Guidance on Priority Ranking & Specific Completion Date

If a premises / school / centre etc has not met or achieved the required standard or level of compliance a recommendation will be given setting out the remedial action required.

Attached to each recommendation will be a Priority Ranking or Specific Completion Date that sets out a timescale for each action to be completed.

These are the **maximum** time limits for carrying out recommendations and the premises / school / centre etc must aim to carry out all recommendations at the earliest date.

(1) Priority Ranking System

Priority A – to be completed within 4 weeks

This is assigned in any the following cases:

- Where a failure to meet or achieve the required standard or level of compliance results in a breach of statutory duty giving rise to an immediate threat to people, property or process
- Where there exists an unacceptable level of risk if remedial action is not taken
- Where there has been a failure to complete any item previously assigned as Priority B.

Priority B – to be completed within 8 weeks

This is assigned in any the following cases:

- Where a failure to meet or achieve the required standard or level of compliance will result in a breach of statutory duty giving rise to an imminent threat to people, property or process if action is not taken within the eight week completion period
- Where the level of risk will become unacceptable if remedial action is not taken within the eight week completion period
- Where there has been a failure to complete any item previously assigned as Priority C.

Priority C – to be completed within 12 weeks

This is assigned in any the following cases:

- Where a failure to meet or achieve the required standard or level of compliance will result in a breach of statutory duty if action is not taken within the twelve week completion period
- Where the level of risk will become unacceptable if remedial action is not taken within the twelve week completion period

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- Any defect identified at the time of the inspection that does not fall into the Priority A or B category.

Important Note:

In certain circumstances a **Priority A** recommendation will be the starting point for further actions going into the future. In this case each additional action will be assigned its own completion date or priority as appropriate.

For example, an audit in a school has identified that risk assessments have not been carried out and no one has received risk assessment training.

In such a case there is little point in trying to complete the assessments until those responsible have undertaken the training and therefore the defect and recommended actions would be set out as follows:

Risk Assessment:

During the visit it was identified that the school did not have any completed risk assessments and that those staff with responsibility for carrying out assessments had not received appropriate training.

It is therefore recommended that the following actions be carried out:

(i) School to ensure that all those with responsibility for carrying out risk assessments are booked onto the next available Introduction to Risk Assessment training course.

Priority A

(ii) Staff to attend the Introduction to Risk Assessment training course after which the school is to ensure risk assessments are carried out and recorded for all significant hazards identified within the school.

Priority C

Item **(i)** is given a **Priority A** as there is no reason why the training cannot be booked within the four-week priority A completion period whereas Item **(ii)** is given a **Priority C** in order to take into account the availability of the training and the work required to complete the assessments afterwards.

(2) Specific Completion Date

A specific date will be given for the completion of any remedial action in cases where the failure to meet or achieve the required standard or level of compliance results in an immediate danger or threat to people, property or process or there exists an unacceptable level of risk to people, property or process if action is not taken.

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