



## RISK ASSESSMENT

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| <b>Title:</b>  | Covid 19 Detailed Risk Assessment – School Full Opening September 2020  |  |                                  |              |
| <b>School</b>  | Nailsea School  |  | <b>Number of staff/students:</b> | 974 students |
| <b>Name of assessor:</b>   | D Elliott<br>C Perry  | Head teacher<br>Assistant Business Manager | <b>Date of Assessment:</b>       |              |
| <b>Review:<br/>(To take place sooner<br/>should a significant<br/>change/incident occur)</b> | Health and Safety meeting onsite: Tues 7 <sup>th</sup> July<br>Shared with staff for comment: Friday 10 <sup>th</sup> July<br>Discussion and approval by governing body: Tues 14 <sup>th</sup> July<br>Shared with all stakeholders: Wed 15 <sup>th</sup> July<br>Weekly review over the summer break |  |                                  |              |

## **BACKGROUND AND CONTEXT:**

From 1 September 2020 all schools are required to reopen for all pupils.

This model risk assessment has been developed to support schools in implementing government guidance for the reopening of schools first issued on 2 July 2020. It is available here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The risk assessment will be reviewed in response to updates to government.

### **Part 1: Reopening schools from 1 September 2020**

The rationale for schools re-opening for more groups of pupils is set out in the document Education and childcare during coronavirus: Guidance for the full reopening of schools. It is predetermined on the principle that cases of coronavirus have reduced and that there is an effective 'Track and Trace' process in place. The guidance is clear that risks posed to pupils from remaining out of school in terms of their wellbeing, safeguarding and academic achievement outweigh those posed from the contraction of coronavirus. In relation to working in schools the guidance states that "whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults"

This risk assessment is based on the control measures described in the government guidance for reopening schools referred to above. This states that if schools follow the control measures as set out below, they can be "confident that they are managing risk effectively".

### **The system of controls: protective measures**

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here, they will effectively reduce risks in their school and create an inherently safer environment.

### **System of controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

**Prevention:**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

**Response to any infection:**

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

| Task/Activity/<br>Environment<br>being assessed  | Possible hazards   | Who is at<br>risk?  | What severity<br>of harm can<br>be reasonably<br>expected (see<br>Definitions<br>Table 1) | What precautions (existing controls) are already in place to<br>either eliminate or reduce the risk of harm?   | What likelihood<br>is there of an<br>accident/harm<br>occurring?<br><br>(See Definitions<br>Table 1) | What is the risk<br>rating?<br><br>(See Risk Rating<br>Matrix Table 2) |
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| <b>1.A: Contact with those with symptoms of coronavirus: Testing: Track and Trace; Outbreak response</b> |  |                     |   |  |  |  |
| Contact with<br>infected persons/<br>exposure to the<br>virus within the<br>school.                      | Person contracts<br>coronavirus as a result of<br>direct contact with an<br>infected person (or a<br>symptomatic person)<br>entering the premises. | Pupils<br>and staff | Serious   | Anyone affected must stay at home if they (or their family<br>members) have any of the following symptoms: a high<br>temperature, a new continuous cough, a loss or change to<br>your sense of smell or taste. OR they have tested positive<br>for coronavirus in the last 7 days.<br><br>Those affected must follow government stay at home<br>guidance as follows<br><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections</a><br><br>Temperature testing is not recommended on its own.<br>Guidance states that it is not a reliable method for<br>identifying coronavirus. | Medium   | Medium   |
|  | Contact with those<br>developing symptoms of<br>the virus during the<br>working day.   | Pupils<br>and staff | Serious   | If anyone in the school becomes unwell with a new,<br>continuous cough or a high temperature, or has a loss of,<br>or change in, their normal sense of taste or smell<br>(anosmia), they will be sent home and advised to follow<br>' <a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> ', which sets<br>out that they must self-isolate for at least 7 days and<br>should <a href="#">arrange to have a test</a> to see if they have<br>coronavirus (COVID-19). Other members of their<br>household (including any siblings) should self-isolate for 14<br>days from when the symptomatic person first had<br>symptoms.<br><br>If a student is awaiting collection, they will be moved to<br>the First Aid room where they can be isolated behind a   | Medium   | Medium   |

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|   |  |                  |         | <p>closed door, with appropriate adult supervision if required. Ideally, a window will be opened for ventilation.</p> <p>If they need to go to the bathroom while waiting to be collected, they will use the separate bathroom in the First Aid area. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive</p> <p>They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> |        |        |
| Engagement with the NHS Track and trace Process | <p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p> | Pupils and staff | Serious | <p>Relevant staff understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for</li> </ul>  | Medium | Medium |

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|  |  |  |  | <p>coronavirus (COVID-19) or if asked by NHS Test and Trace</p> <ul style="list-style-type: none"> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p> <p><b>The government will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</b></p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> <li>• if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have</li> </ul> |  |  |
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|  |  |                  |         | <p>another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p> <ul style="list-style-type: none"> <li>if someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 7 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 of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> </ul> |        |        |
| Management of confirmed cases of coronavirus | <p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p> | Pupils and staff | Serious | <p>Swift action will be taken if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>School will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close</p>   | Medium | Medium |

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|  |  |  | <p>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. Close contact means:</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see <a href="#">section 5 of system of control</a> for more on grouping pupils). 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.</p> <p>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>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. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow <a href="#">‘stay at home: guidance for households</a></p> |  |  |
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|                               |  |                  |         | <p><a href="#">with possible or confirmed coronavirus (COVID-19) infection</a>. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>• if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></li> </ul> <p>Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</p> |        |        |
| Containing any local outbreak | <p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p> | Pupils and staff | Serious | <p>If schools 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.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. Whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may</p>  | Medium | Medium |

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|  |  |  |  | have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice. |  |  |
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| <b>1: B Cleaning and hygiene</b> |  |                  |         |   |        |        |
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| Hand hygiene                     | Poor hand hygiene increases the likelihood of infection from coronavirus                     | Pupils and staff | Serious | <p>Opportunities are provided for staff and students to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• before food preparation</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> </ul> <p>Signage about how to wash hands properly, is on display and reinforced with students.</p>                                   | Medium | Medium |
| Respiratory Hygiene              | Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus. | Pupils and staff | Serious | Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with students. Tissues will be placed in zip lock bags and then disposed of in bins.   | Medium | Medium |
| Cleaning                         | Person contracts COVID 19 as a result of inadequate cleaning                                 | Pupils and staff | Serious | <p>Our cleaning specification has been reviewed to ensure we comply with requirements set out in <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p><b><u>NB, we note that PHE will publish revised guidance for cleaning nonhealthcare settings by the end of the summer term.</u></b></p> <p>Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured</p> | Low    | Low    |

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|                               |   |                  |         | <p>that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <p>Door handles</p> <p>Kettles</p> <p>Taps</p> <p>Switches</p> <p>Phones</p> <p>Laptops /</p> <p>Printers and photocopiers</p> <p>Staffroom/ food preparation</p> <p>Surfaces that pupils are touching e.g.: books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p> |     |     |
| Safe use of cleaning products | <p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</p> | Pupils and staff | Serious | <p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available.</p> <p>Only recommended cleaning products will be used.</p>   | Low | Low |
|                               | Use of hand sanitiser potential for improper use and ingestion.   | Pupils and staff | Serious | <p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own.</p>   | Low | Low |

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|  |                         |                  |         | We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building and around the year group areas.   |        |        |
| Measures to reduce contamination from coronavirus. | Use of shared resources | Pupils and staff | Serious | <p>Staff and pupils will have individual pens, pencils etc that are not shared.</p> <p>Classroom based resources such as books and games will be shared within the 'group/bubble'; these will be cleaned frequently along with frequently touched surfaces.</p> <p>Resources that are shared between groups/bubbles will be cleaned frequently and between use by different groups/bubbles or rotated to allow them to be quarantined and out of reach for 48 hours (72 hours plastics).</p> <p>Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.</p> <p>We have removed harder to clean items (such as those with intricate parts) from classrooms and teaching spaces until further notice.</p> <p>Where these remain, they will be subject to regular cleaning and disinfection.</p> | Medium | Medium |

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| <b>1:C Minimising contact (social distancing)</b> |   |                  |         |  |     |     |
| Social distancing across the site                 | Too many people on site increases likelihood of exposure to coronavirus | Pupils and staff | Serious | <p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <p>Advising parents that only one person should attend to deliver/pick up their child.</p> <p>Erected signage and barriers to remind those visiting the site of social distancing requirements.</p> <p>Separate outside and indoor lunch areas identified.</p> <p>Pupils will be advised of the appropriate entrance and exit to use.</p> | Low | Low |

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|   |   |                  |         | Opportunities for groups of pupils congregating on site before and after school will be minimised given the year group bubbles in operation.                                     |     |     |
| Social distancing for large groups of pupils. | Large groups of pupils and/or adults increase the likelihood of exposure to and transmission of coronavirus | Pupils and staff | Serious | Assemblies will not take place in the usual way and performances will not take place until further notice.<br>School trips will not be scheduled until Jan 2021 at the earliest. | Low | Low |

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| <b>1:D Minimising contact (social distancing) Phase specific guidance. Delete sections that are not applicable.</b> |   |                  |         |  |     |     |
| Grouping pupils of pupils and social distancing of pupils:  | Exposure to infection<br>Classroom teaching | Pupils and staff | Serious | <p>We are following government guidance as follows:<br/> <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p> <p>We will maintain consistent groupings of pupils. This will reduce the number of pupils and staff potentially becoming infected with coronavirus and required to self-isolate should a case occur.</p> <p>In our school this will be achieved as follows:</p> <ul style="list-style-type: none"> <li>-year group bubbles with specified classrooms and social areas per year group</li> <li>-staff will move to students</li> </ul> <p>We will make small adaptations to the classroom to support distancing where possible. That will include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving</p> | Low | Low |

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|  |  |  |  | <p>unnecessary furniture out of classrooms to make more space.</p> <p>Different groups will be kept apart where possible and pupils will be encouraged to keep their distance within groups. Sharing social spaces and rooms will be avoided where possible.</p> <p>We have advised staff of the strong public health advice that secondary school staff maintain distance from their pupils, staying at the front of their class and away from their colleagues where possible. Ideally this should be at a 2m distance which will be identified in the room. Surplus furniture will be removed to help with the amount of space in the room.</p> <p>We will minimise mixing for lunchtime and breaks. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk</p> <p>If there is to be rotation of rooms eg: use of an art room for all resources and the room will be cleaned thoroughly between different groups using them.</p> |  |  |
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| <b>1: E Use of Personal Protective Equipment</b> |  |                  |         |   |        |        |
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| Use of Personal Protective Equipment (PPE)       | Incorrect use exacerbates the risk of further infection. | Pupils and staff | Serious | <p>We are taking into account that Government guidance (11/05/20) does not recommend the use of a face covering or face masks in educational settings as follows:</p> <p>“The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is</p> | Medium | Medium |

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|  |  |  | <p>only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn”</li> </ul> <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum.</p> <p>We will ensure that, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal. For example, face shields will be available for TAs to use if they wish.</p> <p>See:<br/> <a href="https://assets.publishing.service.gov.uk/government">https://assets.publishing.service.gov.uk/government</a></p> |  |  |
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| Use of Personal Protective Equipment (PPE) by pupils (over the age of 11) and staff arriving at school.<br><br>NB: Wearing of PPE mandatory on public transport for those over the age of 11 without health exemptions. | Poor processes for the removal and disposal of PPE increases the likelihood of infection from coronavirus. | Pupils and staff | Serious | Students (and staff) will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on <a href="#">safe working in education, childcare and children’s social care</a> provides more advice. | Medium | Medium |

| 1: F School transport and travel arrangements |  |                  |         |   |  |  |
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| School transport                              | Risk of exposure to coronavirus whilst using dedicated school transport. | Pupils and staff | Serious | <p>We note that pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply from the autumn term on dedicated transport.</p> <p>Our approach to dedicated transport will consider:</p> <ul style="list-style-type: none"> <li>• use of hand sanitiser upon boarding and/or disembarking</li> <li>• additional cleaning of vehicles</li> </ul> |  |  |

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|                                  |   |           |         | <ul style="list-style-type: none"> <li>organised queuing and boarding where possible</li> <li>distancing within vehicles wherever possible</li> <li>the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul> <p><b>DFE will shortly publish new guidance to local authorities on providing dedicated school transport</b></p>   |  |  |
|                                  | Exposure to coronavirus will travelling to and from school and within wider social groupings (outside school).                                  | Pupils    | Serious | <p>Pupil travel arrangements have been taken into consideration in our plans for opening as follows:</p> <ul style="list-style-type: none"> <li>We will encourage pupils to walk or cycle to school where possible.</li> </ul> <p>We have provided clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</p> <p>We have also discussed with pupils the potential for coronavirus to spread when they socialise in groups outside school and have reminded them of the importance of following social distancing guidance in the wider community.</p> |  |  |
| Staff transport to and from work | Potential for increased exposure to coronavirus (and potential for introduction into the school) through use of public transport at peak times. | All staff | Serious | Where staff would normally use public transport to travel to work, we will discuss options to alleviate this eg: provision of parking or parking permits, or facilities such as secure cycle storage to support people to walk, run or cycle to work where possible.  |  |  |

|  |   |                  |         |  |  |  |
|--|---|------------------|---------|--|--|--|
|  | Risk of exposure to coronavirus whilst using school vehicles. | Pupils and staff | Serious | <p>School vehicles will be used for essential purposes only.</p> <p>Passenger numbers to be reduced to allow for social distancing</p> <p>Where possible consistent allocation of driver, escort and passengers to vehicle.</p> <p>Hard surfaces eg: steering wheel, handbrake other controls, door handle, seatbelts etc to be cleaned after use.</p> <p>Vehicle users to wash hand before entering the vehicle. Sanitiser and wipes available for use within the vehicle.</p> <p>School safeguarding procedures to be followed re1:1 transport in school vehicles.</p> |  |  |
|--|---|------------------|---------|--|--|--|

| <b>1: G School workforce</b>                         |  |                        |                           |   |        |        |
|--|--|------------------------|---------------------------|---|--------|--------|
| Staff wellbeing                                      | Staff anxiety re: returning to work and potential exposure to the virus.                     | All staff              | Serious                   | <p>Individual discussions have been/are held with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>Staff can access counselling services e.g Health Assured Scheme can be contacted confidentially on 0870 240 2530.</p> <p>Trade unions are kept informed and meetings held where needed.</p> | Medium | Medium |
| Staff who may be at increased risk from coronavirus. | Staff anxiety<br>Potential for staff to suffer serious illness if they contract coronavirus. | Staff in at risk group | Serious potentially fatal | We recognise that some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a> .  | Medium | Medium |

|                |   |           |         |  |     |     |
|----------------|---|-----------|---------|--|-----|-----|
|                |   |           |         | <p>If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> <p>Where practically possible we will accommodate additional measures to support staff where appropriate.</p> <p>We note that people who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>   |     |     |
| Staff training | Staff are not aware or do not understand the requirements for working safely. | All staff | Serious | <p>In preparation for a full return an additional training day has been added to the start of term arrangements regarding the explanation of the operating procedures outlined in this risk assessment to all staff. This includes:</p> <ul style="list-style-type: none"> <li>• What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements)</li> <li>• Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work</li> <li>• The importance of keeping teaching groups separate during the day</li> <li>• Arrangements for breaktimes and lunchtimes</li> <li>• Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy).</li> <li>• Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms</li> <li>• Changes to school behaviour policies</li> </ul> | Low | Low |

|   |   |  |              |  |        |        |
|---|---|--|--------------|--|--------|--------|
|   |   |  |              | <ul style="list-style-type: none"> <li>Curriculum adaptations required re: social distancing</li> <li>Site security and fire safety including evacuation and lockdown procedures.</li> </ul>   |        |        |
| Individual staff requirements                                   | Concerns from staff in identified work groups                 | Clinically extremely vulnerable (Shielding)    | Fatal/ Major | <p>We note that individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</p> <p>We will be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p>                  | Medium | Medium |
|   |   | Clinically vulnerable including pregnant women | Serious      | <p>May attend work but should follow advice <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></p> <p>(NB an individual risk assessment must be carried out for new and expectant mothers; exposure to coronavirus should be included as a potential hazard).</p> | Medium | Medium |
| Use of supply teachers and other temporary or peripatetic staff | Potential for the introduction of coronavirus into the school | Staff and students                             | Serious      | <p>We note that it is permissible for supply staff and other temporary works to move between schools.</p> <p>We will ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable.</p>  | Medium | Medium |

|                            |  |                    |         |  |     |     |
|----------------------------|--|--------------------|---------|--|-----|-----|
| <b>1:H Pupil wellbeing</b> |  |                    |         |  |     |     |
| Management of expectations | Anxiety within school community re: prevalence and | All members of the | Serious | Our communication with parents and pupils prior to our return in September will include information about: | Low | Low |

|                             |   |                  |         |   |     |     |
|-----------------------------|---|------------------|---------|---|-----|-----|
| within the school community | effectiveness of infection control and social distancing measures.  | school community |         | <ul style="list-style-type: none"> <li>• Arrival and departure from school and arrangements for parents to access the site</li> <li>• Arrangements for infection control</li> <li>• Pupil groupings</li> <li>• What school day will look like</li> <li>• Expectations for attendance</li> <li>• Expectations for the wearing of school uniform (government guidance is that this should be worn as usual).</li> <li>• The avoidance of travel to school via public transport at peak times and measures the school are taking to work with parents to alleviate this</li> <li>• Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing</li> <li>• What will happen if there is a case of coronavirus at the school.</li> </ul> <p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p> |     |     |
| Pupil wellbeing             | Changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school                         | Pupils and staff | Serious | <p>Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the start of term 1 to ensure that pupil's needs are met.</p>   | Low | Low |
|                             | Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and | Pupils and staff | Serious | <p>We will discuss arrangements on an individual basis where we anticipate difficulties in this area.</p> <p>We will ensure that we have a contact number for the parent so that we can call to ask them to collect their child or provide reassurance to the parent if required.</p>   | Low | Low |

|                                       |  |   |                 |   |        |        |
|---------------------------------------|--|---|-----------------|---|--------|--------|
|                                       | distress for parents and pupils  |   |                 |   |        |        |
|                                       | Inadequate understanding or enforcement of pupil behaviour expectations. | Pupils and staff                                  | Serious         | The school Behaviour Policy has been updated to include expectations re: arrangements for social distancing and movement around school; hygiene rules.<br><br>Consistent methods of communication ensure that staff, pupils and parents are aware of these.   |        |        |
| Individual pupil medical requirements | Pupils (or their family members) in identified groups.                   | Extremely clinically vulnerable pupils (shielded) | Fatal/<br>Major | These pupils may return to school on 1 September 2020. However, if local infection rates rise, they could be advised to shield again.<br><br>We note that where pupils are no longer required to shield but generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). See: <a href="#">COVID-19 - 'shielding' guidance for children and young people.</a><br><br>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education.<br><br>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. | Medium | Medium |
|                                       |  | Clinically vulnerable pupils                      | Serious         | These pupils should attend school   |        |        |
|                                       |  | Pupils living in a household                      | Serious         | These pupils should attend school   | Medium | Medium |

|  |  |  |         |                                   |        |        |
|--|--|--|---------|-----------------------------------|--------|--------|
|  |  | with a person who is extremely clinically vulnerable.  |         |                                   |        |        |
|  |  | Those living in a household with a person who is clinically vulnerable. (Including pregnant) | Serious | These pupils should attend school | Medium | Medium |

**1: I Provision of first aid and the administration of medication**

|                        |  |                  |         |  |     |     |
|------------------------|--|------------------|---------|--|-----|-----|
| Provision of first aid |  | Pupils and staff | Serious | <p>Qualified first aiders are available as required</p> <p>Where reasonably practicable we will ensure that opportunities for pupils to mix with pupils who are not in their group are limited during the administration of first aid/</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> | Low | Low |
|------------------------|--|------------------|---------|--|-----|-----|

**1: J Premises**

|                                |   |                        |         |  |     |     |
|--------------------------------|---|------------------------|---------|--|-----|-----|
| Preparation of school building | Failure to complete compliance checks renders the building unfit for use. | All premises occupants | Serious | All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water | Low | Low |
|--------------------------------|---|------------------------|---------|--|-----|-----|

|  |  |                        |         |  |        |        |
|--|--|------------------------|---------|--|--------|--------|
|  |  |                        |         | <p>supply, mechanical and electrical systems, and catering equipment.</p> <p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> <li>• all fire doors are operational</li> <li>• the fire alarm system and emergency lights are operational</li> </ul> <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p> <p>See:<br/> <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p> |        |        |
| Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building) | Falls from height (open windows)   | All premises occupants | Serious | Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.   | Low    | Low    |
|  | Additional doors and windows are left open compromising site security/fire safety. | All premises occupants | Serious | <p>We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.</p> <p>Here, for high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may</p>   | Medium | Medium |

|                                   |   |                  |         |   |        |        |
|-----------------------------------|---|------------------|---------|---|--------|--------|
|                                   |   |                  |         | <p>be propped open with removeable things - a weight or wedge - if there are people present who will be tasked with removing it if the alarm goes off and at the end of the day.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p>  |        |        |
| Emergency Evacuation and lockdown | Failure to follow procedures leads to injury or loss of life. | Pupils and staff | Serious | <p>Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements.</p> <p>We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p> | Medium | Medium |

|  |  |                  |  |   |        |        |
|--|--|------------------|--|---|--------|--------|
| <b>1: K Curriculum delivery: Music, Art, Tech and PE</b> |  |                  |  |   |        |        |
| Curriculum delivery:<br>Music<br><br>Tech<br><br>Art     | Increased likelihood of infection from coronavirus from playing musical instruments and singing. | Pupils and staff |  | <p>We will reduce the risk of transmission by physical distancing sitting, side-to-side, avoiding sharing of equipment and ensuring good ventilation.</p> <p>We have an operating procedure for cleaning any shared equipment and a cleaning schedule where different year groups will be using the same room in the same day.</p> <p>Where this cleaning cannot take place these subjects will be taught in other areas of the school without access to this specialist equipment.</p> | Medium | Medium |

|  |   |                         |                |  |               |               |
|--|---|-------------------------|----------------|--|---------------|---------------|
|  |   |                         |                | <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Further more detailed DfE guidance will be published shortly.</p>  |               |               |
| <p>Curriculum delivery:<br/>Physical Education</p> | <p>Increased likelihood of infection from coronavirus</p> | <p>Pupils and staff</p> | <p>Serious</p> | <p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Students will arrive wearing their PE on the day of their PE lesson and only use the changing room as a result of inclement weather. This will reduce the over use of the changing room areas.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> | <p>Medium</p> | <p>Medium</p> |

|  |  |  |  |   |  |  |
|--|--|--|--|---|--|--|
|  |  |  |  | Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. |  |  |
|--|--|--|--|---|--|--|

| <b>1: L Social distancing in the wider school environment</b> |   |                  |         |  |     |     |
|---|---|------------------|---------|--|-----|-----|
| Arrival and departure from school                             | Exposure to infection from inadequate social distancing   | Pupils and staff | Serious | We will review entrances and exits of groups of pupils to keep them apart as they arrive and finish school. This will not involve the loss of teaching time  | Low | Low |
| Circulation within the building                               | Exposure to infection from inadequate social distancing   | Pupils and staff | Serious | Circulation routes around the school have been reviewed. Where possible there are one-way circulation routes in corridors and stairways.<br><br>Arrangements are in place to zone areas and at break and lunchtimes this will mean reducing numbers accessing circulation routes.      | Low | Low |
| Lunchtimes  | Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff) | Pupils and staff | Serious | Students will have own areas per bubble for recreational times.<br><br>Food will be delivered to students in their areas and the canteen will not be fully operational.  | Low | Low |
|   | Payment for food  | Pupils and staff |         | Pre ordering of food will be required  | Low | Low |
|   | Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements   | Pupils and staff | Serious | Groups to be kept apart as far as possible.<br><br>We have addressed the potential for eating in classrooms and will use/use this option if necessary, as long as suitable levels of supervision can be achieved and cleaning is carried out before and after the consumption of food. | Low | Low |

|                    |   |                  |         |  |     |     |
|--------------------|---|------------------|---------|--|-----|-----|
| Breaktimes         | Exposure to infection from inadequate social distancing: breaktimes | Pupils and staff | Serious | Outside areas will not be shared and pupils will remain in their distinct groups. Different groups of pupils must not play sports or games together.   | Low | Low |
| Educational visits | Exposure to infection from inadequate social distancing etc         | Pupils and staff | Serious | <p>We note government guidance advises against domestic (UK) overnight and overseas educational visits at this stage see <a href="#">coronavirus: travel guidance for educational settings</a>.</p> <p>In line with government guidance we will consider the reintroduction of non-overnight domestic educational visits. These trips will include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.).</p> <p>No visits will take place until Jan 2021 in the first instance.</p> | Low | Low |

| <b>1:M Social distancing: Offices and shared staff areas</b> |  |                  |         |  |     |     |
|--|--|------------------|---------|--|-----|-----|
| School Reception areas                                       | Exposure to infection from inadequate social distancing: visitors to school. | Pupils and staff | Serious | <p>Any visitors to site are to be by appointment only.</p> <p>Signage has been erected to advise visitors of social distancing protocols.</p> <p>Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use.</p> <p>Payments to be online/ contactless where possible. Office staff to wear gloves when handling cash.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p> | Low | Low |

|                                      |   |                  |         |  |     |     |
|--------------------------------------|---|------------------|---------|--|-----|-----|
|                                      | Exposure to infection from deliveries arriving at the school.                 | Staff            | Serious | <p>Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by phone of their arrival.</p> <p>School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.</p> <p>Where it is not feasible to quarantine deliveries staff must wash their hands after unpacking items and dealing with waste packaging.</p> | Low | Low |
|                                      | Violence and aggression towards school staff causes injury and distress       | Pupils and staff | Serious | <p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.</p>     | Low | Low |
| Other work areas                     | Exposure to infection from inadequate social distancing: other work areas     | Staff            | Serious | <p>Staff reminded about the importance of social distancing.</p> <p>All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p> <p>Sanitising wipes available to clean keyboards and mice when staff move to rooms.</p>   | Low | Low |
| Contractors working on the premises. | Exposure to infection from inadequate social distancing/ hygiene arrangements | All              | Serious | <p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours.</p> <p>For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.</p>   | Low | Low |

**Part 2: Maintaining educational provision in the event of a local outbreak**

|   |  |                |                  |   |     |     |
|---|--|----------------|------------------|---|-----|-----|
| Maintaining contact with pupils staying at home | Safeguarding concerns are not reported; pupil/student is placed at risk.   | All            | Serious          | Concerns may become apparent during interaction in the community, online communication etc<br><br>All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period.   | Low | Low |
|   | Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school | Pupils         | Serious          | School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse.<br><br>School to make parents aware of sites they are asking their children to use and school staff their child will interact with.         | Low | Low |
|   | E-Safety. Inappropriate staff contact with pupils/ students  | Pupils         | Minor to Serious | School E-Safety Policies continue to apply.<br><br>Communication must only take place through school channels approved by the senior leadership team.<br><br>Staff must not make informal arrangements to contact students using their own phones/ devices etc.   | Low | Low |
|   | Injury or contamination of staff undertaking home visits.<br><br>Vulnerable pupils/ students are 'missed' through lack of contact etc.                       | Visiting staff | Serious          | Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating.<br><br>Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit). | Low | Low |

|  |  |  |  |   |  |  |
|--|--|--|--|---|--|--|
|  |  |  |  | Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals.<br>If phoning families we will speak to the child as well. |  |  |
|--|--|--|--|---|--|--|

**PART 3: Arrangements for staff working from home during a local outbreak**

|  |  |                         |         |   |     |     |
|--|--|-------------------------|---------|---|-----|-----|
| Use of display screen equipment eg: laptop, desktop etc. | Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time. | Staff working from home | Serious | <p>We follow guidance from HSE (March 2020) as follows:</p> <p>For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments. However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: <a href="http://www.hse.gov.uk/pubns/ck1.pdf">www.hse.gov.uk/pubns/ck1.pdf</a></p> <p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> <li>• breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity</li> <li>• avoiding awkward, static postures by regularly changing position</li> <li>• getting up and moving or doing stretching exercises</li> <li>• avoiding eye fatigue by changing focus or blinking from time to time.</li> </ul> | Low | Low |
| Data protection  | Data breach exposes staff or students to risk of harm.   | All                     | Serious | All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data. School Data Protection Policies and Procedures apply.  | Low | Low |

|   |   |                         |         |   |     |     |
|---|---|-------------------------|---------|---|-----|-----|
|   | Data breach is undetected.                              |                         |         | Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.   |     |     |
| Workplace stress exacerbated by social isolation. | Depression<br>Anxiety and other forms of mental illness | Staff working from home | Serious | Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.<br><br>Access to counselling services is provided by Health Assured Scheme on 0870 240 2530 | Low | Low |

**Table 1: Definitions**

| Potential Severity of Harm | Meaning of the harm description   | Likelihood of Harm       | Meaning of likelihood                  |
|----------------------------|---|--------------------------|--|
| <b>Fatal/Major Injury</b>  | Death, major injuries or ill health causing long term disability/absence from work.                   | <b>High (frequent)</b>   | Occurs repeatedly/ to be expected.     |
| <b>Serious Injury</b>      | Injuries or ill health causing short-term disability/absences from work (over three days absence)     | <b>Medium (possible)</b> | Moderate chance/could occur sometimes. |
| <b>Minor Injury</b>        | Injuries or ill health causing no significant long-term effects and no significant absence from work. | <b>Low (unlikely)</b>    | Not Likely to occur                    |

**Table 2: Risk rating matrix: Potential severity of Harm + Likelihood of Harm = Risk rating**

|                    | + High (Likely) | + Medium (Possible) | + Low (Improbable)  |
|--------------------|-----------------|---------------------|---------------------|
| Fatal/Major Injury | VERY HIGH Risk  | HIGH Risk           | MEDIUM Risk         |
| Serious Injury     | HIGH Risk       | MEDIUM Risk         | LOW Risk            |
| Minor Injury       | MEDIUM Risk     | LOW Risk            | No Significant Risk |

**Table 3: Action required: Key to Ranking and what action to take.**

|                       |   |
|-----------------------|---|
| <b>VERY HIGH Risk</b> | <b>STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.</b>                              |
| <b>HIGH Risk</b>      | <b>Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.</b>                               |
| <b>MEDIUM Risk</b>    | <b>Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.</b> |
| <b>LOW Risk</b>       | <b>Monitor and review your rolling programme.</b>   |

