

Risk Assessment Form

Corporate Health, Safety and Welfare Management System

Description of the task/activity:	General Risk Assessment to ensure the school is Covid secure for the new September 2021/2022 school year. School based teaching / administration, sanitation tasks and practical measures. Remote teaching / administration tasks for those temporarily working off site.		Location:	Cranbrook Primary School (all areas of school)	
Name of person(s) reviewing assessment:	Amanda Dyer-Irons, Stephen Tindling		Job title(s):	School Business Manager, Premises Manager	
Reference Documents:	DFE 'Schools COVID-19 Operational Guidance' LBR Briefing Notes 'Schools Briefing/Advice Roadmap – Step 4' Corporate H&S Team guidance – reviewing school RA for full opening Redbridge Public Health Schools & EY Settings Guide		Risk Register No:		
Date of this assessment:	16th July, full opening review on 26 August, updated as needed including 13 th November 2020. Latest update 02 January 2021. Latest Update 26-01-2021. Latest Update 04-03-2021. Latest Review 01-09-2021		Date of signing:		
Date of next Review:	Review required if there is a significant change or Government guidance changes.		Signed by (Department Manager):	Jas Leverton, Headteacher	
What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Residual Risk Rating (H/M/L)	Are additional controls required (Yes/No) If yes capture on attached action plan
Contracting or passing on COVID 19 while traveling to work	Staff/ Parents/ Children could be infected by Covid – 19	H	<ul style="list-style-type: none"> Staff/Parents/Children are encouraged to travel to school by foot, bicycle to reduce congestion in the car park and allow a “drop and go” lane No car sharing apart from members of own household 		No

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			<ul style="list-style-type: none"> • Limit use of public transport unless necessary and avoid peak times. Face coverings are still required on public transport • The above will be communicated to parents and staff and ongoing reminders via Newsletter 		
<p>Contracting or passing on COVID 19 during the school day</p>	<p>Staff/ Parents/ Children/ Visitors/ Contractors could be infected by Covid – 19</p>		<ul style="list-style-type: none"> • Staff and children should not attend if they have symptoms of coronavirus. • Staff are required to self-test twice per week using the lateral flow test kits provided by the school. We suggest this is done on the Sunday evening and Wednesday evening, this will help the school be prepared for rearranging timetables and cover. In the event that you test positive you will be required to self-isolate along with all other members of your household. You should also book yourself in for a PCR test. Please contact the school as soon as you have a result for either test. • We encourage anyone who does test positive to contact the Track and Trace team • Any symptomatic person should be advised to be tested under the NHS Test and Trace scheme, to remain at home until test confirmation or in line with self-isolation and to advise the school of the test results. Regular reminders will be given to staff and parents. • Staff are still encouraged to wear face masks especially in communal areas and to keep social distancing in mind when mixing with others. Face masks are not compulsory and neither are bubbles but as a school we want to take sensible actions to reduce the risk of passing on COVID 		

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			<ul style="list-style-type: none">• In line with guidance, wearing of face coverings is not longer mandatory. However, should a staff member or a parent want their child to wear one, then the school will accommodate this. Spare masks will be available from Darshan, Kim, Catriona and the School Office.• Hand sanitiser stations are in place at staff entrances and outside every classroom.• All staff must read and sign that they have understood this Risk Assessment• Staff must lead by example in social distancing and regular handwashing. Hand sanitiser dispensers and posters are displayed around school as reminders to the whole school community• PPE is available for all staff to use during their working day if they wish. Visors have been issued to staff and vulnerable members of staff are advised to wear them or a face covering for their protection in addition to using the safety screen provided. Those working at close proximity eg. leading small groups including ARP and interventions are advised to wear a visor or face covering and use the mobile safety screens provided to further reduce the risk. However, the use of face covering is no longer mandatory.• The weekly whole staff briefing and parents evening meetings will take place via TEAMS. There will now be some in person meetings eg. team meetings.• The staff room has a separate entrance and exit door to maintain social distancing. Staff should use their own cup for drinks and should also wash these themselves as well as any other kitchenware they use• In shared areas such as the staff room it is advised to maintain the social distancing rules		
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			<ul style="list-style-type: none">• There are specified gates and times for access of the children with SLT on duty to supervise the gates.• Social distancing floor markings remain on the pavements around the school and posters are on the schools fences to remind parents to social distance when waiting to drop off or collect children• We no longer need to use zones that were have been marked out within the playground.• Children no longer need to use line markings when lining up for lunch or waiting to enter the building• Parents are advised to make only essential visits to the school site including the school office as this is a small space.• Only one parent/carer should drop-off or collect their child• Communication will continue to be via parent mail, email and phone calls and staff are advised to minimise communication with parents/carers face to face.• All rooms have been deep cleaned and soft furnishings that are difficult to clean have been removed. Desks no longer have to be facing forwards though classrooms have been set up to allow as much space as possible• Children are permitted to bring a school bag for books and packed lunch bag which should be stored by their coat peg in the corridor. No other bags or items should be coming into school from home.• On PE days, children should come to school in their PE kit and will remain in the kit all day.• Equipment and exercise books will be provided for each child and will be placed on their assigned desk.• Water bottles labelled with child's name will be provided by parents/carers and kept on their own desk		
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			<p>and these can be refilled from the drinking water tap in their classroom. They should be taken with them at break and lunchtimes as all water fountains have been put out of use</p> <ul style="list-style-type: none"> • Coats should only be brought in when needed and placed on a child's own coat peg • Children should only use their year group's toilet • Teachers to actively use lessons/activities that can be held outside where fresh air and space is better for social distancing • Whilst supervising children staff should maintain social distancing as well as encouraging the children to do the same • Only contractors will have to comply to the procedures put in place by the school including social distancing, washing hands and will be asked if they are unwell or are living with someone who is currently unwell. • Visitors will have to comply to the procedures put in place by the school including social distancing, washing hands and will be asked if they are unwell or are living with someone who is currently unwell. Signing in system includes telephone number which is needed in case of Track and Trace contact. • Track and Trace system is live for visitors to the school (not for staff) and the barcode is displayed in Reception • Governors Visits should be booked by emailing the Head teachers' PA so that the Phase Leader can be made aware. On arrival, they will sign in at Reception, be asked if they or anyone in their household has symptoms and will be required to sanitise hands and wear a face covering. Observations will be for a short 		
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			<p>time only. This process also applies to visits to Student Tutors.</p> <ul style="list-style-type: none">• A Perspex protection screen is in place for the Reception counter to aid social distancing and visitors / visiting parents have been asked to wear a face covering. Visitors will be limited to 2 at a time in Reception to maintain social distancing and lines marked outside enable socially distanced waiting.• The School office has been re-organised to enable social distancing between staff including moving some staff out of the main office and providing full height screens between and around desks. A one way system is in place for entrance / exit to the Office.• Protective screens have been provided for all offices and classrooms to enable safe working. Mobile screens have been provided for group rooms, interventions etc.• Individual risk assessment and educational health care plans to be adjusted accordingly for any children who have needs• Late gate will now be in the First Aid room and the corridor outside located in the Pavilion. Children will be supervised and maintain social distancing when waiting for parent/carers to collect them <p>Timetabling, Entrance and Bubble Arrangements:</p> <p>In all year groups, children will be based in their classroom and will be part of a year group bubble for all lessons. During lunchtimes and break times outside bubbles will no longer need to be separated and children will resume these times in the normal manor. ARP and CUBE are also separate bubbles</p>		
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			<p>but will resume their lunchtimes/break times as normal.</p> <p>Teaching staff will be allocated to year group bubbles and will remain with that bubble throughout the day. PPA teachers, SLT, Midday staff and certain named members of staff work across bubbles and will continue to take extra care with handwashing and hygiene. Playground duties will be allocated staff as usual</p> <p>Each year group has been allocated a staircase and entrance to use as follows:</p> <ul style="list-style-type: none">• Nursery – Children’s Centre Gate• Reception Green & Red – Children’s Centre Gate and Bike shed gate• Reception Blue & Yellow – Pavilion gate & Linkway entrance & one way system for exit• Year 1 – Metal staircase – ASC Gate• Year 2 – Green staircase – Main playground / ASC gate• Year 3 – Grey staircase – Main playground / ASC gate• Year 4 – Grey staircase – Main playground / ASC gate• Year 5 – Green staircase – Main playground / ASC gate• Year 6 – Yellow staircase – Main playground / ASC gate <p>If year groups are using the same staircase they should use the staircase one year group at a time with a gap between classes. Stairs are marked as one side going up and the side, going down to aid social distancing. Staircases will be cleaned after morning arrival and regularly throughout the day.</p> <p>Only Nursery and Reception parents will be allowed on to the school site in the morning. One way system remains in place for RB & RY who enter via the Linkway. Other year group</p>		
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			<p>children should be left at the gate where they will be greeted by a member of the Leadership Team.</p> <p>Year groups have staggered finish times and collection points:</p> <ul style="list-style-type: none">• Nursery – 11:30 and 3.15pm – Nursery playground Exit• Reception – 3pm – RY & RB (Linkway) and RR & RG (Reception Playground)• Year 1 – 3pm – Main Playground• Year 2 – 3pm – Main playground• Year 3 – 3pm – Main Playground• Year 4 – 3:15pm – Main Playground• Year 5 – 3:15pm – Main Playground• Year 6 – 3:15pm – Main Playground <p>All year groups will be at their allocated collection point before the gates are opened.</p> <p>There is now no need for alternative arrangements for lunch times and these will return to normal with each year group allocated 1 hour for lunch which will be in the main hall and small hall. Midday staff will clean the tables with antibacterial spray afterwards and remove the rubbish. Whilst cleaning the Midday team will wear PPE gloves, disposable face covering and apron.</p> <p>Year groups lunch and break times will be as follows:</p> <ul style="list-style-type: none">• Reception: Lunch (11.45am to 12.45pm)• Year 1 & 2: Breaktime (10:15am-10:30am) Lunch (12pm-1pm)		
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			<ul style="list-style-type: none"> • Year 3: Breaktime (10:15am-10:30am) lunch (12.15pm-1.15pm) • Year 4: Breaktime (10.45am-11am) Lunch (12.15pm-1.15pm) • Year 5 & 6: Breaktime (10.45am-11am) Lunch (12.30pm-1.30pm) <p>This risk assessment is a live document and can be changed at any time because of changes in guidance from the government. In the event that there was a significant outbreak, there may be a possibility that we would have to introduce some previous COVID measures such as reintroducing outside bubbles etc.</p>		
<p>Contracting COvid from direct contact with airborne droplets and virus particles from carriers and hand contact on surfaces</p>	<p>Staff/ Parents/ Children/ Visitors/Contractors could get direct infection of Covid-19 from sneezing, coughing airborne particles and or virus particles transferred to hard surfaces</p>		<p>The following good hygiene practices are in place:</p> <ul style="list-style-type: none"> • Children on entering the classroom will wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly using paper towels and dispose of in a bin (all roller towels have been removed from all areas) or by using the hand sanitiser dispenser • Children will also be encouraged to hand sanitise or wash their hands frequently at key stages of the day such as, before and after eating, before and after break and lunch times and after sneezing and coughing • Handwashing posters will be displayed as visual reminders • Children will be encouraged not to touch their mouth, eyes or nose • Staff to observe hand washing and teach children how to do this correctly if it is not being done properly 		

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			<ul style="list-style-type: none">• Ensure the children are also using a tissue or elbow when sneezing and coughing (Catch it, Bin it, Kill it) & posters will be displayed as visual reminders• Supply of tissues and bin lined with a bag will be in each room which is emptied daily.• Encourage young children to learn and practise hygiene habits through games, songs and repetition• Staff/Visitors to use hand sanitisers regularly using the dispensers at the Pavilion Entrance / Linkway and in classrooms and key areas around the school• All doors of rooms being used to be opened in the morning and must remain open throughout the day to minimise contact and aid ventilation• Windows in the classrooms and all other used areas to be open first thing in the morning and remain open all day to ensure sufficient ventilation. In addition, the roof windows will be opened each day to aid ventilation if not raining.• Parents and staff have been advised to wash clothes at the end of each school day and that clean clothes must be worn each day• Each class room has been allocated a cleaning set consisting of hand soap, hand sanitiser, cloths, sponges, washing up liquid, anti-bacterial spray, disposable gloves and washing up gloves. These are replenished daily by the cleaning team.• Antibacterial wipes have been provided for cleaning telephones, keyboards etc after use• Strict cleaning regime is in place and additional cleaners have been employed (see cleaning section)		
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Being infected by Covid 19 due to being in the category BAME	Staff / children who are in the category BAME		All BAME staff are expected to work in school from September 1 st 2021 and should continue to follow the measures outlined in the school Covid risk assessment or their individual risk assessment which can be reviewed by Steve/ Amanda on request.		No
Vulnerable persons and expectant mothers contracting COVID 19	A vulnerable person could contract Covid-19 more easily		<ul style="list-style-type: none"> The school is following government and LA advice on those who are vulnerable and will update staff as that advice changes. All CEV staff are expected to work in school from September 1st 2021 and should continue to follow the measures outlined in their individual risk assessment which can be reviewed by Steve/Amanda on request - being part of a smaller bubble, working in own room, perspex screens, contact should be by phone/email wherever possible, maintaining social distancing, wearing face covering when with others and keeping windows open to aid ventilation. Any pregnant member of staff who is in their third trimester or who reaches 28 weeks of pregnancy should remain /start remote working during this period. The situation will be reviewed at the end of this period An individual risk assessment will be carried out for any extremely clinically vulnerable children who are required to return to school from September. 		No
First aid provision	First aiders and children/staff could be at risk from exposure to or may have symptoms of Covid – 19		<ul style="list-style-type: none"> The First aid room will remain in the Pavilion and will be manned by the designated first aiders or School Office first aiders. Minor first aid or illness should be dealt with in the classroom using the First Aid Pack in each room. A thermometer will be provided to each classroom and should be cleaned after each use. 		No

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	<p>Staff may not have access to medication for children/staff with medical careplans</p>		<ul style="list-style-type: none"> • All break time and lunchtime injuries will be dealt with by the first aid staff in the pavilion. • When year groups are using the field at lunchtimes the midday team will allocate a first aider to deal with any injuries • First aid trained staff from the office will cover the main first aiders as and when needed • First aiders should use with the appropriate PPE including disposable gloves, disposable apron, FFP3 grade covering and eye protection / face shield • Careplans and medication (asthma pumps/epipens etc) are located in classroom that the child/staff are based in and 2nd set in the first aid room • When possible, asthma pumps should be administered by the child/staff member in need • When an asthma pump or epipen is to be administered by a staff member then they should wear disposable gloves and covering • Hands should be washed or sanitised before putting on any PPE and after taking off and once used should be disposed of in clinical waster bin and then hands should be washed again • Asthma pumps and epipens should be taken with the class bubble when having lessons outside 		
<p>After school and breakfast clubs + After school sports clubs provision</p>	<p>Transmission of Covid-19 to staff, children and providers</p>		<ul style="list-style-type: none"> • Breakfast and after school (childcare club) is open as normal and each provision is classed as a bubble. During good weather, children will be able to use the outside. When inside staff and children will maintain hygiene rules 		

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			<ul style="list-style-type: none"> • After school sports and activity will all resume September 21 and have provided their risk assessments which have been checked by the school • Children will be asked to come into school dressed in their P.E kits for sports club days as this will eliminate the need for children to congregate in the changing rooms and can go directly to the outside location of the clubs • The Karate club will be continue to be held in the Main hall but with reduced numbers and an agreed risk assessment by the provider. Windows and doors will be opened for ventilation 		
<p>Contact with unwell individuals – who develop unconfirmed symptoms on site</p>	<p>Direct transmission of the virus to well individuals.</p>		<ul style="list-style-type: none"> • If a child or staff member is suspected of having possible coronavirus symptoms they should be taken to the allocated isolation area by the first aid room and will remain there until the parent/carer comes to collect them maintaining 2m distance and wearing PPE including gloves, covering, apron and face covering. • If a bathroom is required for the isolated person – they shall use a separate bathroom to other people if possible. The bathroom should be quarantined after use until it can be deep cleaned and disinfected thoroughly • Anyone who has symptoms of covid should be advised to self-isolate and book a PCR test immediately. • If the test is negative, the person can return to school • If the test is positive then both the positive tested person should continue to isolate for the isolation period of 10 days. • Close contacts to the positive tested person will now be identified via NHS Test and Trace. NHS Test and 		

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			<p>Trace will then make the decision on who should also isolate not the school.</p> <ul style="list-style-type: none"> It is no longer a requirement that bubbles or close contacts have to isolate unless advised by Test and Trace. 		
Fire Evacuation	All users of school may be unclear about current evacuation procedures		<p>All evacuation procedures are the same as usual because risk to life (i.e. from burning building) takes precedence. The only differences will be:</p> <ol style="list-style-type: none"> When bubbles line up at their assembly points they are no longer expected to maintain social distance from other bubbles Staff should close windows and doors to minimise the spread of fire as they evacuate the building <p>A practice fire drill will be carried out every term.</p> <p>This will be reflected in the updated Fire Policy & Evacuation Plan. The school fire risk assessment has also been updated.</p>		No
Lockdown Procedures in the event of a threat to the school. (Not to be confused with lockdown for COVID)	All users of school may be unclear about current lockdown procedures		<p>All Lockdown procedures should be followed because risk to life (i.e. threat of harm from an intruder) takes precedence.</p> <ul style="list-style-type: none"> Please see the Lockdown Policy and follow the procedures. We will be practicing from September 		
Transmission of COVID 19 due to close contact with children – 1:1 support	Staff/ Child could be infected with Covid - 19		<ul style="list-style-type: none"> Staff working with children 1:1 are advised to wear a visor or face covering and to make use of the safety screen provided due to the lack of social distancing Individual risk assessments have been completed by the SEND team 		

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			<ul style="list-style-type: none"> Visiting professionals will be able to attend school and will have to comply to the procedures put in place by the school including social distancing, washing hands and will be asked if they are unwell or are living with someone who is currently unwell and will be required to read this risk assessment. 		
Emotional distress of children	Children could have fears and anxieties about Covid		<ul style="list-style-type: none"> Well-being staff are available to support identified children Well-being/ mental health activities are high priority and will be delivered throughout the week 		No
DSE use at home	Staff working at home could suffer upper limb disorders, tired eyes, headaches, stress		<ul style="list-style-type: none"> All staff are required to work in school from September 2021 and we expect few cases of working from home due to isolation. Those working at home during isolation should assess their home environment to ensure that it is as safe and suitable for work as possible. Staff should take regular breaks away from their computer/laptop. (E.g. every hour) They should get up walk around and stretch. They should ensure that their computer screen/laptop screen is at a comfortable height and distance to avoid neck and eye strain. Staff temporarily working from home because of Coronavirus do not need to complete a display screen equipment workstation assessment but if issues are reported, an assessment should be carried out. 		No

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Lack of communication, non-updated policies, procedures, risk assessments and any other appropriate documents	Staff may miss vital information which could lead to misunderstandings and mistakes causing unnecessary stress or stressful situations leading to anxiety		<ul style="list-style-type: none"> • Relevant policies and risk assessments have been adjusted accordingly to incorporate the current government and local authority guidance concerning the Covid-19 pandemic • Regular communication and updates provided to staff and parents by the Headteacher • Opportunities to talk to Line Managers or SLT to discuss any concerns • Risk assessments will be regularly reviewed and any changes communicated to staff. September 21 version of this Risk Assessment was discussed during the H&S Inset Session on 1st September and issued to all staff via parentmail. Also shared with Governors and Parents. 		No
Contact with virus particles on surfaces	Indirect transmission of virus from carriers to well individuals		<p>Effective deep cleaning and daily cleaning regimes are in place:</p> <ul style="list-style-type: none"> • School has a copy of “Covid 19: cleaning for healthcare settings” and this is the basis of our cleaning schedule which details what is to be cleaned, frequency, by whom, chemicals and method to be used and any safety precautions needed. • The whole school has been thoroughly deep cleaned • All rooms will be cleaned on a daily basis • Doors are opened by the Site team each morning to reduce contact with door handles • Each class room has been allocated a cleaning set consisting of hand soap, hand sanitiser, cloths, sponges, washing up liquid, anti-bacterial spray, disposable gloves and washing up gloves. Hard surfaces will be cleaned regularly through the day 		

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			<ul style="list-style-type: none"> • Daytime cleaner has been employed to clean toilets, stairwells, hard surfaces etc throughout the day • Time is allocated at the end of the each day for the staff in each room to thoroughly clean their equipment and resources • Antibacterial wipes have been provided for cleaning telephones, keyboards etc. after use • Additional toilet cleaning will take place after each break and lunchtime and throughout the day. The date/time will be recorded on chart in each bathroom • Handrails, door handles and other regularly touched surfaces will be cleaned during the school day by the Site team • Any room that becomes contaminated with bodily fluids, will be quarantined and deep cleaned • Dining tables will be cleaned after each use during service by the Midday team e.g. after being used by a year group it will be cleaned before the next year group are seated • Large amounts of cleaning stock have been ordered and will be regularly re-stocked 		
<p>Being infected by Covid19 while undertaking school based sanitation related duties</p>	<p>Staff with sanitation duties (caretaker and cleaning staff)</p>		<ul style="list-style-type: none"> • Staff have been advised to wear PPE (Gloves, apron and face coverings) and face shields when necessary eg when dealing with bodily fluids or when cleaning an area where a person with possible or confirmed coronavirus has been • Cleaning / Caretaking Staff who are vulnerable have a risk assessment completed • Staff should wash their hands with warm soapy water for a minimum of 20 seconds on arrival at work, after 		

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			<p>each cleaning operation and disposal of materials and again prior to leaving work.</p> <ul style="list-style-type: none"> • Staff should avoid touching their face, nose and eyes. • Staff have been briefed on the new cleaning schedule, use of PPE, COSHH, risk assessment etc and records have been kept of this. Cleaners are supervised by the Site Manager • Cleaning staff work outside of school hours to minimise contact with other staff/children and to aid social distancing • COSHH register is updated and will be checked if other products are used/added • In the case of the absence of the daytime cleaner, this will be covered by the Site Team 		
Possible future lockdowns			<ul style="list-style-type: none"> • The risk assesment will be reviewed and appropriate arrangements made 		
<p><u>Lateral Flow Antigen Testing at Home for Cranbrook Staff</u></p> <p>As a school we are encouraging staff to continue with the twice weekly lateral flow test.</p>					
Non-reporting, poor uptake of testing	Testing has little or no impact on prevention of transmission		<ul style="list-style-type: none"> • Staff reminded of need to report results • Clear information given to staff about testing so they can make an informed decision about participation 		SLT to give guidance on why testing is recommended and Government information will be made available to all staff
Damaged bar code, failed scan of bar code	Testing has little or no impact on prevention of transmission		<ul style="list-style-type: none"> • Staff asked to do a retest 		

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Void results Non –clinical issues such as items missing from kits	Testing has little or no impact on prevention of transmission		<ul style="list-style-type: none"> • Staff given adequate training in administering the tests • Staff advised to report to 119 issues relating to kit or inability to log results 		The Government's 'Your step-by-step guide for COVID-19 self-testing' will be sent to all staff
Extraction solution which comes with the test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (sodium chloride)	Member of staff or someone in the household		<ul style="list-style-type: none"> • These components do not have any hazards labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure. • Staff provided with Government/NHS training materials (<i>Your step-by-step guide for COVID-19 self-testing</i>) and clear guidance about administering the test. • Guidance and packaging for disposal of waste provided. Staff should not let product enter drains. • Spillages should be wiped clean, and cleaning material should be disposed of with the waste for the kit • Staff with children advised to keep kits out of reach. 		
Clinical incident with potential for harm (e.g swab breaks in mouth, bleeding, allergic reaction on using the kit etc.)	Member of staff		<ul style="list-style-type: none"> • Staff advised to report to: https://coronavirusyellowcard.mhra.gov.uk • Staff should seek medical care through the usual route of 111 or 999 		
Operational burden of testing on the school.	Keeping track of results and maintaining the test register and log could prove time-consuming for COVID co-ordinator.		<ul style="list-style-type: none"> • Systems for reporting results in place. Positive cases reported to Head/Deputy • Time allocated for maintaining the register and log. 		SLT to make sure that all staff are aware of their responsibilities in particular for such persons who

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					record/distribute information and those who hand out and reorder the home testing kits
Possible increase in positive results over a short period of time.	Possibility of insufficient staff to open school.		<ul style="list-style-type: none"> • Tight staff bubbles to reduce contacts • 		SLT to review on a daily basis the possibility of insufficient staff and act accordingly

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Risk Rating Matrix

		Impact				
		1. Very Low	2. Low	3. Moderate	4. High	5. Very High
Likelihood of Harm	5. Almost Certain	5	10	15	20	25
	4. Likely	4	8	12	16	20
	3. Possible	3	6	9	12	15
	2. Unlikely	2	4	6	8	10
	1. Rare	1	2	3	4	5

Matrix to calculate the likelihood and impact should the hazard be realised.

RAG Rating Matrix

Risk Rating	Possible Action to be Taken
LOW (<4)	<ul style="list-style-type: none"> Department manager may accept risk Manage by routine processes Any costs to be funded within Directorate Hazard to be reviewed and updated at least annually.
MEDIUM (5-10)	<ul style="list-style-type: none"> Management action required to control risk as soon as reasonably practicable Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level Reviewed and updated at least every 6 months to ensure controls remain effective May necessitate bids for central funding.
HIGH (>12)	<ul style="list-style-type: none"> Immediate senior management action required to further control risk May halt work/task while additional controls are applied Copy of the risk assessment sent to Risk and Insurance Manager for inclusion on to the Corporate Risk Register Responsible Director to give priority for action/funding Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level To be reviewed and updated at least every month to ensure controls remain effective.

Note:

Inform the Risk and Insurance Manager of all **Medium** and **High** tasks (residual)
 Inform Strategic Health and Safety Board of all **High** rated tasks (>12 (residual))

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