PORG International School

Risk Assessment Policy
EYFS

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Introduction

PORG International School – EYFS is committed to providing a safe, secure, inclusive, and supportive learning environment where children can learn, develop, and thrive. The school recognises that effective risk management is essential in promoting the welfare, health, safety, and wellbeing of all children, staff, visitors, and members of the school community.

This Risk Assessment Register has been developed in alignment with British Schools Overseas (BSO) standards and EYFS safeguarding and welfare requirements to support the identification, assessment, monitoring, and management of potential risks across all areas of school operation.

The register outlines the procedures and control measures implemented to minimise risks associated with safeguarding, health and safety, hygiene, educational visits, outdoor learning, supervision, digital safety, emergency situations, and daily school activities. It also supports the school's commitment to maintaining high standards of safeguarding, operational safety, accountability, and continuous improvement.

Risk assessments are reviewed regularly to ensure that the school environment remains safe, suitable, and responsive to the needs of children and the wider school community. All staff members share responsibility for maintaining effective risk management practices and are expected to actively contribute to promoting a positive culture of safety and safeguarding throughout the school.

Through proactive planning, regular monitoring, staff training, and effective communication, PORG International School – EYFS aims to ensure full compliance with BSO and EYFS expectations while providing high-quality care and education within a safe and nurturing environment.

Purpose

The purpose of this Risk Assessment Register is to support PORG International School – EYFS in maintaining a safe, secure, and supportive environment for all children, staff, and visitors in accordance with British Schools Overseas (BSO) standards and EYFS safeguarding and welfare requirements.

PORG International School – EYFS operates within the same building as PORG International School – Primary and works in close cooperation with the Primary section to ensure consistency in safeguarding, health and safety procedures, emergency planning, and operational practices across the school.

This register provides a framework for identifying, assessing, monitoring, and managing risks related to safeguarding, supervision, health and safety, hygiene, educational visits, digital safety, and daily school activities. It supports the school's commitment to child welfare, continuous improvement, and maintaining a safe and secure learning environment.

Aims

The aim of this Risk Assessment Register is to ensure that PORG International School – EYFS maintains a safe, secure, healthy, and supportive environment for all children, staff, and visitors by effectively identifying, assessing, monitoring, and managing risks.
The register supports compliance with British Schools Overseas (BSO) standards and EYFS safeguarding and welfare requirements while promoting high standards of safeguarding, health and safety, supervision, wellbeing, and operational practice across the school.
The register also aims to support close cooperation between EYFS and Primary staff in maintaining consistent safeguarding, emergency procedures, and risk management practices throughout the school environment.

Scope

This Risk Assessment Register applies to all children, teaching and non-teaching staff, school leaders, governors, contractors, volunteers, visitors, and members of the school community within PORG International School – EYFS.
The register covers all areas of school operations, including classrooms, indoor and outdoor learning environments, playgrounds, dining areas, toilets, specialist teaching areas, educational visits, extracurricular activities, school-in-nature activities, swimming, and other off-site learning experiences.
As EYFS operates within the same building as PORG International School – Primary, this register also supports shared safeguarding, health and safety, emergency procedures, and operational practices across both sections of the school while maintaining age-appropriate EYFS requirements and supervision arrangements.
The register also applies to digital learning environments, online safety procedures, hygiene and medical arrangements, arrival and dismissal procedures, and all activities conducted under the supervision or responsibility of the school.

Roles and Responsibilities

The Governing Body is responsible for overseeing strategic risk management and ensuring that effective safeguarding, health and safety, and operational procedures are implemented in accordance with British Schools Overseas (BSO) standards and EYFS requirements.
The Principal is responsible for the implementation, monitoring, and overall effectiveness of this Risk Assessment Register across the school. The Principal ensures that appropriate procedures, resources, and staff training are in place to support effective risk management and safeguarding practices.
The Designated Safeguarding Lead (DSL) is responsible for managing safeguarding and child protection procedures, maintaining safeguarding records, overseeing reporting systems, and ensuring that safeguarding concerns are addressed promptly and appropriately.
EYFS Leaders are responsible for overseeing daily risk management within EYFS learning environments, including supervision arrangements, indoor and outdoor safety checks, hygiene procedures, and the implementation of age-appropriate safeguarding and welfare practices.

As EYFS operates within the same building as PORG International School – Primary, EYFS and Primary leaders work closely together to ensure consistency in safeguarding, emergency procedures, health and safety practices, and operational management across the school.
Facilities and Operations Teams are responsible for maintaining site safety, conducting inspections, overseeing maintenance procedures, monitoring security arrangements, and ensuring that the school premises remain safe and suitable for children, staff, and visitors.
All staff members are responsible for following school procedures, identifying and reporting hazards or concerns promptly, maintaining safe learning environments, and supporting the wellbeing and safety of children at all times.
Children are encouraged to follow school safety expectations, behave responsibly, and seek support from staff whenever they feel unsafe or require assistance.

Risk Assessment Procedures

PORG International School – EYFS follows a structured and consistent approach to risk assessment to ensure the safety, wellbeing, and protection of children, staff, visitors, and the wider school community.
Risk assessments are conducted to identify potential hazards and evaluate risks associated with daily school operations, indoor and outdoor learning environments, educational visits, specialist activities, hygiene procedures, supervision arrangements, and emergency situations. The school carefully considers who may be affected by identified risks and assesses both the likelihood of occurrence and the potential impact on children, staff, and visitors.
Appropriate control measures are implemented to minimise or eliminate risks wherever possible. These measures may include supervision arrangements, safety procedures, hygiene controls, maintenance checks, safeguarding protocols, restricted access arrangements, emergency planning, and staff training.
All significant findings, actions taken, and implemented control measures are recorded appropriately and monitored regularly to ensure their effectiveness. Risk assessments are reviewed and updated regularly, particularly following incidents, accidents, operational changes, educational visits, or the introduction of new activities or equipment.
Daily safety checks are conducted within EYFS learning environments, including classrooms, outdoor areas, toilets, dining spaces, and shared facilities, to ensure that all areas remain safe, clean, secure, and suitable for children.
As EYFS operates within the same building as PORG International School – Primary, risk assessment procedures are coordinated closely with the Primary section to ensure consistency in safeguarding, emergency planning, health and safety practices, and operational procedures across the school.
All staff members are responsible for identifying hazards, reporting concerns promptly, and following the school's risk management procedures to support a safe, secure, and supportive learning environment.

Risk Rating System

PORG International School – EYFS uses a structured risk assessment rating system to evaluate and manage risks in accordance with British Schools Overseas (BSO) standards, EYFS safeguarding and welfare requirements, and relevant legislation and guidance applicable within the Czech Republic. This includes compliance with the Czech School Act (561/2004 Sb.), public health and hygiene regulations, health and

safety requirements, fire safety procedures, and regulations relating to the protection and welfare of children in educational settings.
Risks are assessed by considering both the likelihood of an incident occurring and the potential impact or severity of the outcome. Each identified risk is assigned a score to determine the overall risk level and the actions required to reduce or control it appropriately.
Likelihood refers to the probability that the hazard or incident will occur, while impact refers to the possible consequences for children, staff, visitors, school operations, or the learning environment if the incident occurs.
The overall risk score is calculated using the following formula:
$Risk\ Score = Likelihood \times Impact$

Risk levels are categorised as Low, Medium, High, or Critical.
Low-level risks are monitored regularly, while Medium-level risks require additional control measures and ongoing monitoring. High and Critical risks require immediate action, leadership oversight, and, where appropriate, escalation to senior leadership, governors, or relevant authorities.
The rating system is applied across all areas of school operation, including safeguarding, supervision, educational visits, hygiene procedures, outdoor learning, digital safety, premises management, emergency planning, and health and safety procedures. Particular attention is given to age-appropriate supervision, welfare arrangements, hygiene standards, and safe learning environments in line with EYFS expectations and Czech public health regulations.
Risk assessments are reviewed regularly and updated following incidents, operational changes, educational visits, inspections, or changes to Czech legal requirements, BSO standards, or EYFS guidance to ensure that control measures remain effective and appropriate.

Safeguarding Risks

PORG International School – EYFS is committed to maintaining effective safeguarding systems that protect the welfare, safety, and wellbeing of all children in accordance with British Schools Overseas (BSO) standards, EYFS safeguarding and welfare requirements, and relevant legislation and regulations applicable within the Czech Republic.
The school recognises that safeguarding risks may arise from a range of situations, including inadequate supervision, unsafe recruitment practices, failure to report concerns, inappropriate behaviour, online safety risks, unauthorised access to the school premises, educational visits, or ineffective communication between staff and parents.
To minimise safeguarding risks, the school implements robust safeguarding and child protection procedures, including safer recruitment checks, staff safeguarding training, secure reporting systems, supervision arrangements, visitor management procedures, and age-appropriate online safety measures. All staff members are required to

understand and follow safeguarding procedures and are expected to report concerns immediately in accordance with school policy.
The Designated Safeguarding Lead (DSL) is responsible for overseeing safeguarding procedures, maintaining safeguarding records, supporting staff, and ensuring that safeguarding concerns are managed appropriately and confidentially.
As EYFS operates within the same building as PORG International School – Primary, safeguarding arrangements are coordinated closely between both sections to ensure consistency in supervision, emergency procedures, security arrangements, arrival and dismissal procedures, and communication systems across the school.
The school also recognises the importance of creating a safe and supportive environment where children feel secure, respected, and confident to seek support from trusted adults. Safeguarding procedures are reviewed regularly to ensure continued compliance with BSO standards, EYFS requirements, and relevant Czech legislation relating to child welfare, health and safety, and educational settings.

Health and Safety

PORG International School – EYFS is committed to maintaining a safe, secure, healthy, and supportive environment for all children, staff, visitors, and members of the wider school community. The school recognises that effective health and safety management is essential in promoting children's wellbeing, safeguarding, learning, and development.
The school conducts regular inspections and risk assessments across all EYFS learning environments, including classrooms, outdoor learning areas, playgrounds, toilets, dining areas, shared facilities, and specialist teaching spaces. Risk assessments are carried out to identify potential hazards, evaluate levels of risk, and implement appropriate control measures to minimise the likelihood of accidents, injuries, illness, or operational disruption.
Health and safety procedures include fire safety arrangements, evacuation procedures, infection control measures, hygiene and cleaning routines, premises maintenance, secure access systems, supervision arrangements, and the safe use of equipment and learning resources. Daily environment checks are conducted to ensure that all learning spaces remain safe, clean, secure, and suitable for children.
Particular attention is given to age-appropriate supervision, safe movement in shared spaces, safety in outdoor learning, and the management of activities that may involve additional risks. As EYFS operates within the same building as PORG International School – Primary, health and safety procedures are closely coordinated between the two sections to ensure consistency in emergency planning, safeguarding arrangements, premises management, and operational procedures throughout the school.
The school also maintains procedures for managing medical needs, allergies, accidents, and first aid provision. Qualified first-aid personnel are available within the school, and staff receive regular training on health and safety responsibilities, emergency procedures, safeguarding, and risk awareness.

All staff members are responsible for maintaining safe learning environments, reporting hazards or concerns promptly, following school procedures, and contributing to a positive culture of safety and wellbeing across the school community. Health and safety procedures are reviewed regularly to ensure continued compliance with British Schools Overseas (BSO) standards, EYFS safeguarding and welfare requirements, and relevant legislation and health and safety regulations applicable within the Czech Republic.

Educational Visits and Outdoor Learning

We recognises the importance of educational visits and outdoor learning experiences in supporting children's development, wellbeing, curiosity, independence, and understanding of the world. The school is committed to ensuring that all educational visits, outdoor activities, and learning experiences are planned, supervised, and managed safely in accordance with British Schools Overseas (BSO) standards, EYFS safeguarding and welfare requirements, and relevant Czech health and safety regulations.

Educational visits and outdoor learning activities are carefully planned and supported by formal risk assessments that identify potential hazards, evaluate risk levels, and establish appropriate control measures before activities take place. Risk assessments consider supervision arrangements, transportation, environmental conditions, weather, safeguarding requirements, medical needs, emergency procedures, and the suitability of activities for children.

Outdoor learning is an important part of the EYFS curriculum and includes activities in school outdoor areas as well as organised off-site experiences, such as educational visits, nature-based learning, cultural activities, community visits, swimming activities, school-in-nature programmes, and other enrichment opportunities. Daily checks are conducted to ensure that outdoor learning spaces, play equipment, and shared areas remain safe, secure, clean, and suitable for use.

Appropriate supervision arrangements are maintained at all times during educational visits and outdoor activities. Staff deployment is carefully planned to ensure that children are supervised effectively during transitions, travel, outdoor play, meals, and all organised activities. Additional supervision or support arrangements are implemented as necessary to meet individual needs or the requirements of specific activities.

Emergency planning procedures are established for all off-site visits and outdoor learning activities. Emergency contact information, first aid arrangements, communication procedures, and contingency plans are prepared in advance and shared with relevant staff members. Parents are provided with appropriate information regarding educational visits, and parental consent is obtained where required.

As EYFS operates within the same building as PORG International School – Primary, educational visit procedures and outdoor learning arrangements are coordinated closely between both sections to ensure consistency in safeguarding, emergency planning, supervision procedures, and operational management across the school.

The school reviews educational visits and outdoor learning procedures regularly to ensure continued compliance with BSO standards, EYFS requirements, and applicable Czech legislation relating to child safety, supervision, transport, and public health.

Hygiene and Medical Needs

PORG International School – EYFS is committed to maintaining high standards of hygiene, health, and medical care to support the wellbeing and safety of all children, staff, and visitors.

The school implements daily cleaning and hygiene procedures across classrooms, toilets, dining areas, outdoor learning spaces, and shared facilities to ensure that all environments remain clean, safe, and suitable for children. Children are encouraged and supported in developing good personal hygiene practices, including regular handwashing and other safe hygiene routines throughout the school day.

Accurate and confidential medical information, including allergies, medical conditions, dietary requirements, and emergency contacts, is maintained and reviewed regularly. Medication is stored securely and administered only by authorised staff in accordance with school procedures and parental consent.

Qualified first-aid personnel are available within the school, and appropriate procedures are in place for managing accidents, illnesses, infection control, allergies, and medical emergencies. As EYFS operates within the same building as PORG International School – Primary, hygiene and medical procedures are closely coordinated between the two sections to ensure consistency in health, safety, and emergency response arrangements.

Digital Safety and Cybersecurity

We are committed to maintaining a safe and secure digital environment for all children, staff, and members of the school community. The school implements appropriate digital safety and cybersecurity measures in accordance with British Schools Overseas (BSO) standards, EYFS requirements, and relevant data protection and safeguarding procedures.

Internet filtering and monitoring systems are used to restrict access to inappropriate online content and support safe use of technology within the school. Technology use is supervised appropriately, and children are supported in developing safe and responsible behaviours when using digital devices and online resources.

Secure password procedures, restricted access arrangements, and secure data handling practices are implemented to protect confidential information and school systems from unauthorised access or data breaches. Staff receive regular guidance and training relating to online safety, cybersecurity awareness, safeguarding responsibilities, and the safe use of digital systems.

As EYFS operates within the same building as PORG International School – Primary, digital safety procedures, cybersecurity arrangements, and online safeguarding practices are coordinated closely across both sections to ensure consistency and effective protection throughout the school environment.

Monitoring and Review

We monitor risk management procedures regularly. Daily environment checks, safeguarding reviews, health and safety inspections, incident monitoring, and supervision checks are conducted to ensure learning environments remain safe, secure, and suitable for children.
Risk assessments are reviewed annually and updated following incidents, operational changes, educational visits, new activities, or changes to legal or regulatory requirements.
As EYFS operates within the same building as PORG International School – Primary, monitoring and review procedures are coordinated closely across both sections to maintain consistency in safeguarding, health and safety, emergency planning, and operational practices throughout the school.

Related Policies

Safeguarding and Child Protection Policy
Health and Safety Policy
EYFS Policy
Behaviour Policy
Online Safety Policy
Educational Visits Policy
First Aid and Medical Policy
Fire Safety and Emergency Evacuation Procedures
Attendance Policy
Staff Code of Conduct
Safer Recruitment Policy
Data Protection and Confidentiality Policy
Special Educational Needs and Disabilities (SEND) Policy

Publication

This Risk Assessment Policy is published and communicated to ensure that all members of the school community are aware of their responsibilities regarding health, safety, safeguarding, and welfare within the school information system. Hard copy is available in the school office.

IMPORTANT PHONE NUMBERS

Technical and emergency numbers:

Electricity	800 850 860
Gas	1239
Water	800 202 700

Emergency service numbers:

Fire Rescue Corps	150
Medical Rescue Service	155
State Police	158
Local Police	156

IMPORTANT CONTACTS

Proprietor	Dagmar Dluhosova	+420 777 923 718
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Health and Safety Manage	Barbora Pastuchova	+420 775 253 231

FIRST AIDERS

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Principle	Barbora Gazdova	gazdova@porg.cz

DSL

DSL	Thabang Lehner	lehenr@porg.cz
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Deputy DLS	David Rojas	rivera@porg.cz

Appendix 1

Risk Assessment Register
Purpose

This risk assessment register has been developed for the EYFS of PORG International School to support compliance with British Schools Overseas (BSO) standards. It identifies key operational, safeguarding, educational, health and safety, and leadership risks that may affect students, staff, visitors, and the wider school community.

Risk Rating Matrix

Likelihood Scale

Score	Description
1	Rare
2	Unlikely
3	Possible
4	Likely
5	Almost Certain

Impact Scale

Score	Description
1	Insignificant
2	Minor
3	Moderate
4	Major
5	Critical

Risk Score Formula

Score	Risk Level	Action Required
1–5	Low	Monitor
6–10	Medium	Mitigation required
11–15	High	Immediate action required
16–25	Critical	Escalate immediately

Safeguarding and Child Protection Risks

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
Inadequate safeguarding procedures	Harm to children and non-compliance	Safeguarding policy, DSL appointed, staff training	Conduct termly safeguarding audits	DSL / Principal	High
Failure to report safeguarding concerns	Delayed intervention	Secure reporting systems and safeguarding guidance	Refresher safeguarding workshops	DSL	High
Unsafe recruitment practices	Unsafe adults in school	Safer recruitment checks and SCR	Monthly SCR audit	HR Manager	High
Poor supervision arrangements	Child injury or safeguarding concerns	Staff deployment and supervision ratios	Supervision monitoring reviews	EYFS Leaders	Medium
Online safety risks	Exposure to inappropriate content	Internet filtering and supervised technology use	Parent online safety workshops	IT Lead / DSL	Medium

Health and Safety Risks

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
Playground accidents	Injury to children	Daily supervision and equipment checks	Weekly playground safety inspections	Facilities Manager	Medium
Fire safety failures	Serious injury or fatalities	Fire alarms, drills, evacuation procedures	External fire safety audit	Operations Manager	High
Infection outbreaks	Illness among children and staff	Hygiene procedures and cleaning schedules	Annual infection control review	School Nurse	Medium
Unsafe classroom environment	Injury or accidents	Daily classroom safety checks	Monthly safety audits	EYFS Staff	Medium
Security access concerns	Unauthorised access	Controlled entry systems and visitor procedures	Security review	Operations Team	High

Hygiene and Medical Risks

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
Poor hygiene practices	Spread of illness	Handwashing routines and cleaning schedules	Hygiene awareness activities	EYFS Team	Medium
Allergy management failure	Severe allergic reaction	Allergy records and staff awareness	Emergency response refresher training	School Nurse	High
Incorrect administration of medication	Health complications	Medication procedures and record keeping	Medication audits	School Nurse	High
Food contamination	Illness or allergic reaction	Food safety procedures and supervision	Catering inspections	Catering Lead	Medium

Educational Visits and Outdoor Learning Risks

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
Inadequate supervision during visits	Child injury or safeguarding concerns	Staff ratios and trip approval procedures	Enhanced trip risk assessments	Trip Coordinator	High
Transportation risks	Injury during travel	Approved transport providers	Annual transport provider review	Operations Team	Medium
Outdoor play hazards	Injury during outdoor learning	Daily outdoor area inspections	Equipment replacement programme	Facilities Team	Medium
Lost child during educational visit	Serious safeguarding concern	Head counts and identification procedures	Emergency response practice	Trip Leader	High

Teaching and Learning Risks

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
Inadequate supervision during learning	Safety concerns	Staff supervision and classroom procedures	Additional monitoring	EYFS Leaders	Medium
Unsafe learning materials	Injury or choking hazards	Age-appropriate resources	Resource safety checks	EYFS Staff	Medium

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
Failure to support SEND needs	Reduced progress and wellbeing	Individual support plans	External specialist review	SENDCo	High
Poor behaviour management	Disruption and safety concerns	Behaviour procedures and staff support	Behaviour monitoring reviews	Pastoral Team	Medium

Digital Safety and Cybersecurity

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
Exposure to inappropriate online content	Safeguarding concern	Internet filtering and supervised use	Online safety awareness activities	IT Lead	Medium
Data breach or loss	Confidentiality concerns	Secure passwords and restricted access	Cybersecurity audit	IT Manager	High
Unauthorised access to systems	Security risk	Password protection and user permissions	Access review procedures	IT Department	Medium
Technology misuse	Unsafe online behaviour	Staff supervision and acceptable use procedures	Parent awareness programme	DSL / IT Lead	Medium

Leadership and Governance Risks

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
Weak strategic oversight	School improvement delays	Leadership meetings and monitoring	KPI reporting dashboard	Principal / Governors	Medium
Non-compliance with BSO standards	Failed inspection	Internal compliance reviews	Annual external audit	Principal	High
Poor policy review cycle	Outdated procedures	Policy review calendar	Central policy tracking system	SLT	Medium
Insufficient governor challenge	Weak accountability	Governor meetings	Governor training programme	Chair of Governors	Medium

Staffing and Human Resources Risks

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
High staff turnover	Instability in teaching	Recruitment planning	Staff wellbeing strategy	HR Manager	Medium
Inadequate staff training	Reduced effectiveness	CPD programme	Annual training needs analysis	SLT	Medium
Staff burnout	Increased absence and reduced morale	Wellbeing initiatives	Workload review procedures	HR Manager	Medium
Lack of safeguarding understanding	Safeguarding failures	Mandatory safeguarding induction	Mid-year refresher sessions	DSL	High

Emergency and Business Continuity Risks

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
Emergency school closure	Learning disruption	Remote learning systems	Annual continuity exercises	SLT	Medium
Severe weather event	Safety concerns	Emergency response procedures	Parent communication testing	Operations Team	Medium
Utility failure	Operational disruption	Backup systems and maintenance	Emergency supply planning	Facilities Team	Medium

Monitoring and Review

Activity	Frequency	Responsible
Full risk assessment review	Annually	Senior Leadership Team
Safeguarding audit	Termly	DSL
Health and safety inspection	Monthly	Facilities Manager
Policy review	Annual cycle	SLT

Activity	Frequency	Responsible
Propitiator compliance review	Termly	Propitiator
Educational visits review	Before every trip	Trip Coordinator

Conclusion

PORG International School – EYFS is committed to maintaining a proactive and effective approach to risk management that prioritises safeguarding, child welfare, health and safety, and educational wellbeing.
This Risk Assessment Register supports the identification, assessment, monitoring, and management of risks across all areas of school operation in accordance with British Schools Overseas (BSO) standards, EYFS safeguarding and welfare requirements, and relevant Czech legislation.
Through regular monitoring, staff training, effective communication, and close cooperation with PORG International School – Primary, the school aims to maintain a safe, secure, supportive, and well-managed learning environment that promotes the wellbeing, development, and success of all children.

Appendix 2

Risk Assessment Evidence Record

General Information

School Section (Primary / EYFS)	
Area / Activity	
Date	
Classroom / Location	
Staff Responsible	
Type of Evidence	
Reviewed By	
Review Date	
Reference Number	

Evidence Details

Evidence Provided	Description / Notes	Related Risk Area	Action Required	Completion Status

Monitoring and Follow-Up Actions

Identified Concern / Action	Responsible Person	Deadline	Completed

Sign-Off

Completed By	
Position	
Signature	

Date	
Senior Leadership Approval	