RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

Academy: Park Hall Academy	**Prepared By:** C Leach APT H&S C **Completed By: J Preston**	**Date:** 01-09-20
Activity Workplace: Novel Coronavirus (COVID-19) **Revision:** 8 01-09-2020 effective from Autumn Term 2020 Wearing of face masks, face coverings and face visors for parents, visitors and contractors added. None attendance guidance updated. **Information Source:** GOV.UK R10 SBMAT email 22-09-2020 and Guidance for full opening: schools Updated 1 October 2020 R11 Coronavirus (COVID-19): test kits for schools and FE providers, Updated 7 October 2020.Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE), Updated 13 October 2020. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, Updated 15 October 2020. COVID-19: cleaning in non-healthcare settings outside the home, Updated 16 October 2020. R12 SBMAT email 06-11-2020 and Guidance Education and childcare settings: New National Restrictions from 5 November 2020 and DFE guidance regarding ventilation.	**Manager: G Frost**	**Next Annual Review Date:**

Hazard		Initial risk				Action plan			Residual risk		
Details of hazard	Who is affected and how?	Likelihood	Consequence	Risk L/M/H	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequence	Risk L/M/H
Awareness and understanding Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	• Staff • Pupils • Parents • Visitors • Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	4	4	HIGH	1.Staff, pupils, parents, visitors and contractors who a. currently have Coronavirus (COVID-19) symptoms b. have been in close contact with persons with symptoms c. someone in their household has symptoms d. have tested positive to a COVID-19 test in the last 10 days e. have been contacted by NHS Test and Trace within the last 14 days f. have returned to the UK within the last 14 days from a country without a UK Government travel corridor exemption are advised that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process. 2.Regular GOV.UK	Regular Covid19 information sent to parents prior to the full opening of school Covid19 transition information shared with all pupils, parents & staff. Covid19 Behaviour addendum shared with parents and children and saved to website. Weekly staff meeting via Zoom to ensure social distancing. CPOMS and TEAMS is used to share information	SLT	April – July 2020 Sept20 Sept 20	1	4	LOW

					Coronavirus (COVID-19) and NHS Test and Trace latest information briefings to all staff. 3.COVID-19 risk assessment and revisions communicated to staff. 4.Signs at all entry gates and external doors advising all persons who a. currently have Coronavirus (COVID-19) symptoms b. have been in close contact with persons with symptoms c. have someone in their household who has symptoms d. have tested positive to a COVID-19 test in the last 10 days e. have been contacted by NHS Test and Trace within the last 14 days f. have returned to the UK within the last 14 days from a country without a UK Government travel corridor exemption MUST not attend the school, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process. 5.Signs at all entry gates and	with staff to ensure social distancing. Risk Assessments shared in this way. SBMAT hand-washing posters displayed in each toilet area. Social distancing spots and arrows in corridors/ hall used as reminders for routes/ social distancing. Classroom procedures displayed with each classroom detailing allocated toilets, break/ lunchtimes, start/end of day procedures, cleaning procedures & frequency. Staff/ office procedure to follow if child becomes unwell					

					external doors advising all persons of 2-meter social distancing rule where possible or 1-meter distancing plus using additional measures. 6.Latest PHE Coronavirus (COVID-19) posters displayed in staff areas/visitor areas, entrances, classrooms and toilets for social distancing, hygiene, wearing of face masks/ face coverings / face visors, safe removal of face coverings and NHS COVID-19 Test and Trace app where used 7.Latest PHE Coronavirus (COVID-19) leaflets distributed to staff. 8.Pupils reminded regularly to tell a member of staff if they feel unwell. 9.e-Bug resources to teach pupils and parents about hygiene used. 10.Talks given to children about coronavirus (COVID-19) including use of teaching groups, social distancing and not to touch staff. 11. Pupils with SEND provided with specific help in	with Covid19 symptoms during the day – shared via teams with all staff. Children in class bubbles. Year group bubbles are in Lower Foundation/ Upper Foundation/ Year 6. PHE posters displayed in staff area – correct mask use/ disposal, symptoms. SBMAT visitor agreement signed by all visitors in to school.Visitors have temperature taken and hand sanitiser use on entry. QR Code at reception for visitors to scan for track and trace.					

					preparation for changes. 12.Parents, contractors and visitors informed of the measures in place to reduce transmission of the virus. 13.Pupils informed of the requirements to remove face mask / face coverings safely on arrival at school. 14.Arrangements discussed with staff and pupils traveling overseas. When returning from overseas travel the latest Government guidance on quarantine to be followed. 15.Behavior policies with rules for hygiene and social distancing and consequences for poor behaviour communicated to staff, pupils and parents. 16.Staff informed of the requirements to wear face masks/face coverings or face visors in particular settings. 17.Parents, visitors and contractors informed of the requirements to wear masks/face coverings or face visors in particular settings. 18.Parents, visitors and contractors informed on arrival of the test and trace	Covid19 Information updates regularly shared With parents regarding newsletter and Covid newsletter – including the encouragement of all adults on the school ground, including parents, to wear face coverings. Visitors & contractors informed regarding the need to wear face coverings whilst inside school. Staff wear face coverings when in corridors and face visors when needing to work less than 2m distance to a child e.g. 1:1 reading, interventions.					

					requirements to provide contact details or use of NHS COVID-19 app check in feature.						
Staff/pupils who are confirmed clinically vulnerable or clinically extremely vulnerable. **Staff/pupils who live with someone who is confirmed clinically vulnerable or clinically extremely vulnerable.** **Staff/pupils who are from Black, Asian and Minority Ethnic (BAME) backgrounds** **Long-term conditions like diabetes, cancer and chronic lung disease. Conditions such as obesity. Underlying health problems** **Expectant mothers** Transmission /	• Staff • Pupils Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	**4**	**5**	**VERY HIGH**	1.R12 Where staff are confirmed clinically extremely vulnerable (CEV) the school advise that they should work from home where possible whilst the national restrictions are in place. 2. R12 CEV staff who cannot work from home and choose to attend the school have their existing COVID 19: Individual Risk Assessment reviewed and action plan updated and agreed whilst the national restrictions are in place. 3.R12 Where a child has been confirmed clinically extremely vulnerable (CEV) the school advise that the child does not attend whilst the national restrictions are in place until a medical professional confirms that shielding is not required. 4.R12 Pupils and staff who are clinically vulnerable or have underlying health conditions to attend school. 5.R12 Pupils and staff who are not CEV themselves but who	Risk assessment shared with all staff via cpoms – staff read and agree that they have understood the RA. Individual risk assessments for individual staff who are deemed medically vulnerable. Staff are able to Teams/ Zoom SLT whenever they need to for support, well-being, concerns etc.	GF/ JP GF/ JP SLT	Ongoing As identified When needed	**2**	**5**	**HIGH**

Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.					live with someone who is CEV to attend school. 6.R12 Pupils and staff are supported to follow good social distancing practices and increased good hand hygiene practises through increased communication and facilities/materials. 7.R12 Pupils are monitored by staff for good social distancing and increased hand hygiene practises. 8.R12 Monitoring of pupils and staff compliance with clinical advice regarding attending school during periods of national restrictions. 9.Pupils Care Plans reviewed and amended to ensure child is not put at risk of coronavirus (COVID-19) infection. 10.Staff instructed not to supervise children in isolation at school for showing coronavirus infection (COVID-19) symptoms. 11.Concerns discussed with SLT when shown by staff, pupils, parents especially for pupils and staff with significant risks.						

Travel to and from school Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	• Staff • Pupils • Parents • Visitors • Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	**4**	**4**	**HIGH**	1.Staff who can work remotely or from home do so. 2.Non-essential use of public transport avoided when possible. 3.Travel alone using own transport / cycle or walk when possible 4.When the use of shared transport is unavoidable persons are advised to: a. travel with as few people as possible, b. avoid travelling with persons outside of own household or support bubble unless socially distanced, c. wash hands with soap and water or hand sanitiser before using transport, d. persons over the age of 11 wear face coverings over the nose and mouth, e. sit as far away from other persons as possible, f. try to face away from other persons, g. open windows to give good ventilation, h. avoid touching anything, i. cough or sneeze into a tissue and put it in a bin, j. wash hands with soap and water or hand sanitiser after using transport, 5.Cleaning and disinfecting of	No further action required.			**1**	**4**	**LOW**

					shared vehicle interiors carried out on a regular basis using standard cleaning products. 6.When the use of public transport is required persons aged 11 and over to use a face covering and try to maintain 2- meter distance or maintain 1- meter distance with mitigation, where possible check in using NHS COVID-19 app and use precautions as follows: a. avoid peak travel where possible, b. wash or sanitise your hands during/after using transport, c. avoid touching your face, d. cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing, e. travel side by side or behind other people, rather than facing them, where seating arrangements allow, f. touch as few surfaces as possible, g. minimise the time spent close to other people, where possible, h. avoid loud talking, shouting or singing, i. dispose of waste safely,						

					including items such as used disposable face coverings						
Pupils and staff access and egress and moving around the school Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus.	• Staff • Pupils • Parents • Visitors • Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	**4**	**4**	**HIGH**	1.Grouping of pupils and staff where teaching requirements allow 2.Staggered start and finish times for staff and pupil groups and/or segregated entrance and exit gates and doors when available. 3.Arrangements communicated to parents for drop off and collection procedures to reduce contact between adults/pupils including not gathering at gates or doors. 4.Social distancing (2-meter) markings and signs at queuing locations (school gates, entry and exit doors) 5.Infrared temperature checks of pupils carried out at the start of the day in classrooms". Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Pupils with high temperature readings are isolated, sent home to self-isolate and required follow PHE Stay at	Class bubbles/ year group bubbles (LF, UF, Yr6). Staggered start and finish times for year groups to minimise cross over of grps. Staff supervise and support the process. Arrangements communicated via letter, videos shared on social media, routes shared on social media. Posters on the railings inform parents they are not to congregate on the property or end of drive. Temperature checks on entry to school.	SLT	Sept 20	**1**	**4**	**LOW**

					Home guidance and NHS Test and Trace process. 6.Distancing between staff and pupils, other staff, contractors and visitors maximised by use of signs and maintaining social distancing of 2 meters when possible. 7.Numbers of different temporary staff including teaching staff and sports coaches entering the school premises minimised. 8.Timetable reviewed to reduce movement and avoid contact between teaching groups during movement around the building. 9. Accessing rooms from outside where possible. 10.Entrance, exit and internal doors held open without compromising pupil or staff safety. Fire doors held open using automatic release devices that release on the sounding of the fire alarm. 11.Managing numbers using toilets to prevent overcrowding. 12.R12 Staff wear face masks / face covering over the nose	Posters and continual Teams reminders regarding social distancing reminders for staff and pupils. Staff and pupils allocated toilets PPA/ lunchtime time areas for staff coordinated by SLT and communicated to all staff – workstation posters attached to chairs/ tables placed socially distanced apart. Window stickers identify the windows that MUST remain open throughout the school day to ensure ventilation of the space.					

					and mouth or face visors during movement around school and in communal areas. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings.						
Visitors, Parents Delivery drivers Contractors Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	• Staff • Pupils • Parents • Visitors • Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	**4**	**4**	HIGH	**General** 1.Secure gates and access doors outside of start and finish times to control access. 2.Separate access and egress doors away from pupil doors. 3.Parents, visitors and contractors are asked by school staff if they a. they currently have Coronavirus (COVID-19) symptoms b. they have been in close contact with persons with symptoms c. someone in their household has symptoms d. they have tested positive to a COVID-19 test in the last 10 days e. they have been contacted by NHS Test and Trace within the last 14 days f. they have returned to the UK within the last 14 days	Visitors to the school need to be pre-arranged. Posters on the gates inform visitors that they must not enter the premises if they are displaying any Covid19 symptoms. SBMAT Visitors sheet completed by all visitors to school and retained for 21 days alongside the QR code for track & trace. Temperature taken on entry, anti-bacterial hand gel provided on entry.	SLT/ Office staff/ Site supervisor Office staff	Ongoing	**2**	**4**	MEDIUM

					from a country without a UK Government travel corridor exemption. If any questions are answered yes, access is denied and they are advised that they MUST not attend the school, they must stay at home, self-isolate and follow PHE Stay at Home guidance and NHS Test and Trace process. 4.School guidance on physical distancing, hygiene, wearing of face masks/face coverings/face visors over the nose and mouth provided on arrival. 5.On arrival at school name, date, contact number and email address of visitors, contractors and delivery drivers recorded and kept secure for 21 days or when available NHS COVID-19 Test and Trace app QR code used. 6.Hand washing/sanitising on arrival, before and after using attendance recording devices and using toilets. 7.Infared temperature checks carried out on arrival.	Face masks are provided if necessary to visitors on entry to the building. Parent consultations held via TEAMS meetings to avoid face-to-face meetings with adults.	Teachers	October 20			

					8.Additional COVID-19 control measure training given to school hosts. 9.R12 Staff wear face masks / face covering over the nose and mouth during any interaction with parents, contractors, visitors in all settings indoors, on the door and external areas such as playgrounds and entry gates. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings. 10.Supply of individually wrapped face masks available at reception for parents, visitors, and staff to wear. **Contractors** 1.Contractors delivering services using school facilities, such as catering and cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19. 2.School information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. 3. Arrange times that						

					contractors are on site to minimise numbers at any one time, when possible outside of school hours. 4.R12 Contractors required to wear face masks/face coverings/face visors over the nose and mouth whilst inside the building including at the point of work, during movement around the building and during contact with staff. Face visors are allowed to be worn by persons exempt from wearing face masks / face coverings. **Visitors/Parents** 1.Meetings held when it is necessary and remote contact cannot be used. Meetings held either off-site, outdoors or in open spaces with good ventilation with open windows for short durations whilst maintaining social distancing with the least amount of people. 2.Access to the school allowed by prior appointment only. 3.Numbers limited and access to building controlled. 4.Visitors and parents						

					required to wear face masks/face coverings/face visors over the nose and mouth whilst inside the building including movement around the building. Face visors are allowed to be worn by persons exempt from wearing face masks / face coverings. **Delivery drivers** 1.Times arranged so that minimum amount of delivery drivers are on site to at any one time. 2.Delivery drivers to remain in vehicles where it is safe for staff to load/unload vehicles. 3.Staff to wear fluid resistant surgical mask and latex free gloves if unable to maintain social distancing from drivers during unloading. 4.Reduced delivery frequencies by ordering larger quantities less often 5.Contactless drop off points for deliveries available 6.Delivery notes left unsigned						
Staff, pupils showing	• Staff • Casualty	**5**	**4**	**> E**	1.Staff at school who develop symptoms of coronavirus	Isolation area allocated and all	GF/ JP		**2**	**4**	**M E**

coronavirus infection (covid-19) symptoms whilst at school Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				infection (COVID-19), inform a member of the SLT, self-isolate at home in accordance with government guidance and arrange a COVID-19 test. Government supplied home test kits provided by the school in exceptional circumstances when a symptomatic staff member has barriers accessing testing by the usual routes. School arrange posting or remote drop off of test kits to maintain 2-meter social distancing. 2. Pupils at school who develop symptoms of coronavirus infection (COVID-19) are placed in a safe isolation location and parents informed to collect the child. Childs household requested to self-isolate at home in accordance with government guidance and arrange a COVID-19 test for the symptomatic child. Government supplied home test kits provided by the school to parents/guardian in exceptional circumstances when a symptomatic child has barriers accessing testing by the usual routes. School arrange posting or	staff aware of the procedure via TEAMS, information sheet displayed in the area. Weather permitting, the child will isolate with the staff member outside of the building (adjacent to the isolation station) to ensure good airflow. Staff inform SLT of illness via Teams/ phone call (before the start of the school day) to avoid face-to-face contact. Staff leave the site and arrange a Covid19 test immediately and self-isolate until results are known. Procedure communicated with all staff,					

					remote drop off of test kits to maintain 2-meter social distancing. 3.Staff with conditions that mean they are in a clinically vulnerable or clinically extremely vulnerable health group avoid supervising children who have been isolated at school for showing coronavirus infection (COVID-19) symptoms. 4.Should staff or children develop coronavirus (COVID-19) symptoms whilst at school and experience breathing difficulties call an ambulance, dial 999 and inform the call handler or operator that the person has coronavirus (COVID-19) symptoms. 5.School isolation locations are at least 2 metres away from other people and where possible in a room or area behind a shut door, such as a staff office or meeting room. 6.School isolation locations have a window that can be opened to provide ventilation. 7.R12 School isolation locations have a supply of disposable tissues, a foot operated bin with bin bag, anti-bacterial wipes, sink with	including office, unwell child procedure – posters sent out on TEAMS to all staff, poster displayed in isolation station.					

					liquid soap and disposable hand towels or hand sanitiser 60% alcohol, face masks with an FFP2 or FFP3 rating in preference when available from suppliers or fluid resistant surgical masks, latex free disposable gloves, disposable aprons, face visor or safety goggles 8.Staff instructed on the safe "donning and doffing" of PPE. Putting on PPE video https://www.youtube.com/watch?v=of73FN086E8 Taking off PPE video https://www.youtube.com/watch?v=PQxOc13DxvQ HSE guidance – using disposable respirators disposable-respirator.pdf 9.Consideration given to using first aiders to supervise pupils to reduce numbers of staff who need access to PPE. 10.Staff supervising isolated children remain at least 2 meters from the child. 11.R12 When a 2-meter safe distance cannot be						

					maintained staff to wear FFP2, FFP3 tight-fitting face mask in preference or fluid resistant surgical face mask, face visor or goggles, latex free gloves and disposable apron). 12. R12 Users of FFP2, FFP3 tight fitting face mask should be face fit tested for compatibility and during use of the mask free from facial hair where the mask seals to the face. Fit testing video https://youtu.be/iVVlTBcN5eA 13.Isolated children advised not to touch people, surfaces and objects. 14.Isolated children advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin or in a bag or their pocket for disposing in a bin later. 15.If tissues are not available, children advised to cough and sneeze into the crook of their elbow. 16.Isolated children use a separate bathroom if available. 17. R12 Once vacated places						

					of isolation, bathrooms and any other locations such as classrooms or offices used by the isolated person will be cleaned and disinfected in accordance with PHE "Decontamination in non-healthcare settings guidance" using standard cleaning products by staff wearing as a minimum disposable gloves and apron. Additional PPE (FFP2, FFP3 tight-fitting face mask in preference or fluid resistant surgical face mask and face visor or goggles worn when a risk assessment indicates a higher level of virus may be present. 18.All waste that has been in contact with the symptomatic person, including used tissues and PPE, all PPE worn by staff in close contact with the person and all cloths and mop heads used to disinfect areas are put in a plastic rubbish bag and tied when full. The plastic bag then placed in a second bin bag and tied. Waste is put in a secure safe place and marked for storage for at						

					least 72 hours before putting into usual external household waste bin. 19.Staff are to wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser following removal of PPE and after any contact with someone who is unwell. 20.Staff who have helped or been in close proximity to someone with symptoms should if they develop symptoms or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace must self-isolate at home and follow PHE Stay at Home guidance and NHS Test and Trace process. 21.School ask parents and staff to inform them immediately test results are known. 22.Contact made with the DfE Helpline on 0800 046 8687 by the school when aware of someone who has tested positive for coronavirus (COVID-19) has						

					attended the school. PHE health protection team Test and Trace and self-isolation requests followed by persons who have been in close contact. 23.GOV.UK template letter provided on the advice of the health protection team is sent to parents and staff if needed. 24.The school follow health protection team guidance and recommended actions. 25.Plan in place for the possibility of a local lockdown and continuity of education. 26.Records kept for 21 days of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. 27.Staff or pupils in a class or group asked to self-isolate are advised to inform the school immediately and follow guidance for households with possible or confirmed coronavirus (COVID-19) infection if they develop symptoms themselves within their 14-						

					day isolation period. 28.Careful consideration given to refuse a child access to school who is showing COVID-19 symptoms to avoid potential risk to others. Decisions made using latest PHE guidance. 29.Staff and pupils advised to continue to self -isolate after a negative test result if they are unwell, others in their household have symptoms, others in their household have symptoms and they have also received a negative test result, have been advised to self-isolate by NHS Test and Trace, have arrived into the UK from a non-exempt country within the last 14 days						
Hand and respiratory hygiene Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus.	• Staff • Pupils • Parents • Visitors • Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to	**4**	**4**	**HIGH**	**Provision** 1.Hand wash facilities stocked with liquid soap. 2.Hand dryers or disposable paper towels for drying hands 3.Hand sanitiser gel dispensers where sinks are not available e.g. shared spaces, signing in and out locations, entrance and exit points	Hand-washing/ hygiene information shared with parents and child (during school opening for key worker children) prior to full reopening of school to allow parents to share	GF/ JP	Re-opening of school to key-workers September	**1**	**4**	**LOW**

Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				4.Skin friendly skin cleaning wipes for children with skin conditions and children with complex needs. . 5.Supply of disposable tissues available in classrooms, offices, shared spaces. 6.Bins with lids or remote/foot operated lids where available lined with a bin bag in classrooms, offices, shared spaces. 7.Covered bin at entrance for disposal of pupil face coverings on arrival and staff, visitor, parent face masks/face coverings on departure . 8.PHE “Wash your hands” signs posted in pupil, staff and visitor toilets. 9.”Catch it, Bin it, Kill it” posters displayed in toilets, classrooms and staff areas. 10.Support provided for pupils who spit uncontrollably or use saliva as a sensory stimulant. Risk assessment carried out and suitable controls implemented. 11.COSHH Assessment for hand sanitiser communicated	the information with their child. Information revisited with pupils in September and regularly shared. Posters displayed around the school as reminders for pupils/ staff. Staff to Teams site supervisor to refill cleaning products/ additional cleaning products	Teachers	Ongoing			

					to staff. 12.Supply of individual, sealable plastic bags for staff to store face coverings between use. 13.Small contingency supply of face mask/coverings available for staff and visitor use. **Practice** 1.Staff dispense hand sanitiser gel to pupils. 2.Skin friendly skin cleaning wipes used by children with skin conditions or children with complex needs. 3.Staff encouraged to wash or sanitise hands, on arrival, before and after donning and removal of face coverings, using signing in and out systems, using the toilet, breaks, sporting activities, food preparation, eating any food, including snacks, before leaving school. 4.Supervision of children to ensure they wash or sanitise hands for 20 seconds with soap and water or hand sanitiser when they arrive at school, before and after						

					removal of face coverings, breaks, when changing rooms, eating, using the toilet. 5.Staff to cover their mouth and nose with a tissue or their sleeve (not their hands) when they cough or sneeze, put tissues in a bin and wash hands. 6.Supervision to remind pupils to catch coughs and sneezes in tissues, put tissues in a bin and wash hands 7.Supervision to remind children they should avoid touching eyes, nose, and mouth with unwashed hands. 8.Face masks / face coverings worn by pupils disposed of in a covered bin on arrival. 9.Pupils face coverings not allowed in school. 10.Staff use individual, sealable plastic bags to store face coverings between use.						
Cleaning **Classrooms** **Shared spaces** **Offices** **Staffrooms**	• Staff • Pupils • Parents • Visitors • Contractors	**4**	**4**	**HIGH**	**General** 1.Cleaning schedules reviewed and increased cleaning implemented. 2.Anti-bacterial wipes/sprays	Weekly fogging re-introduced throughout the school following October half-term	AO	Commencing 12/11/20	**1**	**4**	**LOW**

Meeting rooms Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Effects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality Effects of using hazardous cleaning substances Irritation of skin and respiratory system, damage to eyes and internal organs				securely stored in classrooms and staff occupied rooms. 3.Frequently touched surfaces e.g. handrails, door handles, light switches, work surfaces, remote controls and electronic devices cleaned and disinfected using standard cleaning products such as detergents or anti-bacterial products as a minimum twice a day, before or after school and during the day. 4.Bins emptied frequently to suit usage. 5.Staff wear latex free gloves when cleaning, disinfecting surfaces and handling waste such as used tissues, used PPE. 6.Staff using cleaning and disinfecting products read COSHH Assessments and follow measures including wearing PPE specified. 7.Staff wash hands thoroughly after removing used PPE and using cleaning and disinfecting products. 8.Cleaning contractor provide COVID-19 Risk Assessment to School Principal.	Cleaning routine procedures throughout the day are displayed in classrooms. Resources are not shared across bubbles. Office staff to inform Service master in the event of a positive case of Covid19 identified in school.	GF/JP MA/ SE				

					9.Clutter, rarely used and difficult to clean items removed and stored to make cleaning easier. 10.R12 Water fountains removed or covered to prevent use. Pupils/staff encouraged to bring pre-filled water bottles from home. **Classrooms** **Shared spaces** 1. Resources, such as books, and games cleaned regularly. 2.Resources that are shared between groups cleaned meticulously between use by different groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). 3.Areas shared by different teaching groups cleaned and disinfected in between use. 4.Toilets cleaned and disinfected following high usage at breaks and lunch times. 5.Thorough cleaning and disinfecting of rooms and shared spaces at end of the day.						

					6.Deep clean using preventative fogging equipment and disinfectant solution at the request of the School Principal or SBMAT Management Team. **Offices, Staffrooms, Meeting Rooms** 1.Daily cleaning and disinfecting of surfaces such as keyboards, desks, equipment, tables. 2.Equipment controls such as printers, ink cartridge compartment covers and paper trays cleaned before and after use. 3.Shared areas cleared of waste and belongings after use.						
Use of learning spaces Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus.	• Staff • Pupils • Parents • Visitors • Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)	**4**	**4**	**HIGH**	1.When circumstances allow teaching group created with fewer pupils than normal class size especially KS1. 2.Pupils remain in their teaching group except for specialist teaching. 3.Staff when possible remain with teaching group to avoid different group contact. 4.Records of pupils and staff in each group, and any close	Class size bubbles allocated with individual allocated outdoor play areas to ensure no crossing over of bubbles. Specialist teaching for PE/ RE/Music.	GF/ JP PPA staff	Key worker bubbles September 20	**1**	**4**	**LOW**

Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				contact that takes places between children and staff in different groups are made and retained for 21 days. 5.Rooms arranged to maintain social distancing space between pupils and staff where possible. Unecessary furniture removed and classrooms arranged with forward facing desks, pupils are seated side by side. 6.Face to face contact avoided. 7.Staff maintain 2-meter distancing from other adults and pupils when possible. 8.At a distance of less than 2-meters contact time between staff and pupils or other staff is minimised. 9.When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors. 10.Pupils and staff provided with own stationery to prevent sharing. 11.Classroom based resources, such as books and games, kept within 1 teaching group when	Tables are arranged in classrooms in rows. Children bring their own stationary to school which remain at their work place. Parents informed that only necessary equipment/ resources brought into school. Lunches brought in disposable bags. Children wear outdoor PE kit on PE day. Identified windows in classrooms/ corridors remain open. Face coverings/ visors are worn by staff when	SLT	Sept 20			

					possible. 12.Pupils limited on items brought into school to essentials such as lunch boxes, hats, coats, books, stationery, water bottles and bags. 13.Pupils limited to taking home shared resources, unnecessary sharing avoided. Resources cleaned or quarantined for at least 72 hours before being taken home and on return. 14.Contactless drop off points used for issue of materials such as stationery supplies. 15.Outside space used for education where possible following a full and thorough risk assessment. 16.R12 Ventilation in the building maximised while a comfortable teaching environment is maintained. Mechanical ventilation systems a. adjusted to increase the ventilation rate wherever possible b. adjusted to full fresh air ventilation unless used to	dismissing classes at the end of the day to parents. Assemblies via Zoom to enable whole school contact, community and well-being.	SLT	Weekly			

					ventilate a single room along with an additional fresh air supply. Natural ventilation a. windows and doors opened without compromising staff or pupil safety. b. windows (high level where available) and external doors opened enough in cooler temperatures to provide constant background ventilation. c. windows and external doors opened more fully when room is unoccupied to purge the air in the space. d. internal doors (not fire resistant doors) opened to create a throughput of air. Clothing a. additional indoor clothing worn by pupils and staff in cooler temperatures. Room layout a. furniture where possible rearranged to avoid direct drafts. Heating a. heating used as necessary to ensure comfort levels are maintained in occupied						

					spaces 17.Assemblies, gatherings or use of classrooms and shared spaces by more than 1 group at the same time avoided. 18.Where possible actions taken for behaviour management will not involve touching a pupil.						
Use of offices **Staffrooms** **Meeting rooms** Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	• Staff • Pupils • Parents • Visitors • Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	**4**	**4**	**HIGH**	**General** 1.Rooms arranged to maintain 2-meter social distancing space between chairs and tables. 2.Staggered use of to reduce contact with colleagues. 3.Ventilation maximised by using ventilation units and or opening windows, doors without compromising staff or pupil safety. 4.Small offices and storerooms and cupboards accessed by one person at a time. 5.Locker rooms, changing areas and toilets avoided when occupied by other persons. 6.Floor tape to mark areas to help staff/visitors/parents to keep 2-meter distance.	Door signs identify the staff permitted to be working in communal (PPA/ lunchtimes) areas. No more than 6 adults in any one space, socially distanced and seats identified by work station signs. Rooms rearranged to ensure furniture/ seating is at least 2m apart. Face coverings used in communal areas.	JP	November – new grp posters distributed.	**1**	**4**	**LOW**

					7.Use of hot desks and workspaces avoided 8.Meetings / discussions with others held when it is necessary and remote contact cannot be used. Meetings/discussions held either outdoors or in open spaces with good ventilation with open windows for short durations whilst maintaining social distancing. 9.Screens used to protect reception staff 10.Contactless drop off points used for deliveries and issue of materials such as stationery supplies 11.Equipment not shared unless unavoidable. 12.Shared equipment cleaned before and after use. 13.Solid screens used to segregate staff who work in close proximity. 14.Staff rotation in offices avoided 15.Restrict movement around the school between departments and rooms and use of electronic devices to communicate. 16.Staff wear face masks/	Meetings take part via Zoom/ TEAMS. Meeting with external agencies will happen in person where necessary in the mobile classroom meeting area (lrg space) socially distanced and following visitor protocol.					

					face coverings over the nose and mouth in communal areas. Face visors are allowed to be worn by persons exempt from wearing face masks / face coverings. **Staffrooms** 1.Appliances such as kettles, microwave ovens and crockery, utensils handles and controls cleaned before and after use. 2.Staff remain 2-metres apart from each other whilst eating. 3.Staff place own food waste and wrappers in waste bins provided. 4.Wash plates cutlery, before and after use, use a disposable paper towel or allow to air dry and put away after use.						
Lunch service Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus.	• Staff • Pupils • Visitors • Parents • Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to	**4**	**4**	**HIGH**	1.Lunch times staggered for different teaching groups. 2.Pupils wash hands in their teaching groups before eating. 3.Pupils remain in teaching groups and maintain 2-meter social distancing between others when possible. 4.Teaching groups kept apart through distancing.	Staggered lunchtimes/ playground areas allocated to each class to ensure no cross over of bubbles. Pupils eat lunch in the classroom. Cleaning	GF/ JP Lunchti me	Sept 20 Ongoing	**1**	**4**	**LOW**

Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality				5. Plates and cutlery thoroughly washed at 70°C between use. 6.Pupils que in their groups at the food servery. 7.Tables cleaned / disinfected by staff between groups 8.Staff wear disposable latex free gloves when serving food and cleaning down 9.Catering contractor provide COVID-19 Risk Assessment to School Principal. 10.R12 Staff wear face masks/ face coverings over the nose and mouth in communal areas. Face visors are allowed to be worn by staff exempt from wearing face masks / face coverings. 11.R12 Water fountains removed or covered to prevent use. Pupils encouraged to bring pre-filled water bottles from home.	procedure in place at the end of lunch time. School will provide additional bottled water bottles in the exceptional circumstances.	supervisors	As necessary			
Break time Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close	• Staff • Pupils • Visitors • Parents • Contractors Symptoms Continuous cough	**4**	**4**	**HIGH**	1.Breaks staggered in teaching groups to limit numbers in corridors and circulation routes 2.Play equipment cleaned between use by different teaching groups. 3.Segregated group areas using barriers/fencing to	Break times/ play-areas allocated to each bubble to prevent cross over of bubbles.	JP	Sept 20	**1**	**4**	**LOW**

contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma • Fatality				avoid groups mixing. 4.R12 Water fountains removed or covered to prevent use. Pupils encouraged to bring pre-filled water bottles from home.						
Providing personal or intimate care to pupils Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	• Staff • Pupils Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	**4**	**4**	**HIGH**	1. Clinically extremely vulnerable or clinically vulnerable staff advised not to provide close contact personal or intimate care and to maintain 2-meter social distancing from pupils. 2.PPE provided for staff use includes disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles. 3.Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. Putting on PPE video https://www.youtube.com/watch?v=of73FN086E8 Taking off PPE video https://www.youtube.com/watch?v=PQxOc13DxvQ	No further action required.			**2**	**4**	**MEDIUM**

					4.Review of Care Plans for pupils who spit uncontrollably or use saliva as a sensory stimulant to assess PPE requirements based on individual circumstances. 5.Hand washing or sanitising by staff and pupils receiving support before and after care is provided. 6.Temprature check of staff and pupil before providing care. 7.When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors.						
Providing first aid Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	• Staff • Casualty Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	**4**	**4**	**HIGH**	1.Clinically extremely vulnerable or clinically vulnerable staff advised not to provide first aid. 2.First aiders wash/sanitise hands before and after treating a casualty. 3.Disposable gloves, disposable apron, fluid resistant surgical mask worn when administering first aid. 4.Safety goggles or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting. 5. First aiders instructed on the safe “donning and	First Aid provisions provided for each bubble to take outside during playtime/ lunchtime. Medical bag in class contains individual pupils inhalers/ epipens/ care plans.		Ongoing	**2**	**4**	**MEDIUM**

					doffing" of PPE. Putting on PPE video https://www.youtube.com/watch?v=of73FN086E8 Taking off PPE video https://www.youtube.com/watch?v=PQxOc13DxvQ 6.When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. 7.If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. 8.In an emergency 999 to be called and the emergency services advised if the injured person is showing COVID-19 symptoms. 9.Staff and parents advised not visit the GP, pharmacy, urgent care center or a hospital if showing COVID-19 symptoms. 10.Assessment of First Aid requirements reviewed.						

Staff administration of medicines or supervision of pupils who self-administer. Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	• Staff • Pupils Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	**4**	**4**	**HIGH**	1.Temprature check of staff and pupil before providing administer medication. 2.Supervising staff maintain 2m social distance from pupil and other staff assisting. 3.Review medication plans to assess if additional PPE requirements for staff administering medication are required. 4.Staff in close contact with the child whilst administering medication wear face visors.	No further action required			**2**	**4**	**MEDIUM**
Transport of pupils and staff using school minibus and coach travel. Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus.	• Staff • Pupils • Vehicle drivers Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects	**4**	**4**	**HIGH**	1.R12 Transport provision suspended during national restrictions	No further action required			**2**	**4**	**MEDIUM**

Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality										
Availability of Equipment and PPE Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	• Staff • Pupils Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	**5**	**4**	**VERY HIGH**	1. Alcohol-based hand sanitiser containing at least 60% alcohol available where hand wash sinks are not available such as isolation rooms, first aid rooms, shared spaces, entrance and exit points. 2.Latex free gloves available in classrooms and isolation locations and first aid rooms. 3. R12 Face masks with an FFP2 or FFP3 rating available in isolation rooms. 4.Fluid resistant surgical mask available in first aid rooms and classrooms. 5.Face visors or safety goggles available in isolation locations and first aid rooms. 6.Disposable aprons available in isolation locations and first aid rooms. 7.Replenishment of stocks of hand sanitising gel, liquid soaps and PPE.	No further action required			**2**	**4**	**MEDIUM**

R12 **Safely reoccupying buildings and using equipment that have not been in use for long periods.**	• Staff • Pupils • Visitors • Parents • Contractors Risk to health and safety from poorly maintained building systems and equipment including heating, water, fire safety exits, emergency lighting, fire alarms, electrical wiring, gas, portable electrical equipment, passenger lifts, ventilation, access and security, catering equipment	**5**	**4**	**VERY HIGH**	1.Wider risk assessments reviewed and updated having considered the implications of coronavirus (COVID-19). 2.Valid test, inspection and maintenance of systems and equipment in place. 3.R12 Water fountains removed or covered to prevent use and their mains fed water supplies managed through regular flushing and through cleaning to prevent bacterial growth	No further action required			**1**	**4**	**LOW**
Educational visits Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and	• Staff • Pupils • Parents Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects	**5**	**4**	**VERY HIGH**	1.R12 Educational visits suspended during national restrictions	No further action required			**2**	**4**	**MEDIUM**

touching eyes, nose and mouth and eating with contaminated hands.	Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality										
Music, dance and drama Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	• Staff • Pupils • Visitors • Parents • Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	**5**	**4**	**VERY HIGH**	1.Keeping groups separate (in bubbles) as well as through maintaining social distance between individuals. 2.Playing outside wherever possible 3.Limiting group sizes to suit the space, airflow and 2 meter social distancing when singing, wind and brass instrument playing 4.Positioning pupils back-to-back or side-to-side 5.Avoiding sharing of instruments and identifying designated users through name labels on instruments. 6.Ensuring good ventilation and adequately sized rooms are used . 7.Avoid singing, wind and brass playing in larger groups such as school choirs and ensembles, or school assemblies. 8.Clean and disinfect instruments between shared use. 9.Staff wear a face visor	No further action required			**2**	**4**	**MEDIUM**

					when working close contact of less than 2 meters with a child cannot be avoided. 10.Staff that move between classes and year groups, keep their distance from pupils and other staff, ideally 2 metres from other adults. 11.Background or accompanying music lowered to avoid raising of voices. Microphones used when available Sharing of microphones avoided. 12.Demonstrating partnering work avoided. 13.Increased handwashing before and after handling equipment 14.Limited handling of music scores and scripts 15.Hired equipment cleaned before and after use. 16.Latest advice in the DCMS performing arts guidance, followed when planning indoor and outdoor face to face performance. 17.Peripatetic teaching across multiple groups or individuals limited and in accordance with social distancing and staff advised to follow self-isolation guidance when they have COVID-19 symptoms.						

Physical activity Transmission / Spread of Germs and Novel Coronavirus (COVID-19) Coronavirus can be passed through close contact with persons infected by the virus. Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	• Staff • Pupils • Visitors • Parents • Contractors Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia) Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality	**5**	**4**	**VERY HIGH**	1.Pupils kept in consistent groups 2.Sports equipment thoroughly cleaned between each use by different individual groups 3.Contact sports avoided. 4.Outdoor sports prioritised where possible 5.Large indoor spaces used where outdoor space is not available. 6.Maximising distancing between pupils. 7.Cleaning/disinfecting of indoor space regularly. 8.Hand washing/sanitising before and after activity. 9.Work with external coaches when safe to do so. 10.Additional through ventilation provided in indoor spaces by opening of windows and doors and using fresh air ventilation systems when available. 11.Only team sports on the list return to recreational team sport framework are provided following a specific COVID-19 risk assessment. 12.Swimming and water safety lessons following returning to pools guidance documents and specific COVID-19 risk assessment.	PE specialist provides indoor/ outdoor PE as identified on timetable. Indoor PE takes place in large hall space with windows open for ventilation. Low background music to avoid raised voices. Planned use of equipment to ensure not used across bubbles without being appropriately cleaned/ quarantined.	TL/ JP	September 2020	**2**	**4**	**MEDIUM**

					13.R12 Competitions between different schools are not allowed.						
R12 **Stress**	• Staff • Pupils Symptoms Anxiety Excessive drinking Overeating Sleeping poorly Shaking, chills or hot flushes A tingling sensation in your arms or legs Headaches Muscle tension Dizziness High blood pressure Indigestion Constipation or diarrhea Shallow breathing or hyperventilating Affects Poor emotional and physical wellbeing	**4**	**4**	**HIGH**	1.SBMAT Stress Policy communicated to all staff. 2.Awareness about all types of stress and its causes raised through discussions, literature and training. 3.Changes to work-related practices to reduce the factors which may lead to stress in the workplace. 4.Opportunities for staff and employees to maintain and promote their health and well-being 5.A culture of open communication throughout the organisation 6.Good management and team building practices for those with management and supervisory responsibilities 7.Supportive environment in which issues and concerns can be raised and dealt with appropriately 8.Guidance for managers to assist in the sensitive management of staff likely to encounter stressful situations 9.Appropriate training interventions to help alleviate the stress	No further action required.			**2**	**3**	**MEDIUM**

					10.Assist and advise staff suffering from work-related stress 11.Internal and external sources of assistance for staff with clearly identified work-related stress issues						

The level of risk is calculated by:

The likelihood	**x**	***The Consequence***	
1- Very unlikely		*1- Insignificant*	*(no injury)*
2- Unlikely		*2- Minor*	*(minor injury needing first aid)*
3- Fairly likely		*3- Moderate*	*(up to 3 days absence)*
4- Likely		*4- Major*	*(more than 3 days absence)*
5- Very likely		*5- Catastrophic*	*(death)*

Risk rating:

1 – 4	***Low*** *(acceptable)*	*No further action required*
5 – 9	***Medium*** *(adequate)*	*If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review*
10 – 16	***High*** *(tolerable)*	*Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.*
17 - 25	***Very High*** *(unacceptable)*	*Do not undertake the activity. Implement immediate improvements*