

RISK ASSESSMENT (UK only)	COVID-19 (Summer Term) 2021	
Establishment: St Margaret's Prep	Assessment by: Samantha Mondesir – Facilities Manager	Date: 25 August 2020
Review Date: With significant change	Approved by: Carolyn Moss – Head Teacher Melissa Jones – Health and Safety Manager Europe	Date: 1 September 2020

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Are Control Measures Y/N/NA		Additional Control Measures <i>(to take account of local /individual circumstances).</i>	Residual Risk Rating
				In Place	Adequate		
Person(s) Displaying Symptoms	Pupils Staff Visitors Contractors	Medium	<ul style="list-style-type: none"> ✓ Parents or member of staff must telephone and notify the school office. ✓ Out of school hours notifications must be by Voicemail message to School office <u>and</u> email to Admin@stmargaretsprep.com . ✓ If a member of staff develops symptoms whilst at work, they should ensure their line manager is informed and return home immediately. ✓ Procedures are established to manage supervision ratios in the event of staff absence. ✓ Staff/contractors/Peris and volunteers are provided with Lateral Flow Home Testing kits to use twice weekly. 	Y	Y		Low

Child or Staff Member Becoming Unwell at School	Pupils Staff	Medium	<ul style="list-style-type: none"> ✓ Everyone is to follow agreed protocol if a pupil or member of staff becomes unwell with Coronavirus symptoms during the day. Details are displayed in medical room. ✓ If child or member of staff becomes unwell with other symptoms, staff to follow usual school procedures, looking after and monitoring the child and contacting parent/carers if deemed necessary. ✓ School has access to testing kits to provide parents/carers collecting unwell child. In addition, testing for pupils and staff available from the government testing regime for those who are showing symptoms – staff are encouraged to be tested. ✓ School has ability to order additional testing kits if required in line with strict government guidance. ✓ Any staff member who has helped someone taken unwell with Coronavirus symptoms does not need to go home unless they develop symptoms themselves. ✓ Procedures established for staff and pupils exhibiting symptoms whilst at school and displayed in Isolation Room. ✓ Procedure in place to consider potential contacts within the premises to eliminate further spread. ✓ Continual monitoring of Government Guidance for changes. ✓ Staff trained in new guidelines and aware of procedures for dealing with COVID 19 symptoms. 	Y	Y	<ul style="list-style-type: none"> ✓ Posters with instructions are placed in main dining hall, isolation room and staff room. ✓ Local community area continues to maintain a very low transmission rate. 	Low
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<p>Confirmed cases or potential outbreak in school or in local area</p>	<p>Pupils Staff Visitors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Confirmed case will self-isolate for 10 days along with 10 full days for rest of household. The remainder of that year group/class including teaching staff will not be able to come to school for 10 days based on advice from Local Health Protection team. ✓ Anyone displaying symptoms or is within 10 days of the day when the first member of their household showed symptoms of (Covid-19) should not come to school. ✓ Contact made with Local Health Protection Team if more than 2 confirmed cases within 10 days, or overall risk in sickness absence. ✓ HPT will carry out rapid risk assessment to confirm close contacts and work with school – school engage in track and trace process. ✓ Mobile testing unit may be dispatched if outbreak confirmed. ✓ Local Authority to determine measures should there be a local outbreak. ✓ 17/9/2020 - Should you have a confirmed case of Coronavirus in school, you are now advised to contact the Dfe Coronavirus Helpline on 0800 046 8687 and select Option 1. This replaces previous advice to call your local HPT. Full detailed published below. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918525/What to do if a pupil is displaying symptoms of coronavirus COVID-19 Schools.pdf ✓ 16/12/2020 – Rapid weekly/daily testing will be available to Schools from January 2021 depending on the School setting. Latest stay at home guide link below. 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-you-live-in-the-same-household-as-someone-with-covid-19 ✓ plans for remote learning in place. 			<p>PHE East of England Health Protection Team Second Floor Goodman House, Station approach Harlow, Essex, CM20 2ET</p> <p><i>Email:</i> EastofEnglandHPT@phe.gov.uk; or phe.EoEHPT@nhs.net</p> <p><i>Phone:</i> 0300 303 8537 option 1</p> <p><i>Out of hours for health professionals only:</i> <i>Phone: 01603 481 221</i></p>	<p>Low</p>
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Accident, Injury or Harm and Medical Needs	Pupils Staff Visitors	Medium	<ul style="list-style-type: none"> ✓ First Aid contact procedures are known by all staff, with adequate first aid provisions provided by trained staff. First aid training qualification reviewed in line with HSE extension period. ✓ First Aid should initially be administered in the area of the incident/accident. ✓ First Aiders providing treatment in the medical Station in the Reception area will be required to wear appropriate PPE – mask, gloves, and apron. ✓ Cleaning regime established and followed to maintain hygiene standards. ✓ First Aid kits checked and fully stocked by FA Coordinator or another nominated person if not at school. ✓ First Aid Needs Assessment and First Aid/Medical Room Risk Assessment are reviewed to reflect Covid-19 guidance. These are to be displayed in the medical room alongside this RA. ✓ Paediatric First Aid Training and First at Work Training provided to relevant staff. ✓ Details of contact procedures and all trained staff posted within the Medical Room (and updated routinely, including considerations of staff absences). ✓ PPE is provided to deal with bodily fluids where necessary. ✓ Spill kits are on site. 	Y	Y		Low
Vulnerable Persons – increased risk of Harm or Medical Needs	Pupils Staff Visitors Contractors	Medium	<ul style="list-style-type: none"> ✓ Staff who are clinically extremely vulnerable or in a vulnerable group or expectant mothers will be assessed individually around their personal risks. To ensure they are protected through social distancing and hygiene procedures. ✓ Care Plans and RAs continually reviewed and monitored for additional information to ensure this is resourced and considered. ✓ Continual monitoring to ensure working practices consider changing Government Guidance. ✓ Staff reminded during SLT and staff updates, to report any concerns. ✓ Procedures are established to clarify vulnerable persons (staff and pupils) and associated arrangements to fulfil supervision ratios. ✓ Procedures are in place for Care Plan reviews. 	Y	Y		Low

Unplanned visitors (including postal deliveries)	Pupils Staff Visitors Contractors	High	<ul style="list-style-type: none"> ✓ Access and egress of visitors controlled and managed by authorised staff only. ✓ Enhanced DBS checks in place for all authorised staff. ✓ Visitors should not be allowed in school during this period unless approved by member of Senior Leadership Team; visitor will then be signed in escorted and supervised. Visitors should have a pre-arranged appointment and wear a face covering for the duration of their visit. ✓ Visitor waiting areas configured including screens on reception desks, barriers, one-way systems where possible or protected two-way systems as an alternative. Hand sanitiser stations and masks available. ✓ Compulsory use of hand sanitiser before entering school and before departure from School. ✓ Visitors to utilise test and trace check in via QR code. 	Y	Y	✓ Signage will be clearly posted clarifying Covid-19 rules for visitors.	Medium
Access/Egress (Security and Safeguarding)	Pupils Staff Contractors Visitors	Medium	<ul style="list-style-type: none"> ✓ Signing in and out procedures established. ✓ Suitable supervision arrangements will be made in line with number of children and any associated needs. ✓ Pupil handover procedure controlled and to the known parent, Guardian or carer – in line with School Policy. ✓ All usual safeguarding procedures to be followed in line with current safeguarding policies. ✓ Procedures for drop off and collection reviewed, to include: <ul style="list-style-type: none"> ○ Entry and exit points to reduce overlap with minimum 10-15 minute gaps between year groups. ✓ Guidance issued to parents to minimise to 1 nominated carer/parent: no gatherings or socialising at gates etc. ✓ Maintained emergency escape routes and ensure always kept clear. 	Y	Y	✓ Signage will be clearly displayed clarifying amended procedures.	Low
Emergency Procedures Including Fire and Lockdown	Pupils Staff Visitors	Medium	<ul style="list-style-type: none"> ✓ In the event of an incident/emergency evacuation, usual procedures will be followed. ✓ Fire Drill adjustments made to allow for social distancing where appropriate. ✓ Fire drill practice will take place during the first week, when Pupils return. 	Y	Y	✓ Muster points for each year group bubble will be identified in the Netball court area to keep year groups apart.	Low

Travel and Transport (where applicable)	Pupils Staff	Medium	<ul style="list-style-type: none"> ✓ Communication with routine delivery companies to ensure suitable delivery arrangements. ✓ Transportation of Students and Staff Risk Assessment reviewed and shared to encompass Covid-19 guidance. ✓ Third party transport providers will be used for School trips and sporting fixtures in line with Government guidance. ✓ Home to School service is no longer provided. ✓ School Car – when used - to be cleaned internally along with any external handles after every journey. 	Y	Y	✓ Third Party or in-house Home to School Transport service is no longer provided at this School.	Low
H&S Training No Longer in Date or Expired	Pupils Staff	Medium	<ul style="list-style-type: none"> ✓ Specific training undertaken for staff with key roles. ✓ Training matrix provided to clarify current training levels, and routinely monitored and updated. ✓ <i>Review required to where training is near to expiry (particularly key roles such as fire warden, first aid etc). Arrange refresher training etc.</i> 	Y	Y	✓ Staff numbers currently trained are in excess of minimum standard.	Low

<p>Cross Contamination getting or spreading covid 19 by not washing hands or not washing them adequately, and not adhering to current System of Controls</p>	<p>Pupils Staff Visitors Contractors</p>	<p>High</p>	<ul style="list-style-type: none"> ✓ Posters displayed in School to ensure staff follow guidance for themselves and pupils regarding: <ul style="list-style-type: none"> - Social distancing, - handwashing, - Face coverings - temperature monitoring, - what to do if anyone becomes unwell with a new, continuous cough or a high temperature, in an education setting. ✓ Sufficient soap and paper towels for handwashing and spare stock on site – hand dryers put out of use. ✓ Staff and pupils reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. ✓ Suitable and sufficient rubbish bins shall be provided for hand towels with regular removal and disposal. ✓ Regular breaks shall be allowed to wash hands, with time factored into activities. ✓ Pupils to wash hands or use hand sanitiser every time they change rooms. ✓ Hand Sanitizer – Non-alcohol and long with alcohol-based alternatives products are deemed to be suitable. Located at entry and exit points and supervised areas only. No touch type preferable. ✓ Hand sanitiser provided in classrooms where hand washing facilities are not close by. ✓ Year Groups are not mixed during day. ✓ Same Teacher and other staff assigned to each group. ✓ Uniforms/clothing do not require additional cleaning or a change in cleaning method. ✓ Consider risk posed by parents using multiple external providers for nursery, after school and breakfast clubs. Separate year groups where possible if provision is in house. (as per Guidance - 27/7/2020). Review risk assessment of alternative settings to understand the risk their control measures may have on the School's operations. ✓ Ensure that those involved in cleaning activities are aware of the PPE requirements. ✓ Lateral Flow Testing available to pupils and staff via home testing kits. 	<p>Y</p>	<p>8Y</p>	<ul style="list-style-type: none"> ✓ Current posters are displayed frequently and monitoring in place to ensure staff, pupils and visitors adhere. ✓ Procedures are in place to ensure staff self-checks and parents are advised to check their child's temperature prior to coming to school and follow guidance to not send child in if temperature is 38° or above. ✓ Communal Drinking water fountains are <u>taken out of use</u>. Children will bring in their own water bottles with their packed lunch. ✓ Hand washing only will be allowed for children whose parents do not wish them to use hand sanitiser due to allergen and sensitivity concerns. ✓ Used face coverings are to be kept in Staff or Pupils own personal plastic wallet to reduce contamination risk. 	<p>Medium</p>
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<p>General Cleaning – getting covid-19 by not cleaning surfaces, equipment, and workstations</p>	<p>Pupils Staff Visitors Contractors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Usual school cleaning protocols will be followed during this period, with additional cleaning tasks/frequency as agreed at a meeting between school and cleaning contractor. ✓ Ensure that those involved in cleaning activities are aware of the PPE requirements. ✓ Full deep clean of premises to be arranged in the event of confirmed Coronavirus case(s). ✓ COSHH assessments for existing and new cleaning products reviewed and in place. ✓ Bins for tissues emptied during day. ✓ Roving Daytime cleaner engaged to clean all common frequently touched areas i.e., handrails, door handles, toilets and washing areas etc. regularly throughout the day. ✓ Signage around school to inform staff & pupils what they need to do to keep school clean and sanitised. ✓ School in receipt of Third-party cleaning contractor’s new risk assessments for new way of working with COVID approve products and support of schools plans for opening. ✓ Teachers cleaning their own desks between every year group specialist lesson. 	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> ✓ Roving additional contract day cleaners to clean desks where possible between 0900 – 1500 hrs. Priority is common areas with waste removed daily. ✓ Cleaning stock/ consumables replenishments will be communicated by cleaning staff and ordered via School FA. ✓ Fogging machine being purchased. Instructional video to be provided for users and necessary PPE to be provided locally. Data sheet for Disinfecting product is provided centrally. 	<p>Low</p>
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<p>Use of suitable classrooms and areas including room layout, teaching equipment etc adhering to social distancing guidance for schools published by PHE/DFE</p>	<p>Pupils Staff</p>	<p>High</p>	<ul style="list-style-type: none"> ✓ Side to side seating and facing forwards rather than face to face or side on. ✓ Minimised overcrowding in corridors with different timetable for different year groups, installation of barriers where appropriate, or floor markings, one-way circulations. ✓ Staircases with one-way circulation such as up and down staircases only, pupils stay in classrooms for most of day to reduce need to move around vertically. ✓ Visual inspection of classroom by staff prior to each daily use. ✓ Pupils encouraged to be self-sufficient at their own desk every day – own pencil case and water bottle. ✓ Resources shared between classes or year groups are frequently cleaned or left unused for period of 48 hours (72 for plastics) ✓ Regular cleaning programme established. ✓ Ventilation – rooms should be well ventilated with natural ventilation (open windows). Where centralised or local mechanical ventilation is present, recirculatory systems adjusted to full fresh air, if this is not possible systems will be operated as normal. Doors are propped open where safe to do so (adhering to fire regulations) to reduce and limit use of touching door handles and aid ventilation. ✓ 6/11/202 - Parents have been advised to ensure that pupils have sufficient additional layers available at School during Autumn /Winter months, to regulate environmental temperatures experienced - despite having the heating in operation throughout the School. ✓ Staff advised to dress appropriate and allow for layered clothing to cope with fluctuations in environmental temperatures. ✓ Fire doors should not be propped open with door wedges – appropriate door closure systems should be used. 	<p>Y</p>	<p>Y</p>	<ul style="list-style-type: none"> ✓ Taskforce continually consider and review other existing School Risk Assessments for specialist classrooms, outdoor play areas, PE activities etc. in-light of Covid-19 guidance. ✓ IT equipment i.e., Interactive Whiteboards and keyboards in classrooms to be cleaned by Teachers between classes using damp cloth and a mild bleach solution of 1:10 as instructed by IT Department. 	<p>Medium</p>
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Social Distancing is Difficult to Achieve	Pupils Staff Visitors	Medium	<ul style="list-style-type: none"> ✓ Safe working operations to encompass 2m minimum distance where possible. ✓ Briefings to take place adopting the 2m social distancing ahead of any overlapping task to restrict the need for communication during the short duration close proximity working (and to prevent face to face working). ✓ Where back-to-back working is not possible encourage task rotation to limit excessive exposure to others. ✓ Where interaction is required for combined tasks, individual risk management: Elimination, Time, Distance and Shielding. ✓ Shared spaces where people congregate such as rest rooms, welfare facilities, meeting rooms – limit numbers in these areas, stagger break times, use of markers or signage, furniture to be reduced, closure of cubicles in toilet areas, one in one out system. ✓ Sanitizer available in shared rooms such as meeting rooms, where washing facilities not available. 	Y	Y	<ul style="list-style-type: none"> ✓ Staff room has been reconfigured to accommodate a maximum of 7 seats a minim of 1M distance and back-to-back. ✓ Staff Kitchen is restricted to 2 people at a time with one-way system operated for the room to avoid congestion. ✓ Signage in place advising on SD requirement and kitchen 1-way system. ✓ Teams meetings to be adopted where large gatherings are not possible. 	Low
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Activities, Trips, Practical lessons, Sport	Staff Pupils	Medium	<ul style="list-style-type: none"> ✓ Play equipment should be cleaned more frequently. ✓ PE or sports lessons to follow AFPE or Sport England current guidance. ✓ Practical lessons will take place if equipment is cleaned thoroughly between lessons or left unused for a period of 48 hours (72 for plastics) ✓ Science lessons to follow CLEAPSS current guidance. ✓ Music lessons – singing in small groups, and playing instruments outside where possible, limiting group sizes to 15, back-to-back or side to side and avoid sharing of instruments. ✓ No school choirs or assemblies involving singing, wind or brass playing. ✓ Outdoor space used for exercise and breaks where possible. ✓ Outdoors space may be used for learning environment – weather permitting – and if safe to do so without impacting or coming into contact with other year group bubbles. ✓ Education delivery risk assessments are established to cover all broad areas including: <ul style="list-style-type: none"> ○ ECA provision ○ Peri music lessons ○ Music lessons ○ Sport & PE etc ○ Wrap around care provision, ✓ Supply and Peri teachers can move between schools however school to ensure minimise contact and maintain social distance from other staff. 	Y	Y	<ul style="list-style-type: none"> ✓ Music Pods to have doors open throughout lessons. ✓ Teacher must wear appropriate face covering throughout the lesson. ✓ Teacher to clean rooms between student classes. 	Low
Staff Wellbeing	Staff	High	<ul style="list-style-type: none"> ✓ SLT discuss with staff specific concerns and how to make them feel safe. ✓ Staff encouraged to continue to have conversations on concerns when they are working and if necessary, action will be taken. ✓ Provision of online resources via MyCognita to support staff wellbeing. ✓ Staff have employee helpline resource available via Care First. ✓ Visible measures in place in terms of signage, last resort PPE where required and general facilities, to ensure staff concerns are heard and considered. 	Y	Y		Low

Shared Areas i.e., Offices, Reception Area, Staff Welfare Areas	Staff Visitors	Medium	<ul style="list-style-type: none"> ✓ Tables, Workstations and chairs repositioned so more than 2m apart. ✓ Sneeze guards installed on Reception desks with floor signage for visitors to reception to enable social distancing. ✓ Floor marking and signage installed. ✓ Limit on numbers in areas to maintain social distancing. ✓ Limit hot desking. ✓ Doors left open to ease ventilation and no contact if possible. ✓ Additional cleaning equipment provided for staff to use for frequently used equipment. ✓ Where possible, staff are encouraged to bring their own food and drinking vessels. ✓ Posters and guidance to remind staff of safe practices. 	Y	Y	<ul style="list-style-type: none"> ✓ Only 3 shared office areas. 1 meets consistent adequate social distancing. Support Staff shared office desk separation between operatives is between 1.8M and 2M. Support staff to take regular breaks and rotate tasks to reduce time spent in one place therefore limiting potential exposure. 	Low
Dining Areas	Pupils Staff	Low	<ul style="list-style-type: none"> ✓ Pupils and staff encouraged to promote excellent personal hygiene prior to and following food consumption. ✓ Regular routine cleaning regimes followed. ✓ Ensure that those involved in cleaning activities are aware of the PPE requirements. ✓ Separate cloths and cleaning agents used for different areas. ✓ Secure storage of cleaning equipment when not in use. ✓ Spillages cleared promptly, with signage located during drying. ✓ Adequate time permitted between normal room use and dining requirements, to ensure adequate/suitable cleaning regimes can be followed. ✓ Considerate disposal of waste and bins emptied regularly. ✓ As a last resort, eating in classrooms and/or designated outdoor areas will take place if social distancing is not manageable at lunchtimes in the main hall dining space. ✓ Staff will eat in their office/classroom/staff room - as appropriate instead of dining hall. ✓ Staff covering lunch duties must wear face masks/visor in the dining hall. ✓ Catering staff will wear face covering and appropriate PPE in line with their risk assessment throughout lunch service. ✓ Catering staff are given a 15-minute window to clean down all screened seating areas between lunch sittings. 	Y	Y	<ul style="list-style-type: none"> ✓ Additional screening is installed to separate year groups. ✓ Additional screening with smaller access hatch to be installed within counter-top area to reduce risk of contaminating food. Salad bars and buffet elements of service will no longer take place. ✓ School is in receipt of third-party catering contractor's new risk assessments for new way of working and support of schools plans for opening. 	Low

Arrival and Dismissal	Staff Pupils Visitor	Medium	<ul style="list-style-type: none"> ✓ 6/11/2020 - All parents who park on the premises to deliver or collect their Pre-Prep or Sibling children must wear a suitable face covering at all times. ✓ Any Parent/staff interaction must be done wearing a face mask at all time. ✓ Parents must be encouraged to leave site immediately not to socialise whilst on school premises. ✓ Staff on kiss and drop duty must wear face masks to enable any verbal interaction with parents from within their cars and always at a safe distance. ✓ Parents must be discouraged from entering into lengthy conversations with staff on duty in the kiss and drop area in order to maintain a steady flow of traffic momentum. A separate Teams meeting must be arranged to discuss parental concerns. 			<ul style="list-style-type: none"> ✓ Staff on kiss and drop duty must not lean into cars to have a conversation with parents. ✓ Staff must not touch the door handles of parent cars during arrival and collection kiss and drop arrangements. All prep children are of an age where they can open and close car doors for themselves. 	Low
Information Sharing	Pupils Staff Contractors	Medium	<ul style="list-style-type: none"> ✓ Reinforcement of information and guidance at regular staff meetings. Regular reviews by SLT to ensure measures being followed. ✓ Information sharing undertaken with all third parties and contractors, to ensure alignment of any overlapping areas. ✓ Any training required to support staff has been provided. ✓ Staff to report to H&S coordinator of any concerns. ✓ Near miss reporting in place to identify where controls cannot be reported or people not doing what they should ✓ RA reviewed regularly to adapt to change in plans for working safely to reflect government guidance or significant changes and communicated to all. ✓ Cognita Rapid Response Team established to provide additional guidance in line with Government Guidance changes – for distribution amongst the on-site school community. 	Y	Y	<ul style="list-style-type: none"> ✓ This RA and any updates will be available to all staff and 3rd party contractors. ✓ Daily staff briefings will provide updates on all H&S matters. 	Low

REVIEWS:		
DATE OF REVIEW: 17/9/2020	REVIEWED BY: Samantha Mondesir – Facilities Manager	COMMENTS: New additional guidance received today on how to contact PHE if positive test result is confirmed. Additional Guidance on ordering additional testing kits during current test kit shortage crisis.
DATE OF REVIEW: 6/11/2020	REVIEWED BY: Samantha Mondesir – Facilities Manager	COMMENTS: National lockdown imposed for 4 weeks, November 2020. School to remain open for duration. Minor changes made to existing operations in consideration of new guidance.
DATE OF REVIEW: 16/12/2020	REVIEWED BY: Samantha Mondesir – Facilities Manager	COMMENTS: Changes driven by the Isolation period for household members and contacts of infected person being reduced to 10 full days from 14 days. This is applied retrospectively so that anyone currently isolating under the 14-day rule now only need isolate for 10 days. Rapid testing for Schools will be available from January 2021 to reduce the need for unnecessary isolations of Staff and Pupils. Test will be weekly, daily or a combination of both depending on the School setting.
DATE OF REVIEW: 8/01/2021	REVIEWED BY: Samantha Mondesir	COMMENTS: In the new Spring term changes are driven by Government imposed national Lockdown. An introduction of Lateral Flow Testing in Primary School settings which can now be performed at home by staff to help identify asymptomatic COVID-19 Positive cases and assist in staff absence planning. Separate risk assessment has been developed for the Lateral Flow Testing arrangements.
DATE OF REVIEW: 25/2/2021	REVIEWED BY: Samantha Mondesir	COMMENTS: Changes are driven by introduction of vaccination implementation resulting in all Children returning to School on 8 th March 2021 due to imposed lockdown restrictions being cautiously lifted. Lateral flow testing to remain in place. Review of existing arrangements taken place and changes made where appropriate.
DATE OF REVIEW: 19/4/2021	REVIEWED BY: Samantha Mondesir	COMMENTS: Minor modifications in line with latest Government and Cognita H & S guidance.

Risk Assessment Matrix

Severity Likelihood	Slightly harmful (eg. Superficial injury or temporary discomfort or distress)	Harmful (eg. Sprains, minor fractures, ill health leading to disability)	Extremely harmful (eg. Major fractures, amputations, fatality, life shortening illness)
Highly unlikely	LOW (L)	LOW (L)	MEDIUM (M)
Unlikely	LOW (L)	MEDIUM (M)	HIGH (H)
Likely	MEDIUM (M)	HIGH (H)	VERY HIGH (VH)

Risk Rating	Action Required	
	Initial Risk Rating	Residual risk rating
VERY HIGH (VH)	May only take place if good control measures can be implemented	Must not take place. You will need to identify further controls to reduce the risk rating
HIGH (H)	May only take place if good control measures can be implemented	Seek further advice
MEDIUM (M)	If it is not possible to lower risk further, you will need to consider the risk against the benefit.	
LOW (L)	No further action required	