

Activity/ Situation	FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC			
Location	Trinity Academy Middleton Tyas – Years 1-6			
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning/Sanitising ✗ Shared Resources ✗ Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✗ Site User Becoming Unwell ✗ Site User Developing Symptoms ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Personal Protection & PPE ✗ Visitors, Contractors & Spread of Coronavirus ✗ Inadequate Ventilation ✗ Arrangements for Boarding Schools During Pandemic 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
<p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p>				
<p>Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group</p>	<p>Details;- Bubbles as follows: Year 1 = 24 Year 2 = 27 Year 3 = 19 Year 4 = 29 Year 5 = 22 Year 6 = 29</p> <p>1 Bus bubble = 27 EF (R) 3 MT (1-6) 24 sitting in year group bubbles</p> <p>Note: There is also a Breakfast Club Bubble and an After School Club Bubble run by a private provider – Session numbers average Breakfast Club 10</p>	☒	☐	☐

	and After School Club 16.			
The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups	Timetables are in place. Any close contact outside of bubbles will be reported by teachers and logged by the Head of School. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).	Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to implement year group sized 'bubbles' Whilst children will spend the majority of time in their class bubble, we will have 2 bubbles: Y1&2, Y3&4 and Y5&6 consistently eating lunch at the same time at either end of the hall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the younger years in Secondary Schools (key stage 3), schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In Secondary Schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

to receive specialist teaching. If this can be achieved with small groups, they are recommended				
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	Staff will ensure older children social distance and front facing desks have been set up to facilitate this in Yrs 2-6. Bubbles will keep apart but it is accepted that this is difficult with younger children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible	Each bubble has their own allocated room, outdoor space and hall time for lunch.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group	Year 1 aware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	Note: There is also a Breakfast Club Bubble and an After School Club Bubble run by a private provider – Session numbers average Breakfast Club 10 and After School Club 16. I Bus bubble = 27 EF (R) 3 MT (1-6) 24 sitting in year group bubbles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siblings may be in different groups	There are a number of siblings in different bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	Limited number of staff work across bubbles in order to support teaching and learning e.g. We do have HLTAs who will work in different classes, but will ensure 2m social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	Staff aware and will ensure 2m social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	See Inadequate Personal Protection section of this RA			
Where possible adults maintain a 2 metre distance from each other, and from children	Staff know to maintain 2m social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults avoid close face to face contact and limit time spent within 1 metre of anyone	Staff aware - direct close contacts - face to face contact with an infected individual for any length of time , within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained so far as reasonably practical	It is accepted that distancing may not be possible in primary schools Staff will ensure older children social distance and front facing desks have been set up to facilitate this in Yrs 2-6.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated side by side and facing forwards, rather than face to face or side on	Staff will ensure older children social distance and front facing desks have been set up to facilitate this in Yrs 2-6. We will do this at lunchtime, using one side of the tables.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will work side on to pupils as opposed to face to face whenever possible	Staff aware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	Support in place from 1:1s, TAs, teachers and HoS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual	Support in place for those children who are able to attend and contact in place for those who can't.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

healthcare plans, so that they may receive an education in line with their peers	In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place			
Unnecessary furniture has been moved out of classrooms to make more space	Spare furniture has been temporarily relocated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large gatherings such as assemblies or collective worship with more than one group do not take place	Collective worship will continue online Children will only sing/shout/chant indoors at 2m distancing or preferably outside. We will not be using wind instruments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	Each bubble has their own allocated room, outdoor space and hall time for lunch.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	Staggered start and finish times should not reduce the amount of overall teaching time We will have staggered drop offs and pick-ups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Parents do not wait on a morning – Children come straight into class (except Y3 who wait with their teacher on the playground). Staggered pick-ups will minimise adult contact and no parents will enter the school building. All parents and carers are wearing face coverings (unless exempt). Staff are also wearing face masks for drop off and pick-ups if they are within 2m.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	We have a one-way system in place on the playground for parents dropping off and picking up. Letters sent to parents and published on website	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Letter sent to parents - no parents will enter the school building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	Each class has their own entrance Y1, Y2, Y3 (KS1 door), Y4, Y5 & Y6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time	Each bubble has their own allocated room, outdoor space and hall time for lunch. Outdoor areas: KS1 end of playground Y3/4 KS2 end of playground Y5/6 MUGA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	Each bubble has their own allocated room, outdoor space and hall time for lunch. Hall times: 11.45 -12.15 Y1&2 12.15 - 12.45 Y3&4 12.45 – 1.15 Y5&6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other	Staff are encouraged to eat outside, use their classroom or social distance in the large staffroom – Wipes available. The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. Staff must still have a break of a reasonable length during the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times	All meetings take place on Teams. Virtual staff meetings could take place where staff stay in their classrooms and join the meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School can resume non-overnight domestic educational visits	Visits will only take place if approved by the Executive Headteacher. Visits will only take place in Bubble groups. Staff will follow the usual procedures on Evolve, whilst ensuring additional handwashing and social distancing is also in place. Places of visit will have to provide their Covid risk assessment. Domestic (UK) overnight and overseas educational visits are prohibited	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	Shared in letter to parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	Guidance shared in letter to parents safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning/Sanitising				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	Cleaning regime agreed with NYCC Cleaners and staff will regularly wipe surfaces and door handles – Gloves, cloths and spray are provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Staff will regularly wipe surfaces and door handles – Gloves, cloths and spray are provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Staff use antibacterial handgel before and after	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	each use. Screens and keypads are regularly wiped throughout the day.			
Bins for tissues and other rubbish are emptied throughout the day	Bins are emptied daily by cleaners and tied off following lunchtime by a member of staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Everything in place and top ups regularly ordered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	When children are sharing resources in their Bubble, the resources are sprayed with Milton or put away for 72 hours. Each Bubble has their own playtime equipment to use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned	Each Bubble has their own playtime equipment to use. We have taped off the outdoor playground equipment. This would also apply to resources used inside and outside by wraparound care providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	Children have their own packs of resources. When younger children are sharing resources in their Bubble, the resources are sprayed with Milton or put away for 72 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces	When children are sharing resources in their Bubble, the resources are sprayed with Milton or put away for 72 hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	When children are sharing resources across Bubbles, the resources are sprayed with Milton or put away for 72 hours. This includes iPads, laptops and computers (which may be shared within a bubble).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school	We are still limiting resources coming into school where possible to reading books, lunchboxes, hats and coats – Letter to parents sent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources	We are still limiting resources coming to and from school where possible to reading books, lunchboxes, hats and coats – Staff aware and letter to parents sent. It is very difficult to adequately clean exercise books so the school may need to isolate the books for 48 hours before marking. Staff are using verbal feedback and children are self/peer/recording marking where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Any laptops and iPads, brought in by staff, are wiped down at the beginning and end of each day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Letters and information sent to parents, and on the website, and staff aware.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)			
The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required	Each individual positive case is discussed with the DfE helpline and advice followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those pupils whose doctors have confirmed they are still Clinically Extremely Vulnerable are not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.	Regular contact and support in place. Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are Clinically Extremely Vulnerable MUST NOT attend the workplace during the period of national restrictions	No staff affected Individuals in this group have been identified through a letter from the NHS or their GP. Staff should be supported to be able to continue working from their home where possible Clinically Extremely Vulnerable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff and pupils who are Clinically Vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.	Appropriate risk assessments and support in place. See Section 9 of New-national-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	restrictions-from-5-november			
Staff who are in the clinically vulnerable group can work in school, taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. (The only exception to this may be in some very high alert areas, where the government issue NEW notifications to shield to those most vulnerable individuals)	Appropriate risk assessments and support in place. Adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents An Individual Risk Assessment will be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace	An Individual Risk Assessment may be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women are in the 'clinically vulnerable' category	Currently no staff affected. School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>must be reviewed prior to 28 weeks when risk factors increase.</p> <p>Individual Risk Assessments will need to be subject to regular review</p> <p>RCOG Q&A -covid-19-virus-infection-and-pregnancy</p>			
<p>Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff</p>	<p>Sports coaches will be working outside and expected to social distance. We do not expect to use peris. We will try to keep the use of supply to an absolute minimum and the agency we use has tracking in place.</p> <p>Consider longer engagement of supply staff to minimise movement between sites</p> <p>To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual</p>	<p>We ask specialist staff to social distance at 2m if possible.</p> <p>We do not ask outside agencies to wear face masks, but some of them insist.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Volunteers may be used to support the work of the school, as would usually be the case</p>	<p>Volunteers are assigned to one Bubble.</p> <p>Mixing of volunteers across groups should be kept to a</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	minimum, and they should remain 2 metres from pupils and staff where possible			
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	PPE available in the main office. See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Becoming Unwell				
If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms	Clear guidelines shared in Staff Guidelines, letter parents/carers and Home School Agreement and all published on the website. stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	A plastic chair is available in the front entrance. If weather permits the child will sit outdoors supervised by the administrator at a safe distance. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be	Unfortunately, we do not have a separate toilet. The pupil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

cleaned and disinfected using standard cleaning products before being used by anyone else	would have to use their Bubble toilet, which will be cleaned after use.			
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	PPE available in the main office. See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Clear guidance shared in Staff Guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> the symptomatic person subsequently tests positive they develop symptoms themselves (in which case, they should arrange to have a test) they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) 	Clear guidance shared in Staff Guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell	Clear guidance shared in Staff Guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	Additional cleaning will take place. COVID-19: cleaning of non-healthcare settings guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit	Clear guidance shared in Staff Guidelines and letter to parents. The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	send to parents and staff if needed			
School have received an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out	Tests in school and additional pack ordered. School should call the Test and Trace helpdesk on 119 if these have not arrived.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.	The EHT authorises the issue of test kits on an individual case basis. The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace	Clear guidance shared in Staff Guidelines and letters to parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p>	<p>Clear guidance shared in Staff Guidelines and letters to parents. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents and staff are asked to inform the school immediately of the results of a test</p>	<p>Clear guidance shared in Staff Guidelines and letters to parents – Logs in place. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 14 days from the date of that contact</p>	<p>Clear guidance shared in Staff Guidelines and letters to parents. Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period</p>	<p>Clear guidance shared in Staff Guidelines and letters to parents. This is because they could still develop coronavirus (COVID-19) within the remaining days</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone with symptoms tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense</p>	<p>Clear guidance shared in Staff Guidelines and letters to parents.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 14 days</p>				
<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious</p>	<p>Clear guidance shared in Staff Guidelines and letter to parents. Advice taken from the DfE helpline on each positive case. Close contact means: - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority</p>	<p>Advice taken from the DfE helpline on each positive case. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	based on the latest public health advice			
Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place	Staff aware We do have an infrared thermometer available, which may be used if children appear unwell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Hand Washing/Personal Hygiene				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating	Clear guidance shared in Staff Guidelines and on posters near the main entrance. Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Clear guidance shared in Staff Guidelines and on posters near the main entrance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	All classrooms have their own sinks, plus additional facilities available in toilets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	All classrooms have their own sinks, plus additional facilities available in toilets. Skin friendly skin cleaning wipes can be used as an alternative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	Clear guidance shared in Staff Guidelines and Home School Agreement. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	Available in every room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bins (ideally lidded pedal bins) for tissues are available in each room	Available in every room and tied off at lunchtime and emptied daily	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	Risk assessments in place as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education	Letters sent to parents and published on website	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In schools that are in areas where the COVID Alert Level is high or very high, or during periods of National Restrictions, adults (staff, visitors and contractors) in Primary Schools DO wear face coverings in areas outside of the classroom at the discretion of the Head Teacher	Guidelines shared with staff Staff are wearing face coverings in offices and general areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In schools where pupils in year 7 and above are educated, face coverings must be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained	Some individuals are exempt from wearing face coverings . This applies to those who: - cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability - speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate The same exemptions will apply in education settings, and we would expect teachers and other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	staff to be sensitive to those needs.			
In the event of new local restrictions being agreed, schools will ensure they communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances	Regular updates sent out and shared on the website.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they could inhibit learning	Letter sent to parents and published on website	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In such circumstances as face coverings are to be worn in school they must be worn correctly	Discussed during staff meetings and in assemblies. https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	Discussed during staff meetings and in assemblies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use	Discussed during staff meetings. Parents asked to provide storage for children who need masks on school transport – Letter sent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a face covering becomes damp, it should not be worn and the face covering should be replaced	Staff aware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs	We have a small supply of masks available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances	Discussed during staff meetings. Parents asked to provide storage for children who need masks on school transport – Letter sent. This procedure should be communicated clearly to pupils and staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of	PPE available in the main office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	safe working in education, childcare and children's social care			
Visitors, Contractors & Spread of Coronavirus				
All visits to the school are restricted to those that are absolutely necessary	All visits must be pre-booked and approved by the EHT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent and carer visits are suspended for: <ul style="list-style-type: none"> • new admissions, • settling-in children new to the setting • attending organised performances 	Videos are available on the website instead.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	All visits must be pre-booked and approved by the EHT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	All visits must be pre-booked and approved by the EHT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	All contractors already expected to provide RAs Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	In place These programmes are essential for children's health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.	Already in place – electronic sign in system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to: <ul style="list-style-type: none"> • work or search for work • undertake training or education 	The private Breakfast Club and After School Club will continue. See Out-of-school activities and wraparound childcare section of Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All other out of school activities, including lettings, not being primarily used by parents for the above purposes, should close for face-to-face provision for the duration of the national restrictions		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In out-of-school settings, face coverings should be used where it is a requirement of the indoor setting or staff are likely to come into contact with other members of the public (complying with relevant coronavirus (COVID-19) sector guidance)	See Out-of-school activities and wraparound childcare section of Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inadequate Ventilation				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	Windows will be kept open and doors if safe to do so - Clear guidance shared in Staff Guidelines. Any fans will be left on during the day. This can be achieved by a variety of measures including: mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)			
Ventilate spaces with outdoor air	Windows will be kept open and doors if safe to do so - Clear guidance shared in Staff Guidelines. natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open	Windows will be kept open if safe to do so - Clear guidance shared in Staff Guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Fans are switched on at the beginning of each day and turned off by the caretaker during closure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air	Doors are propped open where possible to minimise touching them. Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the school heating system is activated, windows are open to	Where possible windows are partially open if the heating is	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

provide trickle ventilation rather than being fully open	on. Discussed at staff briefing. natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)			
Consideration given to opening high level windows in preference to low level to reduce draughts	Where possible high windows are used. Discussed at staff briefing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	Where possible alternate windows are used, when the heating is on. Discussed at staff briefing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school offers flexibility to allow additional, suitable indoor clothing	Children are encouraged to wear their school jumpers. Parents are asked to ensure children wear additional base layers – Letter sent. For more information see School uniform	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture rearranged where possible to avoid direct drafts	Staff have been asked to consider this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces	Already in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air	Staff have been asked to monitor this and fans will be purchased if necessary. Desk fans are pointed away from people and pointed at walls etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters	We avoid using additional heaters in classrooms. Electric fan heaters used sparingly due to increased fire and electrical risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrangements for Boarding Schools During Pandemic				

Where pupils travel from abroad to attend boarding schools, the school needs to plan for their collection and transfer from their point of arrival	Schools need to have plans in place for the collection and transfer of these pupils to school, which need to be explained to pupils and their parents before they travel. Advice to help schools, pupils and parents is provided in residential settings with international students guidance and in how to self-isolate when traveling to the UK guidance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where they have travelled from, or have stopped at, a country or territory that is not on the travel corridors list , pupils will be required to self-isolate for 14 days from the day they leave a non-exempt country or territory to travel to the UK	Where suitable, pupils can self-isolate at their boarding school	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Boarding pupils can be in one group residentially and another during the school day		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
It is accepted that boarding pupils will mix during sociable time		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	guidance on isolation for residential educational settings.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
What is the level of risk for this activity/situation with existing control measures		High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name		Date	
Whilst our usual Fire Evacuation procedures apply, staff know to stay in their bubbles and socially distance between bubbles as in the Staff Guidelines.			In place	
Staff will administer First Aid within bubbles.			In place	
Use 'spots' and signage to support social distancing in outdoor areas.			In place	

Ensure antibac wipes are available in staffroom and toilets.		In place	
Ensure Milton sterilising fluid is available for equipment that children put in their mouths, including water bottles and resources.		In place	
EHT, SBM and Administrator to use own kettle in own offices.		In place	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assessor(s):	Mrs K. Williamson	Signature(s):	<i>KWilliamson</i>
Position(s):	Executive Headteacher		
Date:	11.11.2020	Review Date:	30.11.2020

Distribution: ALL STAFF

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD		POTENTIAL OUTCOME					
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur						
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓						
Moderate	RIDDOR reportable over 7 day injury	Possible							
Minor	Minor injury (requiring first aid)	Unlikely							
Insignificant	Minor injury	Remote		Less likely to occur					
				Remote	Unlikely	Possible	Likely	Highly Likely	