

Activity/ Situation	COVID SECURE ARRANGEMENTS FROM STEP 4 <i>This RA replaces 3152RA022</i>				
Location	Elvington Church of England Primary School				
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	
HAZARD(S)	<ul style="list-style-type: none"> ✘ Contact Between Individuals ✘ Inadequate Cleaning/Sanitising ✘ Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✘ Site User Becoming Unwell ✘ Site User Developing Symptoms ✘ Inadequate Hand Washing/Personal Hygiene ✘ Inadequate Personal Protection & PPE ✘ Visitors, Contractors & Spread of Coronavirus ✘ Inadequate Ventilation 				
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A	
Contact Between Individuals					
UPDATED It is no longer necessary to keep children in consistent groups (bubbles).	Actioned – please see www.elvingtonprimary.org.uk/general/returning-to-school-in-september .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NEW Outbreak management plans cover the possibility that it may become necessary to reintroduce bubbles for a temporary period, to reduce mixing between groups	A coronavirus contingency plan has been introduced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NEW Assemblies have resumed	Actioned – please see www.elvingtonprimary.org.uk/general/returning-to-school-in-september .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Updated Pupils can mix at breaks and lunchtimes.	Actioned – please see www.elvingtonprimary.org.uk/general/returning-to-school-in-september .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NEW Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new educational visit, whether domestic or international, are advised to ensure that any new bookings have adequate financial protection in place	School will speak to their commercial insurance provider, the Risk Protection Arrangement (RPA) or an outdoor education adviser to assess the protection available and make sure it provides suitable protection in the event of a COVID-19 related cancellation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Updated Schools can undertake educational day visits.	Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

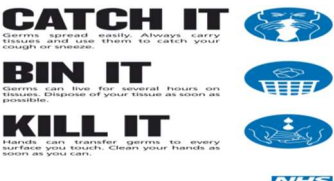
	guidelines and regulations in place at that time.			
Schools can undertake domestic residential education visits	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW International educational visits that have previously been deferred or postponed can take place from September 2021 and new international visits for the future can be organised.	Acknowledged, although not applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated School has resumed all before and after-school educational activities and wraparound childcare for pupils.	More information on planning extra-curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning/Sanitising				
Updated A cleaning schedule that includes regular cleaning of areas and equipment (e.g. twice per day) with a particular focus on frequently touched surfaces, is in place.	Enhanced cleaning measures are in place and followed at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	These are done by the cleaning staff before the children arrive and when they have left.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Yes – lidded bins are used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	These are checked by the Site Manager and supplies requested from the Admin Officer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
NEW Close contacts will be identified via NHS Test and Trace	Education settings will no longer be expected to undertake contact tracing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact	NHS Test and Trace will work with the positive case to identify close contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case	Children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school.	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW Pupils, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and will call the dedicated advice service who will escalate the issue to the local health protection team where necessary and advise if additional action is required	This will be actioned if/when necessary. Call the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.	School will request a copy of the shielding letter sent to CEV children from parents, to confirm they are advised not to attend school or other educational settings whilst shielding guidance is in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated CEV individuals are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.	Acknowledged and actioned when/if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW Staff in schools who are CEV should currently attend their place of work if they cannot work from home	DHSC will publish updated guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women are in the 'clinically vulnerable' category	School will complete New and Expectant Mothers as well as the Covid Individual RA. Both RAs will be reviewed prior to 28 weeks when risk factors increase. Individual RAs will be subject to regular review. RCOG Q&A -covid-19-virus-infection-and-pregnancy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We currently advise, due to increased risk of serious illness and premature birth after 28 weeks gestation arising from Covid, that pregnant colleagues in their 3rd trimester do not attend a physical workplace. Therefore, from now on pregnant employees in their 3rd trimester should be directed to work from home if they are currently attending a	As per NYCC and CYC recommendation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

workplace. This should happen as soon as possible, so managers are required to send home any pregnant employees who have reached the start of their 28th week of pregnancy				
All employers have a duty of care to their employees, and this extends to their mental health. The measures put in place should be explained to all staff and any changes in place as part of these measures should be discussed. Extra systems may need to be in place for some staff who may be particularly anxious about returning, to support their wellbeing	Read; extra mental health support for pupils and teachers Wellbeing for Education return programme Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Becoming Unwell				
Updated If anyone in the school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice.	Symptoms of coronavirus (COVID-19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.	This will be actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	To be monitored by staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary.	See Inadequate Personal Protection & PPE section of this risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW The room used by the pupil awaiting collection should be cleaned after they have left.	This will be actioned if/when necessary. PPE will be worn in this instance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household.	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home,	If this is not possible, alternative arrangements will be organised by school, possibly through the LA, to source a suitable vehicle providing appropriate protection for the driver, who will be made aware that the individual has tested positive or is displaying symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Schools must ensure that staff and parents/carers understand they need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents /carers if using a home testing kit	This has been communicated frequently to staff, parents/carers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW Over the summer, staff and secondary pupils should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings	Acknowledged, although not applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW Primary age pupils (those in year 6 and below) do not need to test over the summer period	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It remains essential that anyone who gets a positive result from an LFD test self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW If the PCR test is taken within 2 days of the positive lateral flow test and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whilst awaiting the confirmatory PCR result, pupils, students and staff and close contacts should continue to self-isolate	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do.	When to self-isolate and what to do - Coronavirus (COVID-19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Hand Washing/Personal Hygiene				

<p>Staff, pupils, cleaners, contractors etc. will be reminded to clean their hands regularly, including;</p> <ul style="list-style-type: none"> • when they arrive at the school • when they return from breaks • when they change rooms • before and after eating 	<p>Notices are displayed in the school entrance and around school to advise everyone. An automatic sanitiser is situated at school entrance. Pupils put down their bags and sanitise hands before entering school and before leaving. Sanitiser is available at entrance to lunch hall and in classrooms for use throughout the day. Staff sanitise regularly.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans</p>	<p>Actioned – there will be multiple times this will be actioned throughout the school day. This will include any transitions between classrooms, the hall and outside.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff</p>	<p>Actioned if/when necessary.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils who use saliva as a sensory stimulant or who struggle with ‘catch it, bin it, kill it’ may also need more opportunities to wash their hands and this has been considered</p>	<p>Actioned if/when necessary.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Help given to pupils with complex needs to clean their hands properly</p>	<p>Actioned if/when necessary.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them</p>	<p>This is not applicable.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Hands are washed with liquid soap & water for a minimum of 20 seconds</p>	<p>Actioned.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The school has considered whether they have enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly</p>	<p>Additional sanitising stations have been purchased.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.</p>	<p>Other gel has been purchased and wipes are also available.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them	This is something all children are accustomed to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	More tissues have been purchased.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Purchased and in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates	The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
Updated Face coverings are worn in enclosed and crowded spaces where there may be contact with people you may not normally meet.	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW In case of an outbreak in school, a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt)	This is covered by the Coronavirus contingency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW Face coverings (whether transparent face coverings or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. <i>Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer</i>	Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safe wearing of face coverings requires cleaning of hands before and after touching, including to remove or put them on, and their safe storage in individual, sealable plastic bags between use	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a face covering becomes damp, it should not be worn and the face covering should be replaced	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing aerosol generating procedures (AGPs)	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
NEW Key contractors are made aware of the school's control measures and ways of working.	This is done verbally or via email before the visit occurs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance is explained to visitors and contractors on or before arrival	This is done verbally or via email before the visit occurs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained.	This was sent out in a recent newsletter – <i>"Windows & classroom doors (internal & external) will be left open as much as possible to aid ventilation and teachers are planning lots of outdoor learning activities. Therefore it is essential that children come suitably dressed for all weather possibilities. Please be aware children can wear additional clothing (fleeces or extra sweatshirts) over the top of school uniform. An Elvington branded fleece can be purchased via this link: https://school-shop.co.uk/product/navy-blue-fleecejacket-elvington-ce-primary-school. However,</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>please don't feel that a branded fleece is essential."</i>			
Ventilate spaces with outdoor air	Windows are kept open whenever possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air.	Fire doors are not propped open unless they have a self-closing hold open device fitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	<i>natural ventilation – 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)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Electric fan heaters used sparingly due to increased fire and electrical risk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date		

State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>		No <input type="checkbox"/>
Assessor(s) and Position(s):	Nicola Jolly Waller – SBM Andrew Buttery - Headteacher	Signature(s):	Nicola Jolly Waller 	
Date:	01/09/2021	Review Date:	28/10/21 (or sooner, if required)	
Distribution: All staff, governors and website for parents/carers to view.				

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD

Highly likely	More likely to occur
Likely	↓
Possible	
Unlikely	
Remote	

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD