaced by the requirements of the new Framework, it may be acceptable for schools to adopt a hybrid model of controls with a combination of both Level 0 controls and Level 2 controls.

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Directorate	EDUCATION AND YOUTH	Activity (Brief Description)	SCHOOLS COVID RISK ASSESSMENT (ALERT LEVEL 0)		
Service	SCHOOLS	People at Risk	STAFF, PUPILS, VISITORS		
Location	Alun School	Date	9 th November 2021	Review Date	1 st December
Assessor	Jane Cooper, David Goodchild, Colin Parsonage, Andy Rees	Issue Number	3		

Item No	Hazard and Effects (NOT AN EXHAUSTIVE LIST)	Control Measures (ALERT LEVEL 0) (‘Low Risk’)	RISK RATING (With controls) Low	Additional Control Measures [Dependant on Alert Level applicable at time]			RISK RATING (With additional Control measures) Low/Med/High
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1.	Accommodation Function <i>(Prep for school reopening e.g. building / laboratory checks, etc.)</i>	All necessary health and safety checks have been undertaken Toilets have been deep cleaned prior to reopening. Floor and wall markings are in place to direct one-way system. Hand sanitiser is available in classrooms and duty staff are offering hand sanitiser and face coverings at the start of the day. CLEAPSS guidance is being followed in laboratories and workshops. i.e. Prior to reopening any lab or prep room staff will refer to CLEAPSS guidance on science depts. returning to school after an extended period of closure (GL345) Prior to reopening any Art / DT practical room staff refer to CLEAPSS guidance on D&T depts. returning will to school after an extended period of closure (GL347)	Low				
2.	Transmission of Covid 19 due to close contact <i>(Transport, Access to Site and Car Park)</i>	Face coverings continue to be recommended on school transport. Pupils will wait outside the building until 08:40 except in inclement weather when students will wait in line outside their tutor room.	Low				

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		Parent pick-up and drop-off will be via overflow car park. Leadership team and duty staff will monitor drop off and pick-up Parents/carers are encouraged not to remain on the premises/at the gates longer than necessary especially when dropping off/ collecting children.					
3.	Transmission of Covid 19 due to close contact <i>(Arrival at school)</i>	Staff and learners will be instructed not to attend school if self-isolating or experiencing symptoms of COVID. Staff and older learners will be reminded via social media and daily briefing to continue to undertake twice weekly LFD testing until further advised by Welsh Government/FCC DMT.	Low				
4.	Transmission of Covid 19 due to close contact <i>(During the school day i.e. travel around school, arrival at class, arrangements for breaks, departure, etc.)</i>	School will maintain adequate ventilation in all used areas (see item 6 below) Students will be guided to spend breaks and lunchtimes outside as much as possible. Duty staff and MDSA staff will supervise students at break and lunchtime to keep them outside except in inclement weather. L40 will be used in inclement weather.	Low				
		Students are regularly reminded of the importance of maintaining high standards of handwashing and respiratory hygiene. (See items 7 and 8 below)					

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		Students and staff will be encouraged to wear face coverings in corridors and communal areas. Hand sanitiser will be available in classrooms. Signage will remind about hand and respiratory hygiene.					
		Staff and learners instructed in the safe use of face coverings (donning, doffing, maintenance and disposal)					
		Close interactions between staff and learners reduced /minimised at all times where possible. Classrooms have been reorganised to maintain 2m between teachers and students and student desks face forward wherever possible. Meetings are scheduled in large meeting rooms where physical distancing can be maintained or via Teams. House and school assemblies will be via Teams. Seating plans maintain physical distancing between students where possible. Seating plans are saved on OneDrive in case of requests from TTP. Maximum occupancy of office spaces will be maintained. Access to the school office will be restricted to authorised personnel.		Close interactions between staff and learners reduced /minimised at all times where possible. No large group gatherings such as assemblies held. Use of one way systems Consistent seating plans adopted (where possible)	Close interactions between staff and learners reduced /minimised at all times where possible. No large group gatherings such as assemblies held. Use of one way systems Consistent seating plans adopted	Close interactions between learners reduced to the lowest practical level. i.e. No large group gatherings such as assemblies held. Use of one way systems Consistent seating plans adopted	

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				Outdoor spaces used when possible.	(where possible) Outdoor spaces used when possible. Floor signage displayed.	(where possible) Outdoor spaces used when possible. Floor signage displayed. Learners grouped together into contact groups. After school / breakfast provision put on temporary hold. Team sports put on temporary hold.	
		Physical distancing in indoor communal areas outside of the classroom (e.g. corridors) encouraged at all times where possible. Additional MDSAs will supervise to ensure physical distancing at lunchtime		Physical distancing in indoor communal areas outside of the classroom (e.g.	Physical distancing in indoor communal areas outside of the classroom	Physical distancing in indoor communal areas outside of the classroom	

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		One way system will be maintained and students will be encouraged to minimise time in corridors		corridors) encouraged at all times where possible. Physical distancing in place in classrooms (depending on room capacity and risk assessment),	(e.g. corridors) encouraged at all times where possible. Physical distancing and seating plans in place in classrooms. <i>(This may include forward facing desks depending on room capacity and risk assessment).</i>	(e.g. corridors) encouraged at all times where possible. Physical distancing and seating plans in place in classrooms. <i>(This may include forward facing desks depending on room capacity and risk assessment),</i>	
		Inform letters/emails will be shared with parents if cases are identified in groups of learners. Contacts of confirmed cases will be shared with TTP. Staff and students will be encouraged to take twice weekly LFTs.		Targeted/ focused testing used where there are local risks identified by IMT. Testing available for contacts of confirmed positive cases.	Twice weekly LFD testing available for staff and secondary learners to help identify and isolate Asymptomatic cases as soon as possible.	Twice weekly LFD testing available and strongly encouraged for staff and secondary learners to help identify and isolate asymptomatic	

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						cases as soon as possible.	
		<p>Although face coverings are not routinely recommended by WG the school will strongly encourage their use in communal areas and will supply face coverings to students who do not bring them to school.</p> <p>Face coverings will be encouraged in corridors where physical distancing is not possible and ventilation is poor.</p>		Face coverings are not routinely recommended, but may be worn by secondary aged learners anywhere on the school site and in particular when moving around indoor communal areas outside of the classroom, such as corridors.	Face coverings should be worn by secondary aged learners when moving around indoor communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained.	Face coverings should be worn by secondary aged learners in all indoor areas, including classrooms, where physical distance cannot be maintained.	
		Face coverings are recommended in busy corridors, but may be worn by staff and visitors anywhere on the school site should they wish to do so.		Face coverings may be worn by staff and visitors in schools when moving around Communal areas outside of the	Face coverings should be worn by staff and visitors in schools when moving around	Face coverings should be worn by staff and visitors in all indoor areas, including	

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				classroom, such as corridors.	indoor communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained.	classrooms, where physical distance cannot be maintained.	
5.	Coronavirus spread from one country to another	Welsh government guidance will be followed by staff and pupils returning from outside of the UK https://gov.wales/rules-international-travel-and-wales-coronavirus					
6.	Ventilation (Inadequate ventilation resulting in increased risk of COVID transmission)	Steps taken to identify any poorly ventilated occupied areas (no means of natural ventilation, e.g. openable windows, or mechanical ventilation, smell stuffy or bad, busy, small or cramped) and improve the ventilation where possible. Carbon Dioxide detectors to be used when available to identify areas where ventilation needs to be improved. Occupied spaces to be kept well ventilated Fresh air in indoor spaces maximised by natural ventilation, mechanical ventilation or a combination of the two.					

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		<p>Ventilation levels will be improved by means of opening doors and windows, and making sure trickle vents (small vents usually on the top of a window) or grilles are open and not blocked.</p> <p>In order to achieve a balance between ventilation and an adequate internal temperature (min 16oC) during the cooler months the school will look to:</p> <p>Partially open doors and windows to provide ventilation while reducing draughts</p> <p>Open high level windows in preference to low level windows to reduce draughts</p> <p>Refresh the air in spaces by opening windows, vents and external doors wide at times which avoid user discomfort, e.g. between lessons or when rooms are not occupied.</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</p>					
7.	Hand Hygiene	<p>Everyone is encouraged to wash their hands regularly, either with soap and running water or hand sanitiser, e.g. on arrival at school and at break and lunch times</p> <p>Plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities provided in all toilets.</p> <p>Signs / posters provided to remind people about good hand-washing techniques</p> <p>Supplies of sanitiser provided at all entrance doors to the school, and in all classrooms, offices, work rooms, etc.</p>					

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		Where possible classroom / office doors will be held open to minimise the need to touch door handles/push plates					
8.	Respiratory Hygiene	The ‘catch it, bin it, kill it’ approach continues to be very important. Supplies of tissues provided in classrooms, staff rooms & reception areas, and pupils encouraged to use them when necessary					
9.	Risk assessing vulnerable staff <i>(Vulnerable to catching Covid-19 (ECV/ BAME/Expectant Mothers and/or due to lack of school contact)</i>	Headteacher will meet with staff considered to be at high risk of COVID to discuss mitigations and review risk assessments. Staff are encouraged to be diligent about hand washing, respiratory hygiene and social distancing in order to protect themselves. A personal risk assessment has been completed to identify their particular vulnerabilities and any control measures that are required https://gov.wales/guidance-protecting-people-defined-medical-grounds-clinically-extremely-vulnerable-coronavirus	Low				

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10.	Children and young people at high risk	Any learners who have been advised by their own specialists to isolate or reduce their social contact because of their medical condition or treatment will be advised to continue to follow the advice of their clinician.					
11.	Pregnant workers	Staff who are pregnant are encouraged to take up vaccination and will have a workplace risk assessment. If home-working is not possible, pregnant staff will be instructed to follow the advice in the COVID-19: advice for pregnant employees’ guidance (see link below). https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees					
12.	Display of symptoms in school <i>(Employees, Learners, Parents / Carers)</i>	All pupils, staff (incl. peripatetic staff, contractor staff, e.g. cleaners and supply staff), parents and carers reminded that if they have Coronavirus symptoms they should not come to school, and should arrange to have a PCR test asap. Students with symptoms will be directed to school office staff who will contact home. Students will wait in well ventilated area (outside if possible) until collected. Contacts of students whop test positive will be advised to	Low				

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		<p>undertake pcr tests on day 2 and day 8 as per WG guidance.</p> <p>Employees who have symptoms will leave school immediately if symptoms start (notifying cover office).</p> <p>Suitable PPE (e.g. fluid resistant mask, disposable gloves and disposable apron) is available for staff where social distancing cannot be maintained.</p> <p>Leadership team will work with cover team to ensure safe staffing levels are achievable, appropriate to group sizes/ pupil needs and the activities required.</p> <p>Where pupils cannot attend school, class teachers will email work to pupils via their school email address.</p>					
13.	<p>Personal Protective Equipment (PPE) <i>(Access, availability, selection and use etc.)</i></p>	<p>PPE will be available when necessary. Face coverings will be provided to learners who do not have them (funded by hardship fund)</p>	Low				
14.	<p>Cleaning arrangements <i>(Inadequate cleaning, no formal cleaning regimes, etc.)</i></p>	<p>A high standard of cleaning is maintained throughout the school</p> <p>The school has a documented cleaning schedule which states 'who, what, when and how' all rooms, furniture and equipment will be regularly cleaned and disinfected</p>	Low				

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		<p>Additional cleaning will be maintained during the school day to clean frequently touched surfaces and toilets given the large volume of traffic through corridors, in school canteen and in toilets (funding by hardship fund). PPE is provided for cleaning staff Staff are trained in the safe use of PPE and COSHH All cleaning staff have recently received infection control and COVID -19 training (iHASCO) Cleaners will maintain physical distancing at all times whilst on site The school is cleaned with normal household disinfectant Any contaminated (suspected/confirmed) waste should be double bagged and stored for 72 hours before disposal All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE)</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>					
15.	Group Activities/ Lessons	If communal areas are used for group activities/ lessons they will be cleaned frequently.					

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		<p>Where pupils are likely to be in close contact efforts will be made to limit this contact</p> <p>All communal areas in use will remain well ventilated</p>					
16.	PE & Sports / Sports Equipment	<p>All PE activities will be undertaken and extra-curricular activities will be scheduled. Students will attend school in PE kit on PE lesson days. Students will change in ‘village’ changing rooms for swimming lessons.</p> <p>Small groups will be supervised to use changing rooms where PE staff consider it appropriate.</p> <p>The school continues to follow any sport specific guidance provided by Sport Wales and, the AfPE and each sport's National Governing Bodies in how to train / play / exercise safely.</p> <p>A thorough and regular cleaning regime will continue to be implemented for all activities.</p> <p>The school continues to manage the storage and allocation of equipment and pupil access to equipment is supervised</p> <p>Pupils can bring in and use their own equipment, but they should not share it with other pupils</p> <p>Water bottles or other refreshment containers are not to be shared. Participants are advised to bring their own water bottle or refreshment container in a labelled or highly distinguishable container.</p>	Low				

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17.	Visitors/ contractors on site	<p>Visitors and contractors will be permitted to access site and will be informed of current Covid safety measures on or before arrival</p> <p>Any visitor (including parent) or contractor entering the school building e.g. to visit the office/reception or attend a meeting, should wear a face covering. Guidance on physical distancing and hygiene will be explained upon arrival.</p> <p>Visitor(s) and contractors asked to confirm on arrival that they are not exhibiting symptoms of Covid-19, or are required to isolate or quarantine. (if they are visit will be cancelled)</p> <p>Visitor(s) and everyone they meet encouraged to practice good hand washing / sanitisation and social distancing</p> <p>Signage on the mitigations in place is prominently displayed on the premises</p> <p>A record will be kept of all visitors and contractors to assist with contact tracing processes.</p> <p>Individual parent meetings (e.g. reintegration meetings) will be scheduled in large, well-ventilated meeting rooms with physical distancing maintained.</p>	Low				

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		<p>Parents’ evenings will be scheduled on line using SchoolCloud.</p> <p>Open evenings will be virtual.</p> <p>Student meetings with outside agencies such as Careers Wales meetings, TRAC meetings and YPCS meetings will be scheduled in well ventilated conference rooms where physical distancing is possible.</p>					
18.	Educational Visits (including Transport)	<p>Visits will take place in line with current threat level</p> <p>A robust risk assessment is completed before any type of educational visit is undertaken - this includes arrangements for what will happen if a member of the group (a learner or staff member) develops COVID-19 symptoms during the visit.</p> <p>Checks undertaken to ensure venues / activity providers / accommodation providers have good risk assessments and Covid procedures (school expects to see controls regarding good respiratory and hand hygiene, sensible social distancing, cleaning regimes for equipment and facilities, and good ventilation of indoor settings.</p> <p>Volunteers, e.g. parents, accompanying school encouraged to take an LFD test the day before the visit and confirm they have a negative result trips</p> <p>Covid infection risks during travel to / from the venues are considered as part of the visit risk assessment</p>					

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19.	Science lessons - practical activities	<p>Refer to CLEAPSS guidance document GL343 'Guide to doing practical work during Covid pandemic – Science' (Senior schools)</p> <p>Pupils and staff encouraged to wash their hands before and after handling any equipment</p> <p>Alcohol based sanitiser will NOT be used in labs or prep rooms where Bunsen burners are used or there are any other naked flames, due to the fire risk</p> <p>Staff and pupils reminded not to bring their own supplies into these areas</p>					
20.	Art / DT / Food tech / Textiles lessons - practical activities	<p>Refer to CLEAPSS guidance document GL344 'Guide to doing practical work during Covid pandemic – D&T, Food and Art' (Senior schools)</p> <p>Pupils and staff encouraged to wash their hands before and after practical work</p> <p>Alcohol based sanitiser will NOT be used in classrooms, studios, workshops or prep rooms where there are naked flames due to the fire risk</p> <p>Staff and pupils reminded not to bring their own supplies into these areas</p>					
21.	Area / Activity Risk Assessments	All Heads of Faculty/Department are required to review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented.					

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22.	Signage	<p>Signage is provided in prominent positions around the school to remind everyone of the importance of:</p> <ul style="list-style-type: none"> • Regular handwashing / hand sanitising • Good respiratory hygiene / cough etiquette (catch it, bin it, kill it) • Good ventilation, - Regular cleaning of hand contact surfaces • Regular Covid 19 testing, and • Not coming into school if you have symptoms of Covid-19 					
23.	Attendance Records / Seating Plans	<p>The school continues to keep good records of which pupils attend lessons / clubs / activities / home-school transport, etc. to help identify close contacts in the event of an outbreak.</p>					
24.	Communication and training	<p>All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection is recorded</p> <p>The school’s Covid-Secure procedures are clearly communicated to all staff (including peripatetic staff, cover staff), pupils, parents, visitors and contractors.</p> <p>Staff are consulted on the risk assessment via the Staff Consultative Committee, Heads of Department or directly. Staff therefore have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary.</p> <p>The site specific risk assessment is published on the school's website. It is kept under regular review, and updated as necessary</p>					

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				(ALERT LEVEL 2) (‘Moderate Risk’)	(ALERT LEVEL 3) (‘High Risk’)	(ALERT LEVEL 4) (‘Very High Risk’)	
		<p>Staff briefings will follow a blended approach with some briefings online and some meetings in well ventilated spaces that allow for physical distancing. Letters will be sent home via email where possible. Whole school assemblies will be virtual until Christmas. Smaller sectional assemblies will take place in the hall from end of September.</p> <p>Links to, and summaries of, WG guidance updates will be shared with staff and parents and carers via email and social media.</p>					
25. Promoting Good Health		<p>All staff encouraged to have a seasonal flu vaccination</p> <p>All staff and eligible pupils encouraged to have both of their Covid 19 vaccinations, and any boosters as soon as they are eligible for them</p> <p>The school seeks to promote a culture of wellbeing amongst staff and to support all staff dealing with stress and mental health issues in the workplace</p>					
26. Monitoring		<p>All Heads of Faculty/Department undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department</p>					



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FURTHER ACTION REQUIRED TO REDUCE RISKS TO ACCEPTABLE LEVEL

Item No	Further action necessary to control risk	Action By	Date Completed	RESIDUAL RISK <small>(with further controls)</small> High/Medium/Low
			<i>Ultimate Residual Risk</i>	
Assessor(s) Signature(s):		Managers Name:		Managers Signature:
Other relevant Risk Assessments:				

RISK RANKING MATRIX
(RISK RANKING = SEVERITY X LIKELIHOOD)

<p>High (3) Death, Major injury or work related illness, permanent harm or disability</p>	<p>Severity</p>	<p>3</p>	<p>6</p>	<p>9</p>
<p>Medium (2) Injuries or work related illness where people are unable to undertake their normal work for more than 3 days; semi-permanent harm or injury</p>		<p>2</p>	<p>4</p>	<p>6</p>
<p>Low(1) All other minor injuries – first aid treatment with no permanent harm – minor cuts and bruises</p>		<p>1</p>	<p>2</p>	<p>3</p>
		<p>Likelihood</p>		
		<p>Low (1) Where harm is unlikely to occur under normal circumstances. Low expectation of occurrence</p> <p style="text-align: center;">- And –</p> <p>there is full compliance with relevant Health and Safety legislation</p>	<p>Medium (2) Where harm is likely to occur in time. - Or - Exposure to the hazard exists intermittently or hazardous event occurs occasionally - And / Or – not fully compliant with relevant Health and Safety legislation</p>	<p>High (3) Where the hazard is likely to occur imminently or in the very short term. - Or - Exposure is permanent or occurs frequently. - Or - Much evidence of previous harm - And / Or – Major non-compliances with relevant Health and Safety legislation</p>
<p>OUTCOME / REQUIRED ACTION (Severity x Likelihood “score”)</p>				
		<p>HIGH (6-9)</p>	<p>MEDIUM (3-4)</p>	<p>LOW (1-2)</p>



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		Immediate action is required to control the risk before any further activity.	Work may proceed if additional control measures are implemented within strict timescales. These measures must be proportionate to the potential consequences.	Work can proceed – no significant action is required other than monitoring that things do not change and that existing measures are being monitored and maintained.
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