

Coronavirus risk assessment – Summer Term 2022

Factor to be assessed	What are the potential hazards?	Who could be harmed and how?	Existing and planned control measures?	Likelihood (of the hazard occurring) (1 -3)	Severity (of the outcome, should the hazard occur) (1 - 3)	Risk (likelihood x severity)
Lack of advice or contingency planning	Appropriate measures are not taken, including for example not being able to move to full opening or respond to the need to close, because up to date advice and guidance is not received or followed	All	<ul style="list-style-type: none"> • SLT monitor the UK Government advice and discuss any developments as they arise. • Membership bodies and associations (e.g. AGBIS; ISBA; ISC; IAPS) send regular updates and advice to the School. • Governors and Trustees are kept informed by the SLT and by membership bodies and associations. • Trustees, Governors and/or SLT participate in training, forum and webinars provided by membership bodies and associations where relevant. • Contingency plans are developed and discussed at an early stage once potential changes begin to be signalled in the guidance or advice being issued. 	1	2	2
Number of contacts	Risk of transmission of coronavirus is increased due to the number of adults and/or pupils mixing	All	<p><u>Managing numbers on the School site:</u></p> <ul style="list-style-type: none"> • Pupils: <ul style="list-style-type: none"> ○ In accordance with Government guidance, all pupils will be able to attend School, unless they are under paediatric or other specialist care and have been advised by their GP or clinician not to attend; or are ill; or are advised to self-isolate. ○ Lessons for Reception to Year 6 will be live-streamed, where needed, so that pupils who are self-isolating but well or unable to attend on the advice of their GP or clinician, can receive Distance Learning. 	2	1	2

			<ul style="list-style-type: none"> ○ Resources and support will be provided online for parents of pupils in Pre-Nursery and Nursery who are self-isolating but well or unable to attend on the advice of their GP or clinician. ● Staff: <ul style="list-style-type: none"> ○ Staff who are self-isolating but are well are supported to work from home some, or all, of the time (where their role allows). ● The number of visitors, including parents, and contractors is managed to keep the numbers present on site at any one time to an appropriate level: <ul style="list-style-type: none"> ○ Except for parents of Nursery and Pre-Nursery pupils (who are able to bring their child to their classroom in the mornings should they prefer), parents drop off and collect from outside the school gates. ○ A small number of parent volunteers support the School with reading and other activities. ○ The number of contractors is kept to minimum and where possible, these are kept away from the areas where staff and the pupils are situated. If possible, contractors will be booked to attend during School holidays or outside of core School hours. <p><u>Managing contacts outside of school:</u></p> <ul style="list-style-type: none"> ● PE/sporting activities undertaken off-site, or on-site with other schools, will continue. These activities will be subject to their own risk assessment. ● UK residential and non-residential educational visits will continue in line with Government guidance. These activities will be subject to their own risk assessment. ● In line with Government guidance, all overseas residential educational visits may resume. These activities will be subject to their own risk assessment. ● Parents are reminded that children should be following Government guidance outside of School. 			
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			<ul style="list-style-type: none"> • Staff are reminded they should be following Government guidance outside of School. 			
The virus being introduced into the School building	Infected staff or pupils bring the virus into the School building	All	<ul style="list-style-type: none"> • Staff have been told, and are regularly reminded, not to attend if: <ul style="list-style-type: none"> ○ they have symptoms of a respiratory infection and have a high temperature or do not feel well enough to work; or ○ they are self-isolating because they have tested positive for coronavirus; or ○ they are required or advised to quarantine following travel (Government guidance on quarantine following travel https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19 has been shared with staff). • Parents have been advised, and are regularly reminded, they must keep their child off school if: <ul style="list-style-type: none"> ○ the child has more than mild symptoms of a respiratory infection, feels unwell, or has a high temperature; or ○ they are self-isolating because they have tested positive for coronavirus; or ○ they are required or advised to quarantine following travel (Government guidance on quarantine following travel https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19 has been shared with parents). • Where it is necessary for visitors (including contractors) to come on site, they have been advised not to attend if: <ul style="list-style-type: none"> ○ they have symptoms of a respiratory infection and have a high temperature or do not feel well; or ○ they are self-isolating because they have tested positive for coronavirus; or ○ they are required or advised to quarantine following travel. 	2	1	2

			<ul style="list-style-type: none"> • Staff, parents and regular visitors are advised to actively check their/their child's temperature, and that they do not have any other symptoms, before setting off for School each day. • Schools are no longer provided with free tests for their staff. Tests are still available privately from pharmacies if staff wish to purchase them. • Staff are no longer expected to test twice weekly. • Staff are encouraged, if they have tests available, to test if they have symptoms of a respiratory infection or a temperature, which could be due to Covid. • Staff who have tested positive may be supported to work from home for longer than the minimum recommended self-isolation period if their attendance on site is not essential. Staff who return to work after the minimum recommended self-isolation period should wear a face covering when in contact with other people until the end of 10 full days after the date that they started isolating. • Staff who are household contacts of someone who has tested positive should wear a face covering when in contact with other people until the end of 10 full days after the date that their household contact tested positive. • Visitors who are close contacts, or who have tested positive themselves, are asked to follow the requirements for staff. • Visitors who are not regular visitors to the School nor part of the normal School community (such as parents attending open days) will have their temperature checked on arrival by the Premises Team or Administrative staff. • Signs advising against entry if you have a temperature or are unwell with symptoms of a respiratory infection are attached to the front door. 			
Risk of severe case of coronavirus	Individuals who are vulnerable to a severe case of coronavirus	All vulnerable groups	<u>Staff</u> <ul style="list-style-type: none"> • Government guidance advises that most people with COVID-19 and other respiratory infections will have a relatively mild illness, especially if they have been vaccinated. 	1	3	3

<p>within the School community</p>	<p>contract the virus from attending School</p>		<ul style="list-style-type: none"> • Government guidance advises that all staff may now return to work. Where staff have been advised otherwise by an individual letter from the NHS or a specialist doctor, the School will make reasonable adjustments, including supporting them to work remotely, where practical. • The Government advises that people who are at higher risk from COVID-19 and other respiratory infections include: <ul style="list-style-type: none"> ○ older people (over 75) ○ those who are pregnant ○ those who are unvaccinated ○ people of any age whose immune system means they are at higher risk of serious illness ○ people of any age with certain long-term conditions • All adults have had the opportunity to have two vaccinations and a booster. A spring booster is being offered to those at higher risk. • The majority of the staff have advised that they are considered fully vaccinated and most have received a booster. • Government guidance advises that: <ul style="list-style-type: none"> ○ vaccines are the best defence we have against COVID-19 and other respiratory infections such as flu. ○ they provide good protection against hospitalisation and death. ○ they also reduce the risk of long-term symptoms. ○ the COVID-19 vaccines are safe and effective and vaccine programmes are continuously monitored. • Members of staff who are not fully vaccinated have been advised that they should not be in close contact with a child or adult with symptoms of a respiratory infection, which includes not checking their temperature to ascertain whether they have a fever. • Staff at higher risk are advised that they should be particularly careful to ensure they follow all the measures set out in this risk assessment together with all Government guidance and any additional precautions appropriate to their circumstances. 			
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			<ul style="list-style-type: none"> • Government guidance advises that people who: <ul style="list-style-type: none"> ○ are household contacts of someone who has tested positive for the virus; or ○ have tested positive and have stopped isolating after the minimum period (but less than 10 full days after they tested positive); <p>should consider limiting their contact with people at higher risk from Covid. In order to facilitate this, staff who were previously considered clinically extremely vulnerable will be asked for their consent to share their name with any such staff members. Staff who were previously considered clinically extremely vulnerable who do not wish to share this information are advised that they must take additional care to distance from others.</p> • Staff are advised that, if they are at a higher risk from the virus, they: <ul style="list-style-type: none"> ○ should ensure they are fully vaccinated and receive a booster in accordance with the Government guidance or discuss the relative risks of not being fully vaccinated with their GP and speak to the Headmistress and Bursar about this decision and how the School can support them; ○ must take particular care to: <ul style="list-style-type: none"> ▪ practise frequent, thorough hand washing, and good respiratory hygiene; ▪ ventilate their working area using fans and air purifiers alongside opening windows and doors, where appropriate; ▪ ensure frequent and thorough cleaning of frequently touched areas in their home and (if able to work) workspace; ○ they should consider whether additional measures are appropriate, including: <ul style="list-style-type: none"> ▪ minimising contacts in and out of the workplace; ▪ continuing to social distance from other adults where possible and where not possible avoiding close face-to- 			
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			<p>face contact and minimising time spent within 1m of other adults;</p> <ul style="list-style-type: none"> ▪ wearing a face mask where social distancing from other adults at School may be harder to maintain or when coming into contact with people they do not normally meet. <p>Staff will be supported to do this in School by:</p> <ul style="list-style-type: none"> ○ the provision of hand sanitiser throughout the School, including at their workstation/classroom, and cleaning products to enable them to supplement the regular and frequent cleaning undertaken by the School; ○ the supply of fans and air purifiers to all offices and rooms; ○ adjustment of their workspace/classroom to facilitate social distancing, where they wish to continue to socially distance where this is practical; and ○ the provision of masks and clear face visors. <ul style="list-style-type: none"> • Masks and clear face visors are available to all staff working in School. Staff may also wear their own face covering should they wish. • Staff are advised that face visors are not effective against aerosol transmission and should not be considered as effective a protective measure as face coverings. • The School will undertake a risk assessment for any member of staff who is pregnant, in accordance with normal procedures. In doing so, the School will follow guidance published by The Royal College of Obstetrics and Gynaecology (RCOG), which includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk: https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/. Where appropriate, staff in their third trimester will be supported to work from home or placed on furlough leave. All pregnant staff should follow the advice for clinically vulnerable staff. 			
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			<ul style="list-style-type: none"> • Parents have been advised that: <ul style="list-style-type: none"> ○ Pupils who are under paediatric or other specialist care and have been advised by their GP or clinician not to attend should not attend School, and they will be supported at home through Distance Learning. ○ If their child is at high risk, they should liaise with the School to: <ul style="list-style-type: none"> ▪ confirm the pupil’s current medical status; ▪ ensure that all their medication and the medical information held by School is up to date; and ▪ advise the School of any additional measures recommended by their GP or clinician in order to reduce the risk to their child. <p>The Bursar will advise the Headmistress of any child in this category and the Headmistress will agree whether they can attend safely.</p> • Personal risk assessments will be undertaken, where needed, for any child who is considered at high risk so that their particular risks can be mitigated. 			
Level of vaccination take-up within the School community	Level of vaccination take-up within the School community is inadequate resulting in increased risk of severe illness and increased risk of transmission within the community	All	<ul style="list-style-type: none"> • NHS Q&As about the Covid vaccine is shared with staff. • Staff are supported to attend vaccination appointments by providing paid time off work for appointments. • Staff who are not fully vaccinated are asked to discuss the relative risks of not being fully vaccinated with their GP and speak to the Headmistress and Bursar about this decision and how the School can support them. • Data is collected on the vaccination status of all staff (which is collected, stored and used in accordance with a specific privacy policy) so that the vaccination status of the School community is understood and additional protective measures can be implemented, where required. 	1	3	3
Transmission from third parties	The virus is brought into the School community as	All	<ul style="list-style-type: none"> • Where PPE (for example, a face covering) is recommended or required for use during travel in accordance with Government 	2	1	2

<p>during travel to/from School</p>	<p>a result of being caught during travel to School</p>		<p>advice or the requirements of the travel operator, staff can request this from the School.</p> <ul style="list-style-type: none"> • Staff are assisted to cycle through the Cycle to Work Scheme offered by the School, which has been publicised to staff. • Bins for disposing of disposable face coverings on arrival, and bags for storing re-usable face coverings, are provided at School entrances. • Hand sanitising stations are provided at entry points to ensure that all pupils, staff and visitors apply hand sanitiser when removing face coverings and before entering the building to reduce the risk of any virus that has been picked up during travel coming into the building. • Where public transport/coaches need to be used for School trips, Government advice on Safer Travel/coach company control measures are followed. • Staff are strongly encouraged to wear a face covering when travelling on public transport to and from School and when on School trips. Face coverings are available from School for this purpose. • During the School holidays, additional parking can be made available on the site to facilitate staff who need to work in School to avoid using public transport. Shorter opening hours enable staff who need to work in School and need to travel by public transport to travel outside of peak travel times. 			
<p>Transmission at times of high density</p>	<p>The virus is transferred due to people grouping at key times of the day, such as drop-off and collection</p>	<p>All</p>	<p><u>Pupils:</u></p> <ul style="list-style-type: none"> • Pupils can be dropped at any time between 8am and 8:45am. • EYFS staff escort pupils to their classrooms, although parents of Nursery and Pre-Nursery pupils may take their child to the classroom if they prefer. • Other pupils are dropped off at the school gates and walk independently into School. 	<p>1</p>	<p>1</p>	<p>1</p>

			<ul style="list-style-type: none"> • Pupil collection is staggered to reduce the number of parents and pupils arriving at one time. Siblings can wait at School and be dismissed with an older sibling. • On collection, each class will wait together at their allocated entrance at the allocated collection time and pupils will walk to the collecting adult. At the end of the collection time, any remaining pupils will wait outside with a member of staff whilst waiting for their parent to arrive or wait on the Blue stairs for collection. • Pupils attending After School Club or other clubs will wait on the Blue stairs. <p><u>Staff:</u></p> <ul style="list-style-type: none"> • Staff are able to arrive from 7am and are encouraged to leave as soon as their working day is complete. 			
Transmission between people on site	The virus is passed from between people on site	All	<p><u>Good hygiene:</u></p> <ul style="list-style-type: none"> • Staff, parents and pupils are aware of symptoms of respiratory infections as well as best practice for prevention. • Signs advising of the symptoms of respiratory infections are displayed in School and regular reminders are included in the newsletters and staff briefings. • Staff are promoting good hygiene with pupils in School (washing hands regularly, sneezing/coughing into tissues, throwing away tissues after use, avoiding touching mouth, eyes and nose) and are aware of the need to practice this themselves. • Parents have been advised that they must reinforce good hygiene practices outside of the School. • Hand sanitising gel is available throughout the School, including in every room and each playground space. • Premises Staff check and replenish hand sanitiser in communal areas during the day. Staff are asked to notify the Premises Team in a timely manner when their hand sanitiser begins to get low. 	2	1	2

			<ul style="list-style-type: none"> • Handwashing/hand sanitising is encouraged on entering and exiting the building, after using the bathroom, prior to eating, on leaving and returning to the classroom, before and after putting on a face covering, and before and after using any equipment or resources that is shared or harder to clean. <p><u>Social distancing:</u></p> <ul style="list-style-type: none"> • Government guidance no longer requires staff to socially distance, however staff may continue to socially distance from other adults where practical. • Government guidance has always recognised that it is not practical for younger children to socially distance. • Hand shaking at end of school day can now resume where staff and pupils are comfortable to do so. Another suitable greeting can be used instead where preferred. Staff should ensure that they, and the pupils, clean their hands or hand sanitise before shaking hands with each other (pupils will normally already hand sanitise on leaving the building). Staff are advised to sanitise their hands after contact. • Parents drop-off and collect from outside the school. (Pre-Nursery and Nursery parents may drop off at the classroom). • Where a sport's national governing body has developed guidance for safe participation in that sport, this will be followed. • Shared staff spaces are adjusted to enable staff to distance from each other, where this is preferred and practical. • The Reception and the front of house office spaces (where staff may come into contact with more people new to the community) are fitted with Perspex screens. • A Perspex screen may be used to separate staff in the Finance Office if more than one member of the team are working there at the same time, where this is preferred. • Floor markings support social distancing where this is practical and considered appropriate or preferred. 			
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		<ul style="list-style-type: none"> • Staff should continue to meet in rooms where distancing is possible, wherever possible or practical, and all staff should feel able to socially distance from others if preferred. Weekly staff meetings and staff briefings will take place in a large ventilated space where distancing is possible or will take place virtually. • Pupils should continue to be positioned back-to-back or side-to-side when singing (rather than face-to-face) whenever possible and distancing should be maintained to the extent possible. <p><u>Large events:</u></p> <ul style="list-style-type: none"> • Large events, such as Open Days, are discussed by the SLT before each event and where it is felt that an additional specific risk assessed is required to ensure that they occur in a manner compliant with Government guidance (including potentially running them virtually where appropriate) such a risk assessment is prepared. <p><u>Mixing of staff and pupils:</u></p> <ul style="list-style-type: none"> • Whenever possible, staff are facilitated to minimise mixing with people outside of their normal group of contacts: <ul style="list-style-type: none"> ○ Where possible, meetings take place in areas where distancing is possible. Weekly and bi-weekly staff meetings will take place in a large ventilated space where social distancing is possible or will take place virtually. ○ Staff avoid entering another member of staff's workspace, where this is preferred by either member of staff. ○ Staff may choose to eat their lunch or take breaks in the staffroom or at their own workspace, depending on personal preference. ○ Regular scheduled cleaning reduces the risk of the virus passing to staff from equipment and surfaces. • All staff entering another member of staff's workspace should be diligent in their use of hand sanitiser/hand-washing, and be respectful of the preferences of the other members of staff present. 			
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			<p><u>Shared resources/equipment:</u></p> <ul style="list-style-type: none"> • It is now understood that the virus is transmitted primary via the air rather than through contact with shared objects. • Where preferred and practical, staff or pupils may use their own dedicated resources. • Where resources/equipment (such as play-time, sports, music, art and science equipment) have been shared in a manner that makes them at particular risk of transmitting the virus (such as a recorder that has been in someone’s mouth), these are cleaned and/or left unused and out of reach for 48 hours (72 hours for plastic items) between sessions (e.g. at the end of each break time/PE lesson etc), where practical. • Regular hand washing and/or use of hand sanitiser mitigates the risk of the virus being transferred onto and off the resources. • In EYFS: <ul style="list-style-type: none"> ○ Each classroom has its own sand and water tables. ○ Water is changed daily. ○ Sand is changed regularly. ○ Fresh play-doh is made each week (when required) for each classroom. ○ Dressing-up clothes are washed regularly. • Hand sanitiser should be used before and after use of the photocopier/other equipment. • Photocopiers are sanitised by the Premises Team/cleaners regularly. • Entry and EntrySign systems: <p><u>General:</u></p> <ul style="list-style-type: none"> ○ Hand gel will be adjacent to the door pad for staff to apply before opening the front door. ○ Hand gel will be available in the Reception area for use after opening the front door. ○ Entrysign fobs should be used whenever possible for hands-free sign-in/out. 			
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			<ul style="list-style-type: none"> ○ Hand sanitiser should be used before and after using EntrySign screen if fobs are not used. ○ EntrySign screen is sanitised regularly. <p><u>Visitors/contractors:</u></p> <ul style="list-style-type: none"> ○ Administrative/Premises Staff will supervise visitors/contractors signing in/out using EntrySign, encouraging hand sanitiser to be used before and after. ○ Administrative/Premises Staff will check the temperature of visitors on arrival. <p><u>Ventilation:</u></p> <ul style="list-style-type: none"> ● Where weather and safety permit, windows and ground floor (rear) doors are opened to encourage airflow and ventilation. Ideally at least two apertures are opened in each occupied room. ● Premises Team opens doors/windows in communal spaces as part of the opening up process. Doors/windows in other spaces should be opened by staff when first using that room each day. ● During cooler weather, the windows will be opened just enough to allow background ventilation when the room is occupied and opened more fully during breaks to purge the air in the room. ● The ventilation throughout the building has been reviewed over Summer 2021 and arrangements for additional ventilation made where appropriate. ● Windows in the Resource Room will be opened and the door from the Resource Room to the dining room held ajar during the lunch period to provide additional ventilation to the dining room. ● Fans/air-conditioning are available in each room to increase airflow and used as much as possible. ● Air-conditioning is set on “fresh air” mode. ● Air purifiers that use UV light to destroy germs, bacteria and viruses are installed in all rooms (except those with air conditioning and a small number of rooms which can be well 			
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			<p>ventilated with windows and where the numbers of people who will be present in that space at any one time is low), to support the circulation of clean air, particularly when it is harder to have windows open due to weather conditions.</p> <ul style="list-style-type: none"> • If not already open, doors to the outside from Chapel Hall should be opened regularly to allow fresh air to circulate. <p><u>Face coverings:</u></p> <ul style="list-style-type: none"> • All staff, visitors and pupils are able to wear a face covering (supplemented by a face visor should they wish) whenever they feel appropriate. • Staff and visitors are encouraged to consider wearing a face covering in crowded or enclosed spaces. • Any staff member or adult visitors who: <ul style="list-style-type: none"> ○ has tested positive but has returned to School earlier than 10 full days after testing positive; or ○ is a household contact of someone who has tested positive; or ○ is suffering from symptoms of a respiratory infection, should wear a face covering when within 2m of others and when moving around the building, where they are able to do so. Staff and adult visitors do not need to wear a face covering when teaching or presenting if this would have a significant detrimental impact on the quality of their teaching or presentation, provided other mitigating measures are in place, such as good ventilation, minimal time spent in close contact with anyone and distancing from other adults and any children at high risk. 			
Transmission between people on site	The virus is transferred via surfaces or resources within the building	All	<ul style="list-style-type: none"> • It is now understood that the virus is transmitted primary via the air rather than through contact with shared objects. • Internal doors are held open with fire door retainers, where possible, to avoid needing to touch door handles wen moving about the building. <p><u>Cleaning:</u></p>	1	1	1

			<ul style="list-style-type: none"> • Regularly touched shared items, such as handrails and door handles/knobs, locks, key pads, EntrySign screen, switches together with water fountains, toilets, taps, staff room surfaces and equipment are cleaned throughout the school day. • Disposable towels are used for hand washing and for drying up in staff rooms. • Premises staff and Cleaning Contractors clean non-disposable cloths and mops regularly. • Classrooms, toilets and communal areas, including staff rooms, are cleaned thoroughly every day. • Receptionists clean their shared equipment at the start and end of their shift. • Where practical, shared equipment is cleaned regularly by the users or staff responsible for the equipment. • Where lunch is being eaten in the classroom, classroom desks are cleaned by the supervising staff (and/or where appropriate pupils) before eating lunch. • Cleaning products are available to staff to enable them to supplement the cleaning undertaken by the Premises Team and Cleaning Contractors where appropriate or preferred. 			
Face-coverings	The virus is transmitted through poor practice when using face-coverings	All	<ul style="list-style-type: none"> • Masks and clear face visors are available to all staff working in School to wear if they wish. • Staff may also wear their own face covering should they wish. • Any staff member or adult visitors who: <ul style="list-style-type: none"> ○ has tested positive but has returned to School earlier than 10 full days after testing positive; or ○ is a household contact of someone who has tested positive; or ○ is suffering from symptoms of a respiratory infection, should wear a face covering when within 2m of others and when moving around the building until the end of 10 full days after the date of the relevant positive test or, in the case of symptoms, until the symptoms has gone. 	1	1	1

		<ul style="list-style-type: none"> • Staff and pupils (over 3 years old) are supported to wear a face covering if they choose to wear one. PHE advises that for health and safety reasons, face coverings should not be used for children under 3 years old. • Staff are advised to: <ul style="list-style-type: none"> ○ cover their mouth, nose and chin with their face covering; ○ adjust the face covering to their face leaving no gaps on the sides; ○ wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it (hand sanitiser or hand-washing facilities are available throughout the building to enable this); ○ when wearing a face covering, they should avoid touching their face or face covering, as they could contaminate them with germs from their hands; ○ change their face covering if it becomes dirty or damp (disposable face coverings are available in School from the Reception or Premises Team if staff don't have their own spare face covering); ○ remove their mask using the straps, without touching the front of the mask, and pulling it away from their face; ○ store a re-usable mask in a clean, re-sealable bag (which are available from the Reception desk or Premises Team); ○ dispose of disposable masks in the general (not recycling) waste bins (available throughout the building); ○ change and, and if washable, wash a re-usable face covering daily (in line with manufacturer's instructions); ○ continue to follow all other protective measures, including washing their hands/using hand sanitiser regularly and practicing social distancing wherever possible. • Staff are provided with video guidance from the WHO to support their safe wearing of a face covering (https://www.youtube.com/watch?v=9Tv2BVN_WTk). 			
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			<ul style="list-style-type: none"> • Staff are advised that face visors on their own are not effective against aerosol transmission and should not be considered as effective a protective measure as face coverings. • Staff should support children who wish to wear a face covering in School to follow the above guidance as far as possible and appropriate for their age, with a focus on ensuring that children are washing their hands or using hand sanitiser at regular intervals and the mask is stored appropriately, away from other children, when not in use. Staff will not insist a child wears their face covering in School if they do not want to. 			
Management of accidents/illness on site	An adult or child becomes ill (whether with suspected coronavirus or other illness) or has an accident on site	All	<p><u>Management of staff and pupils who develop symptoms of coronavirus at school:</u></p> <ul style="list-style-type: none"> • Under current guidance, staff and pupils with symptoms of a respiratory infection with a temperature, or who do not feel well enough to be at work or carry out normal activities, should stay home and avoid contact with others. • Signs advising of the symptoms of a respiratory infection and what to do are displayed in School and regular reminders are included in the newsletters and staff briefings. • Qualified first aiders care for pupils at school and are alert to signs of respiratory infections. • Government guidance advises that: <ul style="list-style-type: none"> ○ Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting. ○ Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend. • A face covering should be worn by staff who are in close contact with a child who: <ul style="list-style-type: none"> ○ has a high temperature, or 	2	1	2

			<ul style="list-style-type: none"> ○ is unwell with symptoms of a respiratory infection and is too unwell to remain in School. ● Members of staff who are not fully vaccinated have been advised that they should not be in close contact with a child with a suspected temperature or symptoms of a respiratory infection, which includes not checking their temperature to ascertain whether they have a fever. ● Where it is suspected that someone may have a temperature, the adult (or supervising adult where it is a child) will request a thermometer and take their own temperature or (if a child) the child's temperature and confirm whether or not it exceeds 37.8C. ● If a child in School is unwell with more than mild symptoms of a respiratory infection or has a high temperature, the first aider (or a member of SLT in her absence) will contact the child's parents to discuss the symptoms and child will be looked after in a location away from other staff and pupils where they will be supervised by a member of staff standing outside of the room or if necessary, a member of staff within the room. ● All children with a temperature will normally be required to go home (and remain at home for at least 24 hours after the temperature has gone), unless, following discussion with the parents, the first aider/member of SLT is reassured that a temperature relates to a reaction to a vaccine or teething. ● If symptoms are displayed by a staff member in School and they do not feel well enough to be in School or have a temperature, they will inform a member of SLT by telephone or email and then go home, or self-isolate within the School until they are able to go home. ● Headmistress (or other member of SLT if the Headmistress is not on site) will be kept informed if coronavirus is suspected. ● A member of SLT is in School whenever staff or children are on site. 			
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		<ul style="list-style-type: none"> • Where the person seems very unwell, advice will be obtained from NHS111 or 999 will be called. • Medical needs of the children in school are known by the staff and will be advised to medical advisers/local authorities as necessary and will help inform response. • If a positive test result is received, staff and parents must follow all recommended Government guidelines, including self-isolating for the recommended period of time. Staff and parents have been advised of this requirement. • Where the School is aware that someone has tested positive and it is practical for the School to do so, they will alert staff and parents of pupils who are in regular prolonged contact with the person to the presence of a positive case within the relevant contact group. • Where a member of staff knows they are a household contact of someone who has tested positive they should contact a member of SLT and wear a face covering for 10 full days from the date of the positive test. • Where symptoms of a respiratory infection are spreading rapidly amongst contact groups or where symptoms are of an increasing severity, the SLT will discuss appropriate action and may seek advice from the Camden Public Health team. <p><u>Management of pupils with other medical or first aid needs:</u></p> <ul style="list-style-type: none"> • School staff care for pupils at school in line with normal protocols. • First aid kits are in every classroom. • PPE will be worn in line with normal protocols. <p><u>Adequate supplies:</u></p> <ul style="list-style-type: none"> • Primary First Aider regularly reviews supplies and requests replenishment well in advance of running out. In her absence, a member of staff is nominated to monitor first aid supplies. <p><u>Number of first aiders:</u></p> <ul style="list-style-type: none"> • High number of first aiders within the School staff. 			
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			<ul style="list-style-type: none"> • Minor first aid matters (small cuts and grazes) managed by class-based staff in accordance with normal protocols. 			
Management of close contacts	Virus is transmitted by close contacts who are not required to self-isolate in accordance with Government guidance	All	<ul style="list-style-type: none"> • Staff who know they are a household contact of someone who has tested positive must contact a member of SLT to discuss actions. • Visitors who are household contacts are asked to follow the requirements for staff who are close contacts. • Staff who are household contacts should: <ul style="list-style-type: none"> ○ follow the Government guidance; ○ monitor themselves closely for symptoms; ○ for 10 full days after the positive test: <ul style="list-style-type: none"> ▪ wear a face covering; ▪ limit their contact with anyone who is at high risk (permission will be obtained from previously clinically extremely vulnerable staff to share this information with the relevant staff member in the event that this situation arises); and ▪ limit close contact with others, especially indoors. • Pupils who are household contacts are not required to self-isolate however: <ul style="list-style-type: none"> ○ parents are advised that they should advise the School if their child is a household contact and follow the Government guidance; ○ parents are advised to monitor their child closely for symptoms; ○ the child will be asked to wear a face covering when using public or dedicated transport as part of a School trip. <p>Pupils under 3 should not wear a face covering for health & safety reasons.</p>	2	1	2
Management of people who have tested positive	Virus is transmitted by people who have recently tested positive	All	<ul style="list-style-type: none"> • There is no longer a legal requirement to self-isolate when you have tested positive, but Government guidance remains that people who test positive should remain at home for at least 5 full days (adults) or 3 full days (children) after testing positive. 	2	1	2

			<p>After this time they may return to normal activities if they feel well enough and do not have a temperature.</p> <ul style="list-style-type: none"> • Staff and parents have been advised that they must follow this guidance. • Staff must discuss their return with a member of the SLT before returning to work in School. They may be supported to work from home until the end of 10 full days after the tested positive if their attendance on site is not essential. • Staff who return before the end of 10 full days after testing positive must (until the end of 10 full days after testing positive or, if later, their symptoms have gone) must : <ul style="list-style-type: none"> ○ wear a face covering when within 2m of other people; ○ practice good hygiene: <ul style="list-style-type: none"> ▪ “catch it, bin it, kill it”; ▪ regularly wash their hands and use hand sanitiser; ○ ventilate rooms they are, or have been, in (where practical); ○ keep their distance from others, where possible, especially indoors; and ○ avoid meeting anyone at high risk, where practical (information about who is at high risk will be shared where such staff have given their permission for the School to do so). • Visitors will be asked to follow the same measures as staff. • Where pupils return to School within 10 full days of having tested positive <ul style="list-style-type: none"> ○ parents are advised that they must agree their return with the School before their child returns; and ○ the child will be asked to wear a face covering when using public or dedicated transport as part of a School trip (if over 3). 			
Removal of free asymptomatic testing	Virus is transmitted by people who do not know that they have the virus	All	<ul style="list-style-type: none"> • Government guidance advises that adults who have symptoms of a respiratory infection who have a high temperature or who 	2	1	2

			<p>do not feel well enough to work should try to stay home and avoid contact with others until they no longer have a temperature and/or no longer feel unwell.</p> <ul style="list-style-type: none"> • Government guidance advises that children who are unwell and have a high temperature should stay at home and avoid contact with others, where they can. • Staff and parents have been advised that they must follow this guidance and should not return until at least 24 hours after a high temperature has gone down. • Staff must discuss their return with a member of the SLT before returning to work in School. They may be supported to work from home for longer if their attendance on site is not essential. • Staff who have mild symptoms of respiratory infection in School must (until their symptoms have gone): <ul style="list-style-type: none"> ○ wear a face covering when within 2m of other people; ○ practice good hygiene: <ul style="list-style-type: none"> ▪ “catch it, bin it, kill it”; ▪ regularly wash their hands and use hand sanitiser; ○ ventilate rooms they are, or have been, in (where practical); ○ keep their distance from others, where possible, especially indoors; and ○ avoid meeting anyone at high risk, where practical (information about who is at high risk will be shared where such staff have given their permission for the School to do so). • Visitors will be asked to follow the same measures as staff. • Where pupils return to School after having had a temperature: <ul style="list-style-type: none"> ○ parents are advised that they must agree their return with the School before their child returns; and ○ the child will be asked to wear a face covering when using public or dedicated transport as part of a School trip whilst they still have symptoms (if over 3). 			
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			<ul style="list-style-type: none"> • Pupils with symptoms of respiratory infection who are well enough to be in School will be encouraged to practice good hygiene: <ul style="list-style-type: none"> ○ “catch it, bin it, kill it”; and ○ regularly wash their hands and use hand sanitiser. 			
Waste management	Virus is transmitted through waste	All	<ul style="list-style-type: none"> • Covered bins available throughout the School, including within every classroom, office, staff room and playground space, as well as at the entrance (for disposable face coverings). • Premises Team are responsible for emptying bins into the Camden bins for collection. • Frequency and adequacy of Camden bin collections reviewed weekly by Premises Manager (or Caretaker in his absence). 	1	1	1
Staffing levels	Insufficient staff are able to attend work for the School to be able to remain open safely for pupils	Staff and pupils	<ul style="list-style-type: none"> • SLT will monitor staffing levels and arrange cover where possible. • Self-isolating staff who are well, can work remotely, including delivering lessons into School through the Distance Learning platforms. • Closure of the building to pupils will be determined by the Headmistress (in consultation with the Chair of Trustees and Chair of Governors) in the event that staffing ratios cannot be maintained. • Distance Learning will be provided to all pupils by the staff who are able to work. • Teaching staff have access to teaching resources, emails and platforms such as Google, Tapestry and Firefly for delivering Distance Learning. • Administrative functions are ready to revert to remote operations. • Staff laptops have been provided to Teachers and Administrative staff in order for them to be able to work remotely. 	1	2	2

			<ul style="list-style-type: none"> The resident Headmistress will continue the essential compliance tasks in the event that Premises staff cannot attend the building. 			
Visitor management	Management of visitors is not effective due to reduction in administrative on-site team and visitor details are not recorded	Staff and children	<ul style="list-style-type: none"> Most administrative staff are in School in order to support the efficient and effective running of the School, including effective visitor management. If the administrative team on-site reduces: <ul style="list-style-type: none"> A School mobile phone number for deliveries/access will be affixed to the School gate(s) and front door. A member of the Premises Team will carry this School mobile phone to receive the calls and provide access for deliveries. Only essential visitors will be invited to site. The Premises Team is advised of expected visitors in advance. The Premises Team knows the protocol for permitting a visitor to enter the building, including that: <ul style="list-style-type: none"> EntrySign must be used to record the visitor's attendance. Premises Staff will check the temperature of visitors on arrival. Visitors must be accompanied at all times by a member of the Premises Team or other pre-agreed staff member. Where possible, deliveries are outside for School staff to collect and bring in. 	1	2	2
Emergency evacuation/ lockdown	Management of fire evacuation or lockdown may bring staff and pupils into closer contact increasing the change of spreading the virus	All	<p><u>Evacuation:</u></p> <ul style="list-style-type: none"> Assembly Point is outside. The time spent in an evacuation drill will be short, mitigating the risk of transference during a drill. Confirmation that all are safe will be called to the Headmistress. <p><u>Lockdown:</u></p>	1	1	1

			<ul style="list-style-type: none"> • The primary focus during a lockdown is keeping safe from the lockdown threat. • The time spent in a lockdown drill will be short, mitigating the risk of transference during a drill. • All rooms have an air horn for instigating and passing the lockdown message. <p><u>Emergency services:</u></p> <ul style="list-style-type: none"> • Fire brigade summoned automatically by fire alarm monitoring station. Premises Manager (or Caretaker in his absence) also telephone Fire Brigade to ensure they have been called out. • Police summoned by telephone by Headmistress or member of Administrative Team where possible to do so. • Panic button in Headmistress Study to access Police response as an additional option. 			
Coronavirus outbreak at the School necessitating its closure	School building is required to shut to all on the advice of Public Health England (or other competent authority)	Pupils and staff	<p><u>Closure on advice of Public Health England (or other competent authority):</u></p> <ul style="list-style-type: none"> • All appropriate advice will be taken regarding any isolation of staff, cleaning or other measures needed. • Chair of Trustees and Chair of Governors will be informed of the instructions to close and asked to confirm closure. • All advice and guidance from PHE and other associated bodies will be followed. • SLT will continue to meet regularly by telephone/online platform. • Chair of Governors and Chair of Trustees will be kept informed. • Insurance company will be informed. • Distance Learning will be provided to all pupils by the staff who are able to work. • Teaching staff have access to teaching resources, emails and platforms such as Google, Tapestry and Firefly for delivering Distance Learning and enabling remote working. • Administrative functions are ready to revert to remote operations. 	1	1	1

			<ul style="list-style-type: none"> • Staff laptops will be provided to Teachers and Administrative staff in order for them to work remotely. • The resident Headmistress will continue the essential compliance tasks in the event that Premises staff cannot attend the building. 			
Suppliers/ contractors	Suppliers/ contractors not following appropriate hygiene requirements	All	<ul style="list-style-type: none"> • Contractors are scheduled to work in the holidays where possible. • Where necessary, Premises Manager (or Caretaker in his absence) to agree procedures for any on-site work by contractors with Headmistress or Bursar prior to their arrival. • Premises Manager (or Bursar/Caretaker in his absence) to liaise with all planned contractors before arrival to ensure School requirements are understood. • Premises Manager (or Caretaker in his absence) monitors the practices of deliveries and contractors arriving on site and ensures the School protocols are followed. 	1	1	1
Availability of hygiene materials	Essential hygiene materials are not available due to high levels of demand	All	<ul style="list-style-type: none"> • Orders placed early and regularly by Finance Team in conjunction with Premises Team. • Regular review of stock levels by Premises Team, overseen by Premises Manager (or Caretaker in his absence). • Ability of the School to remain open would be reviewed in the event that supplies ran too low. 	1	1	1
Premises compliance not maintained	Essential building compliance is not maintained resulting in health & safety hazards	All	<ul style="list-style-type: none"> • Premises Manager (or Bursar in his absence) monitors all premises compliance and maintenance matters. • All maintenance is maintained up-to-date. • The Premises Team work on site daily to manage on site cleaning, and compliance/maintenance tasks, prioritising essential tasks. • Qualified contractors undertake all essential maintenance, servicing and certification (e.g. fire extinguishers, security alarm, gas safety) to ensure that the building remains safe and complies with regulations. 	1	3	3

			<ul style="list-style-type: none"> • Water maintenance is maintained. • Premises Team is supported by the School's contract cleaners. 			
Cleaning regime	Inadequate cleaning regime means cleaning is ineffective	All	<ul style="list-style-type: none"> • Premises Manager (or Caretaker in his absence) oversees standard of cleaning by the Premises Team and Cleaning Contractor (in conjunction with duty Caretaker and via direct liaison with cleaning contractor's supervisor) and updates the Bursar weekly. • Premises Team undertakes daily checks of hygiene quality. 	1	1	1
Safeguarding	Staff and pupils are exposed to additional and new safeguarding risks from the provision of Distance Learning	Staff and pupils	<ul style="list-style-type: none"> • SLT (including DSL and DDSL) and DSL for EYFS have undertaken additional safeguarding training relating to this area. • Advice from professional advisers, the government and unions is used to constantly review and update practices. • An addendum has been written for the Child Protection & Safeguarding Policy, addressing the issues arising from Distance Learning, has been written and all working staff are asked to confirm that they have read and understood this document. 	1	2	2
Risk assessment becomes outdated	The evolving situation causes the risk assessment to become out of date	All	<ul style="list-style-type: none"> • Consideration is given by SLT to whether risk assessment needs to be updated as new guidance is received. • Detailed review of risk assessment included in agenda for weekly SLT meetings. 	1	2	2
Communication with staff/parents is not effective	Staff/parents do not receive information in a timely manner or it is not acted upon	All	<ul style="list-style-type: none"> • All parents have been asked to complete the annual pupil information forms and all change of contact details, or concerns about not receiving information, are followed up and changes made as needed. Parents are reminded to keep these up to date. • All staff are asked to complete a new staff contact form during the September INSET day and to keep the School updated with any changes. Changes are input by the Head's PA. • All staff required to check emails daily when working. • Usual communication channel to staff is via staff meetings and emails and updates are sent in this way. 	1	1	1

			<ul style="list-style-type: none"> • Usual communication channel to parents is via emails and updates are sent in this way. • Urgent updates (requiring action within less than 12 hours/24 hours for staff on furlough leave) are followed up with a text/WhatsApp message. 			
Training	Staff and pupils are not clear on procedures to be followed	All	<ul style="list-style-type: none"> • Changes made to procedures are communicated in writing to all staff and reinforced during INSET, weekly staff meetings and bi-weekly staff briefings. • Training included in new staff induction. • Care taken to ensure support staff are provided with guidance and training. • All staff required to check emails daily and attend briefings when working. Minutes of meetings are distributed to all staff for reference (and for updating any staff not able to attend). • Pupils to receive regular reminders on procedures. 	1	1	1
Catering	Catering Team is unable to produce lunches safely	All	<ul style="list-style-type: none"> • Caterers ensure that spare food is available for emergency use if catering team cannot come in. • Catering staff provided with updated School policies and protocols and detailed instructions and guidance. 	1	1	1
Ill staff/pupils	Lack of communication with absent staff/pupils about their health and availability to return to work/timing of return to School	All	<ul style="list-style-type: none"> • Regular reminders given to staff and parents not to attend if they have a temperature or are unwell with symptoms of a respiratory infection. • All staff and parents required to notify the School if they are ill. • Dialogue with School had before staff/pupils return to School to confirm they are fit to return. • Return not permitted until after the end of any recommended self-isolation period. • A nominated staff member is responsible for liaison with parents and Deputy Head responsible for liaison with staff, providing pastoral support as well as establishing fitness to return. In the absence of the Deputy Head, the SLT will nominate another person to undertake their responsibility. 	1	1	1

			<ul style="list-style-type: none"> • Excel record maintained showing self-isolation period has been followed. • Headmistress or other nominated member of staff approves return to School following the period of self-isolation following a positive result. 			
Trustees and Governors' responsibility	Trustees (and Governors as appropriate) do not approve changes which affect the School's risk exposure	All	<ul style="list-style-type: none"> • Meeting of Trustees held to approve significant changes that increase risk exposure. • Chair of Trustees acts where speed is of the essence and/or the action is to reduce the School's risk exposure (such as where a decision is taken to close the School). Chair of Governors to be consulted where time permits. Decision communicated to all Trustees and Governors once made. • Arrangements to be reviewed at each scheduled Governors and Trustees meeting, as well as at any special meetings. 	1	2	2
Insurance	Insurance cover is not effective	All	<ul style="list-style-type: none"> • Insurers are notified of each major change regarding re-opening and closing the School. • School will be guided by official Government advice and will not act in a more risky manner without consulting insurers and complying with any requirements they may have that the School. 	1	3	3
Staff well-being	Well-being of staff suffers	Staff	<ul style="list-style-type: none"> • Return to a normal timetable ensures opportunities for breaks and PPA time. • Timetabling for teaching staff ensures sufficient planned breaks. • Except for the evening of the weekly staff meeting, teaching staff are encouraged to go home as soon as the core teaching day has ended (after 4pm). Other staff are encouraged to go home as soon as their core working day has ended. • Staff volunteer to supervise After School Club. • Staff encouraged to plan work suitable for both Distance Learning and in-School teaching and to continue to utilise Google classrooms, to ensure providing Distance Learning for 	1	2	2

			<p>pupils not able to be in School does not generate additional workload.</p> <ul style="list-style-type: none"> • Line managers pro-actively monitor the well-being of their staff and alert SLT of any concerns. • SLT has open door policy and all staff are encouraged to discuss concerns and difficulties at an early opportunity. • Staff matters are standing agenda item for SMT meetings (fortnightly). • SLT discuss staff matters, including well-being, in weekly SLT meetings (or earlier if concerns are flagged) and develop strategies for support/management. • SLT has undertaken training on supporting staff wellbeing. • External support helplines have been provided to staff for confidential support should they require this. • DHT keeps in contact with staff who have received a positive test result and provides pastoral support. • Staff are able to make personal choices to follow stricter control measures than required by Government guidance (where this is practical for the School). For example, staff may choose to: <ul style="list-style-type: none"> ○ Wear a face covering/visor if preferred, including when teaching. ○ Request social distancing in their own workspace (to the extent this can be practically achieved by the School). ○ Use their workspace for breaks instead of the staffroom. ○ Eat lunch in their workspace or staff rooms rather than dining hall. ○ Use an alternative to hand-shaking. ○ Use their own dedicated resources, where practical. ○ Discuss additional measures with the Headmistress to agree what is practical and appropriate. 			
Pupil well-being	Well-being of pupils suffers	Pupils	<ul style="list-style-type: none"> • School operates at as close to normal as possible. 	1	2	2

			<ul style="list-style-type: none"> • As many School clubs as are feasible to operate, including external clubs, are run. • Form time supports pupils rebuild and maintain friendships and social engagement and manage their feelings about the pandemic and any particular impact it has had on them. • Staff alert to signs of pupils in particular need of support. • Pupil matters are standing agenda item for SMT meetings (fortnightly). • SLT discuss pupil matters, including well-being, in weekly SLT meetings (or earlier if concerns are flagged) and develop strategies for support/management. • Whole staff training undertaken on pupil mental health. • Well-being booklet prepared and shared with parents to support their child at home during periods of Distance Learning. 			
Home-working	Staff suffer ill health as a result of working remotely, due to the equipment/environment being unsuitable	Staff	<ul style="list-style-type: none"> • All staff who are working remotely are provided with devices and suitable home-working equipment to enable them to work remotely (laptops/iPads). • All staff who are working remotely complete a DSE self-assessment for their home-working environment and are advised what equipment they should obtain to mitigate the risks from home-working, if this has not been done previously. Equipment is either provided from School stock or costs of purchasing this by the staff member are reimbursed by the School. Staff who have previously undertaken a DSE self-assessment for their home-working environment must advise the Bursar if their home-working environment has changed and complete a new DSE self-assessment. • Support is provided to staff by the SLT, via telephone, email and a virtual staff room. • External support helplines have been provided to staff for confidential support should they require this. 	1	2	2

			<ul style="list-style-type: none"> • Staff who are working remotely can join staff meetings/briefings virtually. • Staff Health & Well-being Policy has been prepared and shared with staff. • Firefly page provides information and resources to staff to support their health and well-being. 			
Hand sanitiser/cleaning wipes	Pupils harmed through incorrect use of hand sanitiser/cleaning wipes	Pupils	<ul style="list-style-type: none"> • Pupils supervised when using hand sanitiser/cleaning wipes. • Level of supervision adjusted to reflect age and understanding of the pupil(s). 	1	2	2

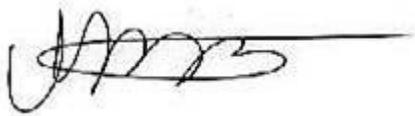
Signed



(Bursar)

Date 6/4/2022

Signed



(Headmistress)

Date 6/4/2022

Issued: 6th April 2022

Updated:

Notes for Guidance:

Likelihood

- 1. unlikely the event will happen
- 2. fairly likely the event will happen
- 3. likely the event will happen

Severity

- 1. Low - minor injuries requiring first aid, e.g. grazes, minor cuts
- 2. Medium - an injury requiring medical assistance, e.g. cuts needing stitches, broken bones.
- 3. High - major injuries such as severe head injury/death

Evaluation of Risk

Consequence	↑	3	6	9		1 - 2	Low
		2	4	6		3 - 4	Medium
		1	2	3		6 - 9	High
		→					
		Likelihood					