Risk Assessment - COVID-19 Return to full time education

(please note this is a live document and regular updates/changes may be needed following government advice, please amend accordingly)

Title of risk assessment	COVID-19 Return to full time education	Date of Assessment	02nd September 2020.	Most recent revision date:	17/05/2021
Name of Assessor (s)	Jane Smith – OAT H&S Officer Ben Curtis – OBA Head of ICT & Facilities	Location	All Academies		
Who may be affected?	Staff, Students & Visitors				
Description of activities	Return to full time education within academies				
Additional Guidance used for this risk assessment and for academies to refer to.	http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://oatoe.sharepoint.com/:f:/r/sites/Covid-19/Coronavirus%20support%20documents/Health%20%26%20Safety?csf=1&web=1&e=auA0VS				

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
Classrooms and Groups	Staff and students	• Students will be in year group 'bubbles' • Consideration has been given for various types of groups of students depending on age year groups and those with SEND needs. • Risk assessments will be completed for vulnerable students and those with SEND needs. • Groups are kept as small as is reasonably practical to make it easier to identify those who may need to self-isolate in the case of someone testing positive for COVID-19. Group size will be no more that 30 and bubbles will be no more 215.	5	2	10	Younger children and those with complex needs are not expected to distance within a group. Wrap around care and specialist teaching groups need to be considered where some mixing may take place. Additional risk assessment to be included for practical lessons.	

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		• Students will remain in their bubbles. Contact will be avoided between bubbles.
		• Classrooms are arranged so desks face forward.
		• Staff to socially distance 2 metres from students where possible. This will generally be at the front of the class in a marked area.
		• Staff will avoid close face to face contact and minimise time spent within 1 metre of anyone.
		• Unnecessary furniture moved out of the classroom to provide more space.
		• Students will be given regular reminders about the importance of hand washing and social distancing. This will be delivered in tutor time, briefings and through the use of signage around the building.
		• SLT/teachers clearly set out the consequences for poor behaviour and deliberate breaking of the rules and how they will enforce those rules including any sanctions. This is reinforced in registration and included through letters of communication to parents.
		• Teaching staff are to clean any touched surfaces at the end of every lesson.
		• Cleaning staff to ensure any specialist rooms are disinfected between uses by different bubbles eg IT suites.
		• Students do not share equipment outside of their bubble.
		• Academy ensures that all adults and children:
		   • frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public
		   • clean their hands-on arrival at the setting, before and after eating, and after sneezing or coughing					

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		• are encouraged not to touch their mouth, eyes and nose • use a tissue or their own elbow to cough or sneeze and use bins for tissue waste • Teaching staff are instructed not to move around the classroom and to stay within the area marked out at the front of the classroom. • Classrooms are to be well ventilated by opening windows. In the event of needing to use air conditioning to heat/cool a room, this is only permitted where windows are open to allow a circulation of fresh air. • Seating plans will be kept for every lesson to assist in test and trace procedures in the event of a positive case.					
Policies and procedures	Staff/students	• All academy staff and students revisit emergency plans. • Staff and students complete a fire drill/lockdown drill on return to school. • Staff are provided with most up to date guidance from PHE and the DFE. • Staff and Parents are provided with information and understand NHS test and trace service • The Academy has a dedicated team of staff responsible for coordinating the COVID-19 response and any actions. This team includes members of SLT, health and safety officer and the health team. • Staff receive refresher induction training and review policies and procedures which include: • Behaviour policy, • H&S policy, • Safeguarding • Lockdown procedure • Fire evacuation policy and procedure • Covid-19 Response flow charts • PEEPS are in place for those who need assistance leaving the building in the event of an emergency.	5	2	10	Academy to maintain COVID page on website with relevant up to date information.	

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		• Parents are made aware of the school's infection control procedures in relation to coronavirus via letters/school website, they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they feel unwell during tutor time. • Visitors are made aware of the school's infection control procedures via the use of posters at reception. Visitor login records will be maintained for 21 days to assist with NHS Test and Trace requirements. • The academy should advise all staff or students who have had sustained contact with a suspected/confirmed infected individual to self-isolate, seek advice from NHS 111 and where possible and appropriate get tested (especially in confirmed cases). • For confirmed cases the latest advice is followed from the government and PHE.					
Reception	Staff students and visitors	• Visitor reception has a screen in place to protect staff. • Visitors/parents are advised that any access requests are by appointment only. • Furniture removed to allow social distancing. • Social distancing markers located in the reception area. • Hand sanitisation station is prominent in reception. • Deliveries/post are made contactless and are not signed for. • Inventry sign in systems are not used by visitors/staff – academy receptionist to manually input information into these systems. • Separate RA in place for deliveries • Separate RA in place for visitors • Separate RA in place for contractors	5	2	10		

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		• Any visitor sign in data collected as part of the academy infection control procedure must be kept safe to comply with GDPR • Process is in place to ensure details of all areas of the building used by external visitors is captured if required for Test and Trace purposes. This is to include details of all the people they have been in contact with.					
Fire	Staff/students	• Fire plans are updated to ensure staff & students assemble in year/ 'bubble' groups. • Staff and students are updated with new fire arrangements. • Academy ensures that the school still operates with a suitable number of fire wardens. • A fire drill, applying social distancing where possible, should take place at the earliest opportunity. • Termly drills should be completed in line with usual procedures.	5	2	10	Fire doors always remain operational.	
Contracting or spreading the virus by not wearing face coverings	Staff/ pupils	• Students and staff are advised how to wear, remove and dispose of face coverings. • Staff and pupils are instructed not to touch their faces when removing face coverings. • Face coverings are to be worn by staff and visitors whilst moving around the building including corridors and communal areas. • Hands are washed before and after touching face coverings. • Staff and pupils are aware of how to safely store them and should be kept in a sealable plastic bag between use. Where a face covering becomes damp, it is not worn and the face covering is replaced carefully. • Parents are informed with the updated guidance on face coverings. • Staff/SLT must be aware of those who may be exempt from wearing face coverings -	5	2	10	The reintroduction of face coverings for pupils or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.	

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		o Those who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability. o Those who speak to or help someone who relies on lip reading, clear sound or facial expression to communicate • A stock of disposable masks is available for anyone who has forgotten to bring their own.					
Communal areas	Staff, Students, Visitors	• Social distancing signs located in visible areas • Corridors are supervised during breaks/lunch times. • Assemblies take place only within bubbles. • Student flow in corridors and use of communal areas to be restricted to social bubble/groups where possible and will be supervised by staff. • Staff to maintain social distance from students and other staff. • The school avoid creating busy corridors, entrances and exits by scheduling timetables to avoid congestion. • Hand sanitiser located in communal areas	5	2	10		
Heating and Ventilation	Staff/ pupils	• Guidance is followed in line with the HSE and CIBSE • Heating and ventilation guidance have been produced by OAT and followed which is available. https://oatoe.sharepoint.com/sites/Covid-19 • Manufacturer's guidance referred to and Professional supplier used where further advice is needed for academies own HVAC system. • Recirculation of air within a single room where this is complemented by an outdoor air supply is acceptable • Where possible in occupied spaces windows are open for natural ventilation • If it is windy, cold or raining then it may not be practical to fully open the windows/vents, however they remain open as far as reasonably possible without causing discomfort. • Internal doors (which are not fire doors) are propped open where appropriate.	5	2	10	Fire doors can only be propped open if fitted with automatic closers so they can still function as fire doors in the event of the alarm being activated - this also needs to be managed in house. Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).	

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						Opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused), providing flexibility to allow additional, suitable indoor clothing.	
Safeguarding	Staff and students.	• The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school reopening, e.g. ongoing bullying, social issues etc. • The Deputy Principal and DSL ensures that adequate pastoral care is in place to support students and staff who require it. • The DSL ensures the relevant staff have the appropriate training to support students and staff who require pastoral care. • Separate RA completed for home visits.	5	2	10		
Practical lessons	Staff and students	• Separate RA completed for practical subjects	5	2	10		
Infection control	Staff, students, visitors, contractors, parents and external agencies.	• Staff are to complete Infection Prevention and Control training unit on iHasco. • Respiratory hygiene promoted by staff and students using the catch it, bin it, kill it, approach. • Students and staff wash/ sanitize their hands regularly, particularly before entering and leaving the classrooms/ 'bubble' zones, when changing activities, changing locations, on arrival to school and when leaving school, this is reinforced during registration each morning. • Tissues are available for students and staff in each bubble. Students are encouraged to bring in their own	5	2	10	Staff/SLT must be aware of those who may be exempt from wearing face coverings this may involve those who have mental health issues or have certain disabilities.	

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		tissues from home. Skin friendly wipes are also used for those who may have any skin conditions. • Frequently touched surfaces are cleaned on a regular basis using disinfectant. • Increased cleaning provision is in place during the school day as well as after school. • Hand sanitiser stations are based throughout the academy. • Sanitiser containing high alcohol content should not be stored or located in high risk fire areas. • Academy ensures they have enough stock levels of sanitiser. • Posters displaying handwashing guidelines are located throughout the school. • PPE is distributed to staff who provide intimate care for students and for cases where a student becomes unwell with Covid-19 symptoms whilst in school. • Lidded bins are used in communal areas. • Academy has an isolation room for anyone displaying Covid-19 symptoms. The room is taken out of use immediately after occupancy until cleaning can be carried out safely. • Parents have been provided with clear guidance on the academy expectations with regards to infection control. • Where a child tests positive parents must advise the school immediately. • The Academy has a regularly updated register of pupils with underlying health conditions. • The Academy has an electrostatic disinfectant sprayer which will be used to disinfect all areas of the building. It will also be used to deep clean the isolation room and other areas in the event of a suspected COVID case. • Staff have access to visors provided by the Academy. • Visors are allocated to an individual and are not to be shared.					

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		• The individual is responsible for sanitising their own visor. • Hands are to be washed before and after touching face coverings. • Staff and visitors are to wear face masks in corridors and communal areas around the building. • Any disposable masks must be disposed of in the allocated PPE bins. • Any student choosing to wear a reusable mask should make sure they have a suitable container to store it in during lessons. • Parents are informed of the updated guidance regarding face coverings. • Lateral flow testing takes place for staff and students to help identify anyone who may be asymptomatic. • Separate RA in place for Lateral Flow Testing in Schools, available on the academy website. • Home testing kits to be used for staff and students to help identify anyone who may be asymptomatic. • Separate RA in place for Home testing, available on the academy website.					
Poor Communication	Staff, Students, volunteers, visitors, parents and external agencies.	• The school's website is kept up to date with any information regarding reopening, e.g. dates and local arrangements. • Parents are informed via letter about the relevant information regarding reopening of the academy for September • Parents and their children are encouraged, where possible, to walk or cycle to school. • Staff and volunteers are informed through email/letter about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing.	5	2	10		

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		• Visitors attend the academy on appointment only. All visitors including external agencies are provided with information on infection control and social distancing before attending the academy. • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. • All staff, students and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • School consults with staff and students who are clinically vulnerable and/or extremely vulnerable. • Children and young people are informed to limit what they bring into school and just bring in the essentials and not share equipment. • School works with parents, students and staff to ensure behaviour expectations are clearly understood.					
Lunch/break times	Staff/ Students/Lunch time supervisors	• Students and staff will wash their hands before and after break and lunch time. • Break and lunch times are staggered to reduce numbers. • Students to sit within an agreed place next to the same group of students for each break and lunch. • Groups stay within their own year group/ 'bubbles' and avoid mixing. • Students stay inside the building within their bubble/year groups during wet weather. • Biometrics will not be used. • Dining hall will be cleaned in between bubbles. • Outdoor play equipment is not used. • Children advised not to play tag or contact games. • More staff supervision is provided during break and lunch times.	5	2	10		

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Welfare/Toilet Provision	Staff/students	• No more than 8 students can be in any toilet block at any one time and are to be supervised by a member of staff standing from a safe distance of 2m. • Changing rooms are not being used. Students will attend school wearing PE/ Dance kit on days it is required. • Increased provision for cleaning and disinfecting toilet and wash areas throughout the day. • Spit guards are used in open plan toilets to prevent face to face interactions when using hand washing facilities. • Students requiring to use the toilet during lesson times will be escorted by a member of staff.	5	2	10	Consider passive monitoring of toilet entrances to help instil good practices. https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf	

Cleaning	Staff, students, Cleaner, and visitors	• Increased cleaning provision on site, cleaning during the school day, after each lunch/break service, in specialist classrooms between uses from different bubbles and after school.
		• New cleaning rota in place, identifying hot spots/communal areas of frequently touched surfaces.
		• Regular cleaning takes place including but not limited to;
		  • Door handles and door opening buttons
		  • Light switches (carefully)
		  • Floors in toilets
		  • Toilet seats
		  • Toilet flush handles
		  • Toilet roll holders
		  • Toilet door handles
		  • Toilet bowls
		  • Wash hand basin taps
		  • Hand contact surfaces,
		• Staff use the most up to date cleaning checklist, updated for the pandemic.
		• Cleaning takes place in the dining hall in between year / 'bubble' groups.
			5	2	10	Cleaning guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
						
						All Staff have responsibility for sanitising workstations after use.
						
						Sanitising sprays are available for all staff
						
						The Academy has an antistatic disinfectant sprayer which is used to sanitise rooms between uses by different bubbles. It is also used to sanitise testing areas and isolation spaces.	

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		• All areas that are cleaned are checked to ensure surfaces are dry e.g. rooms are safe to re occupy – no slip hazards. • All areas/rooms that are being cleaned will be clearly identified to ensure no one enters the room. • Rooms to be cleaned between year / 'bubble' groups. • PPE provided for staff for cleaning. • Academies refer to the most up to date guidance from the PHE on cleaning. • Classroom based resources, such as books and games, can be used and shared within the year / 'bubble' groups. They are to be cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously after every use. • ICT suites/ equipment must be cleaned between uses. Lesson timetable has time allocated to allow for cleaning to take place. • Ensure adequate supply chain is in place for all cleaning products and PPE, engaging with multiple vendors to ensure stock is always available.					
Arrival/Departure to school	Parents/Students/Staff	• Signs are clearly marked on school entrances displaying rules on social distancing and infection control measures. • Students and staff are instructed not to touch their face and wash their hands upon arrival. • Arrival and finishing times to be staggered to avoid mixing. • Separate entrances for year groups/ 'bubbles' identified for arrival and departure to the academy • Card entrance for staff is followed by hand sanitising station. • Staff to delay departure from site until students and parents have cleared to avoid congestion and reduced social distancing space.	3	3	9		

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		• Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class.					
Dedicated School Transport	Bus driver, and students	• Sanitiser is used by all students upon boarding and disembarking. • Vehicles are cleaned more frequently. • Organised queuing and boarding take place. • Distancing within vehicles where possible. • Where possible use of academy minibus will be restricted to members of the same bubble.	5	2	10		
SEND	Students	• Specialists, therapists, clinicians, and other support staff for students provide interventions as usual. Clear information re Covid-19 measures given to visitors on arrival. • Supply teachers and peripatetic teachers move between settings. • Contact between staff is minimised where possible • Mainstream teachers have access to free webinars for supporting SEND students returning to mainstream school.	5	2	10	A separate risk assessment is carried out for SEND students. It should also be noted if the pupil routinely attends more than one setting. EHCP to be updated. https://www.sendgateway.org.uk/training-events.html	
Extremely Clinically Vulnerable Shielding or self-isolating pupils	Students	• Students who are still shielding are supported with learning at home. The school consults with the parents of clinically vulnerable children to find out if their child will return to school following seeking medical advice. • Students who are self-isolating due to COVID-19 symptoms or have tested positive or have been contacted by NHS Test and Trace do not attend school.	5	2	10	Separate risk assessment to be completed for students returning to school in conjunction with their HCP.	

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		• If disease rates rise locally students shield in line with government guidance.					
Clinically and extremely vulnerable staff	Staff	• Social distancing measures are in place for those who have returned to work. • Risk assessments will be carried out for staff and students based on their individual circumstances in line with governments guidance. Appropriate adjustments will be made as per the outcome from the risk assessment. • Clinically vulnerable and extremely clinically vulnerable staff are advised to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace. • Clinically vulnerable and extremely clinically vulnerable staff wear face coverings when moving around the building. • Shielding is followed inline with updates to government guidelines. • The Academy fully adheres to the system of controls specified in the 'prevention' section of the latest Government guidance for full school reopening found here: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Staff ensure they update academy records with any changes to medical conditions. • Those who will be working from home are supported.	5	2	10	Clinically Extremely Vulnerable staff will have been identified through a letter from the NHS or from their GP	
Local lockdown	Staff and students	• Advice is sought from the DfE, Health Protection Team (HPT) and Public Health England (PHE) for decisions at a local level.	5	2	10	Inform OAT Head Office on any guidance or requests from Local authorities or regulatory bodies	

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		• Remote education plans are in place to support students with remote learning. • School has a contingency plan in place if the PHE advise that the school closes temporarily to help control transmission. • Support for critical worker/ vulnerable students on site with strict social distancing measures in place. A staff rota will be put in place as required.					
Displaying symptoms of COVID 19	Staff and students	• Staff are aware of how to contact local Health Protection Team (HPT) • Each academy has nominated a COVID-19 response Co-ordinator. • Staff and students are aware not to come into the setting if they have symptoms and must be sent home to self-isolate if they develop them within the academy and are advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • If a child is waiting to be collected, they are moved to an isolated room, windows in the room are opened for ventilation. • PPE is worn by staff supporting students displaying COVID-19 symptoms in the isolation room. • Staff member dealing the pupil/staff displaying symptoms must wash their hands for at least 20 seconds. • The room/area round the person who develops symptoms is cleaned with disinfectant after they have left. • If the child needs the bathroom they are to use the access toilets located in each toilet block. The toilet will then be cleaned and disinfected before being used by anyone else. • Staff are aware of how to book a test if they are displaying symptoms.	5	2	10		

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		• If a staff member shows any COVID-19 symptoms they are to take the relevant test and inform the academy of the result. Evidence of the results are to be provided to the academy before returning to work. • Staff are aware to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. Advice from Track and Trace must be followed.					
Confirmed cases of COVID 19	Staff and students	• For confirmed cases staff must refer to the OAT flowcharts • Seating plans will be used to assist in identifying close contacts for test and trace purposes.	5	2	10	Staff must keep a record of students and staff in each group and any close contact between other groups but must be proportionate.	
Cleaning after a confirmed case	Staff and pupils	• Action plan and infection flow chart followed. • All surfaces that the infected person has come into contact with are cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells including isolation room • If Cloths and mops are used as addition they must disposed of and put into waste bags for 72 hours as per government.	5	2	10		
Pupil Behaviour	Pupils & Staff	• Pupils are educated on the need to stay apart. • Increased staff supervision whilst students move around the building. • The Pupil behaviour policy is reinforced at the start of the return to school. • Sanctions relating to COVID-19 are clearly outlined to students and parents prior to pupils returning and placed as an addendum in the behaviour policy.	5	2	10		
Low staff numbers	Staff and Pupils	• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Full use is made of those staff who are self-isolating or shielding but who are well enough to work remotely.	5	2	10		

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		• Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. • COVID-19 test results will be used to help steer decisions on availability of staff and the deployment of them across the building. • A blended model of home learning and attendance at school is utilised until staffing levels improve.					
Staff Offices	Staff	• Academy offices are to have a reduced staff capacity to allow adequate social distancing measures to be enforced. • Signage is in place to enforce social distancing. • Phones in shared office spaces are to be cleaned before and after use. Staff will be instructed not to pass the phone to any other person unless it has been cleaned. • Soft furniture in shared spaces used by different people is to be removed and replaced with wipe clean alternatives. • Staff with pre-existing medical conditions who require additional support when seated at a desk will be allocated a chair that only they can use. • For offices or other similar spaces that staff or students may need to go for support, such as the IT department or reprographics, markings on the floor will identify the zone within which they should stand and wait for assistance. Signs will be present to advise people of these expectations.	5	2	10		
Interactive whiteboards	Staff	• Staff advised during the health and safety briefings not to use interactivity on the boards. • USB cables that provide interactivity to the screens to be removed.	3	2	6		
Paperwork including post, handouts and return slips	Staff, pupils	• Advise staff to avoid issuing printed handouts to students where possible. • In the event that handouts have been issued to students, they are to be retained by the students and not given back to the teacher.	5	2	10	Safe places to store paperwork to be identified.	

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		• Where appropriate, students will mark their own worksheet with guidance from the member of teaching staff. • Any worksheet being returned to a member of staff is to be left in a safe location for a minimum of 48hours before being touched. • Staff handling post should sanitise hands immediately after touching and letters or parcels. • Letters or other paper based communications should be left in a safe location for a minimum of 48hours before being touched. If this isn't possible then hands should be sanitised immediately after touching any external paperwork.					
First aid – social distancing	Staff, pupils, visitors	• First aiders will use appropriate PPE whilst treating anyone where social distancing cannot be maintained. • The person receiving first aid will use appropriate PPE where social distancing cannot be maintained. • Any used PPE will be discarded into allocated lidded bin. • First aid staff to be trained in how to safely use PPE.	5	2	10		
Printing	Staff, Pupils	• Student access to printing will be removed. • If students need to print they are to send the work to their teacher • Printers will be moved into staff only areas.	3	2	6		
Water Fountains	Staff, Students, visitors	• Water fountains (bubbler type) will be switched off and clearly marked as do not use. • Bottle filling stations will be available to allow students to refill their own bottle.	5	2	10		
IT Support – Social distancing	Staff, Students	• Additional laptops will be available in bubbles to be used to swap out any faulty equipment. • Any faulty equipment will be addressed when the room is empty and has been cleaned.	5	2	10		

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		• IT staff to sanitise their hands whilst going between bubble locations.					
Lift	Staff, Students, Visitors	• Hand sanitiser stations available on ground floor and first floor next to lift to be used prior to going into the lift. • Signage next to lift to advise staff and students to sanitise their hands before getting into the lift. • Lift can only be occupied by people from the same bubble at any one time.	5	2	10		
Activities involving external visitors	Staff, Students, Visitors	• Any activity involving bringing external people into the building is to be assessed on a case by case basis to determine if it can be delivered via electronic communication systems such as Google Hangouts or Microsoft Teams instead. • Parents evenings to be delivered online using the Parents Evening Booking system video plugin. • Open Evening to be delivered online using video based materials.	5	2	10		

Acknowledgements & Signatures			
Risk Assessor: By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.		**Management:** By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.	
Risk Assessor Name and Signature Ben Curtis	**Date:** 17th May 2021	**Manager Name and Signature:** Dennis Kirwan	**Date:** 17th May 2021
Review date: **Ongoing following Government guidance updates.**			

Guidance

Severity of Harm from this Hazard

- Total Estimated Risk = Severity x Likelihood
- Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has been reviewed

Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only. .
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health
5	MAJOR	Fatality

Likelihood of Potential Exposure to this Hazard

Score	Definition
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.
2	Not likely to occur in normal circumstances
3	Possible when additional factors are present but otherwise unlikely to occur.
4	Such an event is known to have occurred and is likely to re occur.
5	Almost inevitable that an incident would result / occurs frequently

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5

	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

Rating Bandings		
Low risk (1-6)	Medium Risk (8-12)	High Risk (15-25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	**STOP THE ACTIVITY-** Identify new controls. Activity must not proceed until risks are reduced to a low or medium level