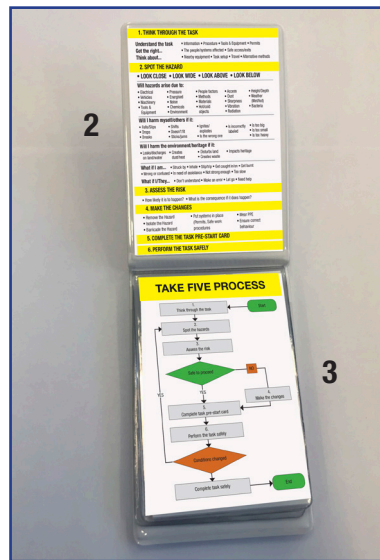
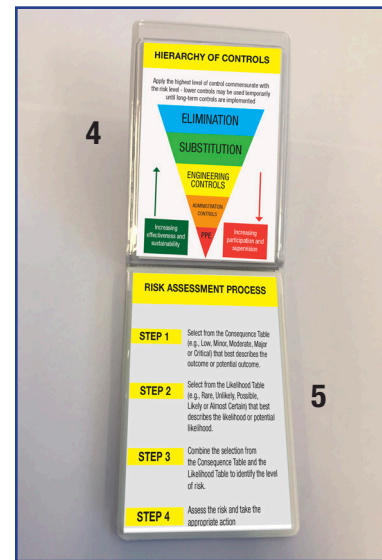


1 Fully encapsulated Front Cover



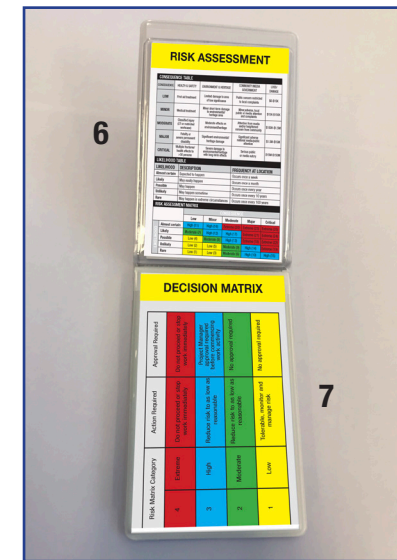
2 Inside Front Cover (encapsulated) - Take 5 details

3 Pocket Side 1 - Take 5 Process



4 Pocket Side 2 - Hierarchy of controls

5 Pocket Side 3 - Risk Assessment Process



6 Pocket Side 4 - Risk Assessment

7 Pocket Side 5 - Decision Matrix



**8** Pocket Side 6 - Commitments

**9** Take Five Pad

Inside back cover pocket opening at spine to contain pad



**10** Fully encapsulated Back Cover - 9 Golden rules