



## RISK ASSESSMENT FORM

The school has followed H & S and Government guidance in developing this Risk Assessment. All protocols still apply whilst in lockdown and school is partially open to vulnerable/ key worker students. Its success depends on everyone doing their part to ensure that we successfully reduce the risk of transmission in school. However, the school cannot ensure that practices and behaviour outside of school are of an equitable standard. **The site is Covid secure but we cannot guarantee that it is totally risk free.**

<b>Assessors' names:</b> Mr K Williams/Mr S Ng/ Mr C Connor/ Mr R Train (one Source H & S Officer)	<b>Date of Assessment:</b> January 2022 <b>V9: 04/01/2022</b>	<b>Activity/Task:</b> Using School post COVID-19 pandemic lock-down in September to Plan B in December and changes in Jan 2022
<b>Directorate:</b> Education	<b>Service:</b> Secondary Schools <b>Group:</b>	<b>Headteacher:</b> Keith Williams

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes	SLT to check latest Government guidance on a daily basis. <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a>  National vaccine programme being rolled out. -including 16-18 year olds  Booster programmes established across the country	Likelihood: 4 Consequence:4 Risk Level: 16	Guidance to be sent to parents, students and staff.  Briefing to all students in year groups on first day of arrival back into school about risks.  Parents emailed in January to have the vaccine in centres.	Likelihood: 3 Consequence:4 Risk Level: 12	KW  KW/ SLT on 1 <sup>st</sup> day back for staff and then testing sessions during Jan 2022 Email also sent to parents 06/01	
Shortage of staff	Students & Staff	Staff to be able to park on site (using non designated parking areas if necessary [e.g. grass/ part of playground etc.]) Traffic	Likelihood: 3 Consequence:4 Risk Level: 12	SLT to review staffing on a daily basis. if groups cannot be covered, students to be	Likelihood: 2 Consequence:4 Risk Level: 8	KW to check with staff by email	

		Management risk assessment will need amending. Review absence reporting procedures to ensure sufficient time to implement cover arrangements.		sent home once parents notified.		about work	
Virus entering premises	Staff, Students & Contractors and their families.	Parents & Staff issued with guidance on daily checks to undertake before bringing their child to school.  Contractors asked health check questions on arrival.( including vaccination status)  Lateral flow testing programmes in place for staff and students-home testing kits to be sent home in the first week  Testing on site w/c 04/01/22 using medical staff from EMS	Likelihood: 4 Consequence:4 Risk Level: 16	Parents to be asked <b>NOT</b> to send children in if symptoms are present or others in the household have symptoms  Numbers entering kept to a minimum and where possible after 4pm  See separate risk assessment re testing in school	Likelihood: 2 Consequence:4 Risk Level: 8	letter to parents (Aug 21)	
Reception	Staff, students, parents, contractors & visitors	Communicate electronically rather than face to face Use cashless payments where possible.  If cash handling or handling of deliveries takes place staff must wash their hands after handling. If handwashing facilities are not available in the immediate vicinity, then gloves to be worn and disposed of correctly.  Covid-secure reception (e.g. screened-off) Masks to be worn on site by	Likelihood: 3 Consequence:4 Risk Level: 12	parents told Not to come to reception unless invited to do so.  Masks to be worn by visitors to the school site	Likelihood: 2 Consequence:4 Risk Level: 8	Cards created for all staff/ students for e payment. Roll out from 1 <sup>st</sup> September 2021	

		<p>parents/ carers and visitors Mark out 2m distancing;</p> <p>Restrict numbers in reception to enable social distancing</p> <p>Identify a space in the public part of reception where deliveries and “forgotten” items (e.g.. packed lunch or PE kit) brought in by parents can be left for student to collect.</p> <p>Introduce a non-contact signing in system for visitors and pupils who are late or leaving site.</p> <p>Introduce single use visitor id badges or introduce a policy whereby external ID badges are acceptable.</p> <p>See also contractors’ section</p> <p>See also airborne transfer risk section</p> <p>Checks made to ensure essential visitors/contractors have access to face coverings for use where required. See section on Airborne transfer risk.</p>		<p>Trays available outside front entrance to leave items</p> <p>visitors to be physically signed in by reception staff and disposable visitor badges used</p> <p>Boxes of face coverings in front office. Sanitiser at the reception and around the school</p>			
Clothing	Staff, Students & Contractors and their families.	Develop a uniform and work wear policy which allows for daily laundering of clothing where possible, taking account of those who may need to travel on public transport on a daily basis.	<p>Likelihood: 4 Consequence:4 Risk Level: 16</p>	<p>Full School uniform, clean shirt each day, clean trousers (where possible) each day,</p> <p>staff to wear formal attire as normal</p> <p>Parents/ Staff written to by Head</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>	<p>letter to parents Aug 2021</p> <p>ongoing in Jan 2022</p>	

		<p>PPE clothing for Kitchen staff and 1st aiders</p> <p>Students to wear face masks once entering the school buildings, in classrooms and study areas including corridors and queues for the cafeteria.</p> <p>Students to be informed that spare face masks should be stored in plastic bags whilst in school.</p> <p>spare masks from reception/pastoral or classrooms</p> <p>all staff given supplies of masks, sanitiser and testing kits for home use.</p>		<p>PPE in store and replenished on a regular basis</p> <p>The wearing of facemasks once on corridors/ queues is a control measure to reduce the transmission of the virus. This must be adhered to at all times. This includes the library and study areas and during exams</p> <p>Students to keep spare face masks secure and clean in a plastic bag. Spare masks in PPE boxes in each classroom</p>			
Arrival & Departure	Staff/Students/parents/carers	<p>Signage to be displayed on entry to the school buildings</p> <p>Hand sanitiser to be used at entry and exit points.</p> <p>Hand washing facilities around school</p> <p>students/ staff asked to watch NHS video clip on washing hands.</p> <p><a href="https://www.youtube.com/watc">https://www.youtube.com/watc</a></p>	<p>Likelihood: 4 Consequence:4 Risk Level: 16</p>	<p>students to be constantly reminded as they arrive and enter/depart classes to wash hands and to wear masks</p> <p>Also at breaks/ lunch-</p> <p>New wash areas installed with soap dispensers Students expected to bring their own hand sanitiser into school and use regularly in school</p>	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>	<p>KW to write to parents (August 2021,</p> <p>still in place Jan 2022</p>	

		<a href="#">h?v=4ij1I0OB2hk</a>		hand sanitisers at each entrance  sanitisers in dining room / classroom			
Departmental Offices		Office/ prep room space to be changed to help provide spacing for dept staff  Maintain social distance where possible.  Include in cleaning schedule.  Where possible equipment should not be shared. If sharing is necessary, then it should be cleaned before and after use by staff using it.	Likelihood: 3 Consequence:4 Risk Level: 12	subject leaders to review spacing in offices  Cleaning of shared equipment ,like photo copiers , telephones etc)- to be carried out by all staff using equipment  Wipes for each dept office and sanitiser spray  office windows and doors to be kept open for ventilation  staff advised to wear face masks in shared offices/ communal areas	Likelihood: 2 Consequence:4 Risk Level: 8		
Technician Work		Maintain social distance.  Include in cleaning schedule.  Where possible equipment should not be shared. If sharing is necessary, then it should be cleaned before and after use.  Deliver materials before the start of the morning and afternoon sessions	Likelihood: 3 Consequence:4 Risk Level: 12	technicians to work with subject leaders to ensure that equipment/ apparatus used is cleaned thoroughly after use.  face masks to be worn in workshop areas	Likelihood: 2 Consequence:4 Risk Level: 8		

		<p>Suitable gloves to be worn during preparation.</p> <p>See section on competence of PPE.</p>					
Laboratories/workshops/art & music, technology rooms	Staff/students	<p>Windows must be opened to ensure ventilation at all times. Where practical all windows should be opened to their maximum.</p> <p>Disinfection regimes are in place between sessions. (Energy source isolation must take place before disinfection process begins for powered equipment)</p>	<p>Likelihood: 4 Consequence:4 Risk Level: 16</p>	<p>Each classroom to have bags of;</p> <ul style="list-style-type: none"> <li>• sanitiser</li> <li>• tissues</li> <li>• plastic bags for bagging used tissues</li> <li>• spare masks</li> </ul> <p>windows and doors opened to maintain air flow and ventilate rooms</p> <p>classroom boxes set up before the start of term</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>		
Teaching		<p>Teacher space to be marked out 2m away from students.</p> <p>Students should be allowed straight into the classrooms. Masks must be worn</p> <p>Advice to be given on what protocols are in place.</p> <p>Supervision to be in place in higher risk areas.</p> <p>Where communication relies on being able to read another</p>	<p>Likelihood: 4 Consequence:4 Risk Level: 16</p>	<p>students not allowed to go to the toilets during lessons</p> <p>students to wear masks in lessons and in the school buildings</p> <p>each room cleaned each day</p> <p>large areas disinfected using fogger machine</p> <p>new timetable for students/ staff</p> <p>pupil movement kept to a</p>	<p>Likelihood: 3 Consequence:4 Risk Level: 12</p>		

		<p>person lips, clear plastic face coverings can be used. Note that this is not as reliable as a standard face covering.</p> <p>Exam rooms/areas to be fogged each day</p>		<p>minimum</p> <p>staff to monitor students thorough extra duties</p> <p>guidance below followed by site team  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p>			
Transmission between groups	Everyone	<p>reducing the risk of infection by;</p> <ul style="list-style-type: none"> <li>Wearing masks in lessons and whilst moving to classrooms.</li> <li>Masks to be worn in exams, study areas.</li> <li>Constant hand washing, reminders</li> <li>Apply Hand, Face &amp; Ventilation guidelines</li> </ul>	<p>Likelihood: 4  Consequence: 4  Risk Level: 16</p>	<p>guidance to all students at start of term</p> <p>behaviour / code of conduct expectations issued to all</p> <p>any breach of protocol will lead to serious sanctions imposed</p> <p>SLT/ staff will meet with all students when they come to school</p>	<p>Likelihood: 3  Consequence:4  Risk Level: 12</p>	<p>KW to write to all parents and meet with all students when they return to school</p>	Jan 2022
Staff & Student Competence	Anyone in building	<p>Staff to receive refresher briefing and complete hand washing e-learning – important for all new staff</p> <p><a href="https://www.youtube.com/watch?v=4ij1I0OB2hk">https://www.youtube.com/watch?v=4ij1I0OB2hk</a></p> <p>Students to receive refresher briefing and watch handwashing e-learning.  Daily reminders to be communicated to students on</p>	<p>Likelihood: 3  Consequence: 4  Risk Level: 8</p>	<p>On line training is available for all staff. Once this has been completed and understood the risk level can be reduced</p> <p>Tutors to reinforce this to all students on a daily basis</p>	<p>Likelihood: 2  Consequence 4  Risk Level: 8</p>		

		handwashing.					
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	In addition to general items listed in section above. Staff to review <ul style="list-style-type: none"> <li>• Infection Prevention &amp; Control e-learning;</li> <li>• Putting on and taking off PPE e-learning;</li> <li>• Competence Quiz.</li> </ul>	Likelihood: 3 Consequence: 4 Risk Level: 12	Key First Aid and Kitchen staff to be trained in the use of PPE.) following Govt guidance below  <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a>  ROSPA training video on hand washing to be watched by staff and students	Likelihood: 2 Consequence 4 Risk Level: 8		
Play/Sport/ Exercise/ Music	Staff/Students	. Class Groups will be rostered so easy access to outside areas  Any equipment used must be capable of being easily disinfected (e.g. plastic). cleaning must take place after each session.  If team sports are to be played, follow guidance in line the Governing body for the sport.  Changing areas to be well ventilated and disinfected regularly  teams to arrive changed and to shower at home for fixtures	Likelihood: 4 Consequence: 4 Risk Level: 16	PE department must read, follow and enforce the sport's governing and regulatory body guide lines  students doing PE/ games to come to school in PE kit and tracksuit on the day  limit use of changing rooms	Likelihood: 3 Consequence:4 Risk Level: 12		



	Choir	For singing lessons and choir rehearsals involving students in year 7 and above, students and teachers should wear a face covering during lessons and rehearsals as much as possible.		Face masks to be worn during rehearsal.  windows must be open and adequate ventilation provided			
Lunch/ Break	Staff/students/ Catering staff	Students to wash hands before eating.  Where possible and facilities allow students to have lunch in year groups  Good ventilation in place (eg. Opening all windows and doors where possible).  Disinfecting between sittings where the room is being used by different groups – middays to ensure this is carried out  Supervising staff and prefects may wear face coverings.	Likelihood: 3 Consequence: 4 Risk Level: 12	students allocated times for break and lunch  extra bins for rubbish  serving areas kept clean  fogger machine used for large areas- site team	Likelihood: 2 Consequence 4 Risk Level: 8		
Catering		servery protected using hot trolleys and shields staff to wear PPE-shields/ masks, gloves and aprons  staff to change one at a time in changing area	Likelihood: 3 Consequence: 4 Risk Level: 12	limited hot/ cold service grab and go- plastic utensils  using biometrics for first month until personal cards are ready  hand sanitisers and hand wipes available at each till point and reader machine	Likelihood: 3 Consequence: 4 Risk Level: 12		
Emergency evacuation	Staff/students/ contractors	Where practicable, maintain social distancing on evacuation routes. If impracticable, priority is evacuation.	Likelihood: 3 Consequence: 4 Risk Level: 12	students to evacuate to playground where register will be taken.	Likelihood: 2 Consequence:4 Risk Level: 8	KW to alert all staff and students	

				after lunch, evacuate to all weather pitch		to arrangements	
First Aid & administration of medicines	Staff/Students	Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat they are to wear disposable aprons, gloves, face shield and PPE (FFP2)	Likelihood: 4 Consequence: 4 Risk Level: 16	All Key First aid staff should wear disposable aprons, gloves, and face masks PPE (FFP2). Where appropriate they should also wear face shields) these are available in first aid room	Likelihood: 3 Consequence:4 Risk Level: 12		
Student/ staff behaviour and conduct	Anyone in building	all students and staff to be clear about signs and symptoms of COVID 19  All to be made clear about responsibilities for Health & safety  if students forget masks, parents to be emailed home	Likelihood: 2 Consequence: 4 Risk Level: 8  Zero Tolerance.	Parents and students written to about behaviour and need to be Covid alert  Poor behaviour not to be tolerated – Zero Tolerance( see behaviour policy)	Likelihood: 1 Consequence:4 Risk Level: 4		given in briefing at the start of reopening of school and at start of Spring term
Access/egress in building	Staff/Students/ Contractors	Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable. One way systems to be introduced where internal routes have to be used.	Likelihood: 4 Consequence: 4 Risk Level: 16	Site team should use gloves when opening up and closing the school and doors. Door handles wiped, all doors should be left open. Fire doors can be propped open as	Likelihood: 2 Consequence:4 Risk Level: 8		

		Where two way cannot be avoided or segregated e.g. Upstairs serviced by one staircase then measures implemented to control the flow <ul style="list-style-type: none"> <li>- Signs on corridors- keeping top the left classes into rooms quickly</li> </ul>		Coved 19 is a greater risk  warning tape/ posters to be placed in areas around school			
Toilets	Staff/Students/Contractors	Self Control access to ensure distancing between users.  Liquid anti-bacterial soap and paper towels to be provided.  Everyone to wash hands.  Use sanitiser before entering classroom or other areas.  Hand washing guidance: <a href="https://www.youtube.com/watch?v=4ij1I0OB2hk">https://www.youtube.com/watch?v=4ij1I0OB2hk</a>	Likelihood: 4 Consequence: 4 Risk Level: 16	students and staff to self check toilets before entry  each key stage group to be allocated own toilet blocks  regular checks in toilets during the day to restock handwash and towels. to be cleaned daily  toilets to be checked regularly staff / students to report any missing items	Likelihood: 3 Consequence:4 Risk Level: 12		
Hand to mucus membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets.  Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.	Likelihood: 4 Consequence: 4 Risk Level: 16	students and staff reminded at the start and end of every session/ toilet visit to wash hands  tissues, sanitisers in each classroom everyday reminders about health and hygiene	Likelihood: 3 Consequence:4 Risk Level: 12		
Surface transfer	Staff, Students & Contractors	Cleaning schedule in place which details all items/areas to be	Likelihood: 4 Consequence: 4	cleaning schedule planned for and in operation with	Likelihood: 3 Consequence:4	cleaning rota has	

		<p>cleaned/sanitized/disinfected and the frequency. Method statements to be used for each item of equipment. This includes</p> <ul style="list-style-type: none"> <li>• Product to be used;</li> <li>• Method of application; including dwell time;</li> <li>• Cleaning order;</li> <li>• Disposal of product;</li> <li>• PPE.</li> </ul> <p>Regular spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.</p> <p>use fogger in large areas as required</p>	Risk Level: 16	<p>site team as per Govt guidance</p> <p>new products used listed and with site team</p> <p>sections to be cleaned in bubbles- CC to set specific cleaning staff</p> <p>to rotate cleaners and have daily checklist</p> <p>fogger used in large areas by site team</p>	Risk Level: 12	been set	
Contractors working on site	Staff, Students & Contractors	<p>Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken.</p> <p>Contractors to work out of school hours where possible.</p> <p>Contractors not to work in classrooms when occupied by class group.</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p>	<p>Likelihood: 3 Consequence: 4 Risk Level: 12</p>	<p>signs to limit number of visitors to 2 and only when invited into school</p> <p>note on school website only visit if you have an agreed time</p> <p>site team to monitor all contractors</p>	<p>Likelihood: 2 Consequence: 4 Risk Level: 8</p>		

Transfer of virus onto/off PPE/face coverings	Staff/student and potential onwards transfer	<p>Wash hands before handling PPE.  Don &amp; remove PPE in specified order.  After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.  Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry.  Wash hands at end of processes.</p>	<p>Likelihood: 3  Consequence: 4  Risk Level: 12</p>	<p>follow PPE training from HSE/ HES</p> <p>staff to undertake training through line managers</p>	<p>Likelihood: 2  Consequence:4  Risk Level: 8</p>		
Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	<p>Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection.  Ideally with a window that can be opened to provide ventilation.</p> <p>If masks are available and the person is an adult a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area (specialised).</p> <p>Outbreak management plan has been revised and has been communicated to staff. Follow the DfE Guidance (<a href="https://www.gov.uk/government/">https://www.gov.uk/government/</a></p>		<p>Identify an area where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. Ideally with a window that can be opened to provide ventilation.  this will be first aid tent positioned by the office/ Chapel area  If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place.  child should also wear a mask unless medically exempt</p> <p>Isolation of the area where the person has been in contact</p>	<p>Likelihood: 3  Consequence:4  Risk Level: 12</p>	Isolation tent set up by school Chapel	

		<a href="#">publications/actions-for-schools-during-the-coronavirus-outbreak</a>  Public Health to be contacted if an outbreak is suspected. New threshold for alerting PHE.					
Those with specified health conditions	Staff/pupils	Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice.  Children with underlying conditions should follow any advice issued by their medical practitioner relating to their attendance.  all staff/ students now expected to be in school  as of 09/12/21, all staff to remain in work, no shielding	Likelihood: 4 Consequence: 4 Risk Level: 16	Staff/Parents invited to write to Head to outline risks and decisions made on individual basis.  Guidelines will be reviewed and changes made as and when new DfE/ PHE change	Likelihood: 2 Consequence:4 Risk Level: 8	Guidelines reviewed and changes made as and when new DfE/ PHE directives come into play	
Communal Areas Eg. Halls, staff areas, reprographics areas	Staff/Students/Visitors	control the use of communal areas.  windows and doors left open  photocopiers to be cleaned by staff if used  checks to be carried out for use of any of these areas. Covering how the transmission risk will be managed and ventilation will be maximised.	Likelihood: 4 Consequence: 4 Risk Level: 16	students restricted to movements. areas controlled through timetabling system/ rota for lunches etc.  wipes and sanitiser available for all machines/ equipment in shared areas	Likelihood: 2 Consequence:4 Risk Level: 8		

Educational Visits	Staff/Students/ Volunteers/ Members of the Public	Schools must carry out a separate risk assessment - See standard procedures to cover educational visits.  to review risk assessments from centres where students stay  all staff / students to have a negative LFT before being allowed on the trip	Likelihood: 4 Consequence: 4 Risk Level: 16	If one runs a full Covid 19 risk assessment will be carried out  Head to approve any trips with Governors and only after RA carried out  Negative LFT required on day trip leaves school.	Likelihood: 1 Consequence: 4 Risk Level: 4		
Airborne Transfer Risk  Ventilation	Staff/Students/ Visitors	Windows must be opened to ensure ventilation at all times. Where practical all windows should be opened to their maximum.  Fire doors will only be held open by automatic release devices. Ceiling fans will not be used.  Air conditioning systems set to fresh air input not recirculating.  Fire exit doors can only be left open where it does not excessively compromise security.  High aerosol generating activities (including singing, dance and sport) must be undertaken outside wherever practicable (e.g. adverse weather conditions forces the activity inside).	Likelihood: 4 Consequence: 4 Risk Level: 16	doors to school and classrooms left open  windows open  site team to ensure this happens each day  Air Conditioning only in comms rooms where air con is set to fresh air	Likelihood: 2 Consequence: 4 Risk Level: 8	site team to ensure this happens each day	

<p><b>Lettings and facility hire</b></p>	<p>Visitors and hirers, clients and guests</p>	<p>Face coverings to be worn in line with Government guidance</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></p> <p>use of CO2 monitors in high risk areas. DfE guidance to be followed.</p> <p>if CO2 levels rise, are to be evacuated and staff to ventilate.</p> <p>lettings to recommence as from September 2021 following Government guidelines.</p> <p>All hirers to complete risk assessment and to follow school, Government and Governing body guidance on running activities/events.</p>	<p>Likelihood: 4 Consequence: 4 Risk Level: 16</p>	<p>lettings are to be managed outside of normal school day to reduce risk of transmission and mixing with school students.</p> <p>non participating individuals must follow school and Government guidelines on Covid 19 terms and conditions for lettings</p>	<p>Likelihood: 2 Consequence:4 Risk Level: 8</p>	<p>site team, lettings officer to manage</p>	
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<p><b>Review date:</b> Feb 2022</p>	<p><b>Date communicated to staff:</b> 10/01/2022</p>
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Is a safe system of work required

Yes / No

If a new activity/equipment/any changes have been identified, then Risk Assessment must be reviewed otherwise it should be reviewed annually.

### Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
		1	2	3	4	5		
		Very unlikely	Unlikely	Fairly likely	Likely	Very likely		
		LIKELIHOOD						