

Sefton Health and Safety Risk Assessment Form V16 Feb 24th Presfield School

A	Name of Assessor	Lucy McLoughlin Leeanne Elston T Fay	Date	13 th May 2020 - received from Sefton 26th May - completed by school Amended June 20, July 20, 13/8/20, 27/8/20, Sept 1st 20 Sept 14th 2020, Sept 16th 20, Oct 10th 2020. Nov 5th. Jan 5th. Jan 6th, Jan 15th Last Updated Feb 24th
B			Work area	Presfield High School
C	Task being assessed	Re-opening of School following COVID-19 Lockdown 3 8th March 21	Work activity	Education
D	Review date	April 1st 2021	Assessment No	RA 16-24/2/21
Signature				

Prior to opening/On going considerations														
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required?			Target risk rating			Action/ monitored by whom?	Action / Monitored by when?
				L	C	R	L	C	R	L	C	R		
			For further details: - http://intranet.smbc.loc/our-council/health-safety/risk-assessment.aspx https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools											
Exposure to Legionella. Falls from height	Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public. Also – https://www.nhs.uk/conditions/coronavirus-covid-19/pe	Ill health, fatality, or other loss such as property damage due to exposure to legionella bacteria, asbestos release, unsafe services. Pest infestation such as rodents and nesting birds leading to contamination of harmful bacteria.	A building risk assessment is in place. All statutory and mandatory compliance checks have been undertaken, and records maintained – <ul style="list-style-type: none"> Hot waters systems flushed weekly (Legionella Management Plan). Cold waters systems are maintained Asbestos disturbance or deterioration, Gas supply, Ventilation (mechanical and natural) Pest controls are checked and maintained. kitchen equipment cleaned and checked where appropriate (full clean cycles). 	(Y o u n e d t o c o n f i r m)	5		Consult with the site manager? contractor management company to confirm position of building maintenance and statutory requirements. Contractors and suppliers must communicate with staff prior to entry to premises and share risk assessments.	(Y o u n e d t o c o n f i r m)	5		Head teacher and site manager	Visual check of documentation, certificates, before opening school or widening occupancy to staff or pupils.		

	ople-at-higher-risk/		<p>Toilet and shower facilities may be restricted.</p> <p>Fire doors must remain closed</p> <p>Emergency access routes must be maintained.</p> <p>Meeting room doors and windows are opened to ventilate space where safe i.e. risk of smoke and fire travel or falls from open windows has been assessed.</p> <p>A trained first aider and fire warden will always be on site.</p>										
Routine maintenance of premises	Staff, agency staff, contractors, suppliers, pupils	<p>Slips, trips and falling debris.</p> <p>Playground equipment breaking during use</p>	<p>Contractor / supplier procedures are reviewed for the undertaking of the routine maintenance checks.</p> <p>Contractors are instructed of the procedures in place before they commence any work.</p> <p>Contractors will observe social distancing as much as reasonably possible, wear appropriate PPE and handwash or sanitise before, during and on completion of work, before and after eating or drinking or moving through the school.</p> <p>Any capital works which were suspended are subject to a review of all risk assessments before they recommence.</p>	3	4	12	<p>One swing from each frame has been removed to support social distancing</p> <p>No contractors on site during lock down working hours</p>	1	2	2	<p>Head/Deputy to liaise with site manager to ensure social distancing is adhered to and where possible any maintenance to be carried out, outside of school hours. Head and Deputy will work shifts to ensure flexible working hours to allow for this to happen in the case of absence of the Site Manager.</p>	Ongoing	
Poor access to the site and into the premises.	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor physical and mental ill health, injury, or other loss arising from difficult access to premises and inability to socially distance, whether due to physical restrictions or behavioural issues.	<p>Consideration is given to staff and contractors arriving at the premises. This includes use of public transport where arrival and leave times may need to address peak travels issues of overcrowding and therefore risk to poor physical and mental health.</p> <p>Vehicle access, delivery spaces, car parking and pedestrian access for everyone will ensure as much as possible, social distancing. Separate access points in place. One-way routes in place where social distancing is difficult. Barriers, tape and markings on the ground will inform everyone of distances and routes.</p> <p>Emergency access routes will be maintained.</p> <p>Drop off and collection of pupils will be staggered and will consider public transport overcrowding and public parking restrictions.</p> <p>Parents / carers will not be permitted to congregate at school gates and signage will be in</p>	3	4	12	<p>Work to be done outside of school opening hours.</p> <p>Staff and students travelling on public transport will adhere to government guidelines to keep themselves and others safe. They will have a change of clothes</p> <p>Staggered times for bus arrivals and staggered times for students to leave. Where possible different entrance doors to be used to avoid congestion. (See transport RA and Arrival/departure RA</p>	1	2	2	<p>Site manager to arrange</p>	<p>Prior to return</p> <p>Weekly by the Head/Deputy</p> <p>Weekly</p>	

			<p>place to remind everyone of the 2-metre distance rule.</p> <p>Where visitors, parents / carers are required to attend the school, meetings are by appointment only and limited to one person, unless additional support is required such as an interpreter.</p>				<p>Parents who come on site must wear a face covering while waiting for their child and are not to enter the building</p> <p>Try to keep contact minimised and offer phone, video or google meet meetings where possible. Parent visits offered outside of the school day where possible. Visits during school time limited to one parent, mask, hand washing and safe distancing to be observed.</p>			<p>Head/Deputy to continually review and book slots outside of school hours.</p> <p>Virtual reviews in place. Where face to face reviews are being conducted outside professional zoom in</p>		
Poor personal hygiene	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to fear of exposure or new procedures and behaviours.	<p>Hand sanitiser is located at various areas, including entrances to the building. Soap, hand sanitiser, hot water, disposable hand towels, disposable tissues are available in classrooms and toilet areas.</p> <p>Signage is displayed throughout the school reminding everyone of the respiratory (coughs and sneezes) and hand hygiene procedures and social distancing measures in place. Signs are displayed at school gates, parents' area, reception area, staff room, classrooms, toilets and in office spaces. Laminated signs to be put in toilets. Hands face space reminders evident.</p> <p>Staff, agency staff, contractors, pupils, parents / carers and visitors are informed and reminded in a variety of mediums of the new procedures to be adopted to prevent the spread of infection.</p> <p>Handwashing is frequently encouraged, including on arrival at school, where possible with soap and running water for 20 seconds or alcohol rub if no handwashing facilities are available.</p> <p>Congestion in toilets and at sinks must be avoided.</p> <p>Staff will assist pupils who may need assistance to wash their hands. Pupils are encouraged to cover their mouth and nose with a tissue when coughing or sneezing and then discard the tissue in a lidded waste paper bin. Disposable tissues should be provided for pupils. Catch it, bin it, kill it!</p>	3	4	12	<p>Students and staff are required to use hand sanitiser when they arrive at their form rooms.</p> <p>Soap provided and monitored daily in toilets and at sinks in classrooms</p> <p>All staff have accessed training from WHO on hand washing and PPE usage</p> <p>Return to school document, shared on facebook, website and emailed home. Updated Risk assessment shared on website</p> <p>Visuals/signs in all toilets.</p> <p>Regular breaks between sessions to include handwashing/sanitising throughout the day. If students are accessing a new classroom they must sanitise their hands upon entering.</p> <p>Regular cleaning of toilets throughout the day</p>	1	2	2	<p>Recorded in pupil and staff expectations guidance. Continual reminders at briefings and when students enter the building from the staff on the entrances.</p> <p>JW/ST</p> <p>Guidance in Staff expectations.</p> <p>Jan INSET reminder to all staff</p>	<p>In place</p> <p>Continually throughout the day</p> <p>Completed Prior to return to school.</p> <p>Completed Prior to return to school.</p> <p>In place</p>

<p>Staff availability and possible staff shortage</p> <p>https://www.hse.gov.uk/mothers/</p>	<p>Staff, agency staff, pupils</p>	<p>Poor physical or mental ill health due to lack of staffing. Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p>Consideration is given to staff and how their roles are undertaken. Especially staff who have underlying medical conditions as defined by government guidance. Where possible staff to work from home</p> <p>Staff subject to shielding or in a household where a person is shielding. Staff who are self-isolating.</p> <p>Staff on maternity leave. Pregnant staff</p> <p>Localised lock down Teaching Assistants and Supply Staff will cover any gaps where possible. Where there is a shortfall in staffing levels, possible solutions will be considered with the Local Authority.</p> <p>Child care following a staff members child's bubble being sent home</p> <p>Shielding of clinically extremely vulnerable if government advice is to do so following any updated lockdowns.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Staff – pupil ratios will be frequently reviewed, taking into consideration government guidance and the needs of the pupils at Presfield.</p> <p>Risk assessments completed for staff with underlying medical conditions.</p> <p>Weekly welfare calls are made by the admin team to any staff who are absent.</p> <p>When using supply staff to cover where possible we will use only familiar staff. Ensure supply staff and staff covering in other zones are familiar with school (one way system) and class procedures to minimise mixing of zones.</p> <p>Ask for shared responsibility across both parents where possible.</p> <p>CEV staff to remain shielding. Where partners are shielding staff absence requires doctors note</p> <p>Minimise supply staff but if employed Seek covid secure risk assessment for Supply staff from agencies being used and ask them to complete a lateral flow test upon arrival.</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>TF/LMc</p> <p>Admin/TF/LMC/CS</p> <p>Checklist for school procedure to hand out to visitors/supply staff? (LE)</p>	<p>Weekly</p> <p>Weekly</p> <p>Handed out to visitors.</p>
<p>Occupancy levels compromising social distancing measures</p>	<p>Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors</p>	<p>Poor ill health or fatality due to exposure to harmful bacteria and viruses.</p> <p>Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p>Everyone is required to remain 1 metres plus apart where possible when outside the building, moving through the building, and when sitting at desks</p> <p>Staff and pupils are discouraged from gathering in groups.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>1 meter zones created around chairs to visually demonstrate 1 m in rooms where this would be beneficial to students. Use of visuals to reduce anxiety</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>Staff team</p> <p>TF</p>	<p>in place</p>

https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/			<p>One-way circulation is in place where appropriate such as corridors, i.e. walking in single file in the same direction. Staff and pupils will queue 2 metres apart.</p> <p>Staff and pupil break and lunch times are staggered</p> <p>Visits to the toilet area are monitored to ensure the number of pupils visiting is limited at any one time. Toilets used by staff, contractors and visitors are limited to one person at any time. Allocated and marked queuing or waiting space may be required, maintaining social distancing of 2 metres where possible.</p> <p>Staff are to have their own cups and provide their own refreshments. Staff not to leave the site to visit local shops during the day to avoid cross contamination</p> <p>Computer keyboards and mice wiped down regularly to avoid cross contamination</p> <p>Staff and students to wear masks within the school unless exempt.</p>				<p>Chevrons added to the floor to show a one way system and 2 m gap. Feet used in 14-19 to show which way to walk.</p> <p>Lunch will be eaten in designated form rooms and staff and students will be encouraged to bring in packed lunches. PP/FSM students will have a lunch provided by school. Lunchtime will be staggered according to zones in the school. Lunches delivered to zones by welfare staff</p> <p>Feet placed outside of student toilets to show where to stand safely.</p> <p>Cleaning resources placed in the toilet (where appropriate) to encourage the cleaning of these after they are used</p>				<p>Staff team</p> <p>Staff team</p> <p>Staff team</p> <p>Close contact-</p> <ul style="list-style-type: none"> Anyone living in the same household. Face to face contact including being coughed on or having face-to-face conversation within 1M been within 1m for 1 minute or longer without face-to-face contact been within 2M of someone for more than 15 minutes (either as a one off contact. or added up together over 1 day traveled in the same vehicle or a plane <p>Household members of those contacts do not need to self isolate unless they have developed symptoms</p>	<p>In Place</p> <p>In PLace</p> <p>In Place</p> <p>In place</p>
<p>Receipt of Goods</p> <p>To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.</p>	<p>Staff, agency staff, pupils, parents / carers</p>	<p>Potential poor health or fatality due to exposure to harmful bacteria and viruses.</p>	<p>Social distancing must be applied at all times when receiving goods. One person to be nominated to accept deliveries at the front door, deliveries to be placed in a box and stored for 72 hours.</p> <p>Sanitise before and after each delivery. Hand washing in accordance with Covid-19 recommendations</p> <p>All articles opened before 72 hours to be wiped down before putting away.</p> <p>Delivery notes or invoices should not be signed for. While there is no evidence that Covid-19 can be transmitted through food and packaging all outer packaging and bags should be disposed of safely.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Efforts should be made to ensure packaging is handled in line with usual food safety practices</p> <p>Delivery staff to not physically enter the school building (they are entering numerous different premises, so contamination risk is potentially high). They should place deliveries in plastic box at the door. This will be left for 72 hours or wiped down before opening.</p>				<p>SLT</p>	<p>Ongoing</p>

Receipt of food deliveries Breakfast club	Staff, agency staff, pupils, parents / carers	Potential poor health or fatality due to exposure to harmful bacteria and viruses.	<p>Social distancing must be applied at all times when receiving goods.</p> <p>Food should be delivered to the food room by site staff. Breakfast club bread, spread and juice should be collected from the staff room. After its use spread should be clearly labelled and returned to the staff room. JW will safely store items in the fridge.</p> <p>Staff based class to collect shopping from food tec room</p> <p>Sanitise before and after each delivery. Hand washing in accordance with Covid-19 recommendations</p> <p>All articles opened before 72 hours to be wiped down before putting away.</p> <p>While there is no evidence that Covid-19 can be transmitted through food and packaging all outer packaging and bags should be disposed of safely.</p>								Office	Ongoing
Visitors to the school	Staff/student s and visitors	Potential poor health or fatality due to exposure to harmful bacteria and viruses.	<p>Prior agreement required for visitors on site. Non essential visits to be discouraged.</p> <p>Parent visitors to not enter rooms or touch handles in school. Parent visitors predominantly after students and staff have left.</p> <p>No touch request where possible</p> <p>Names and contact details provided in case of the need to track and trace</p>								Office	Ongoing
Lack of PPE	Staff, agency staff, pupils, parents / carers, visitors	<p>Anxiety</p> <p>Potential poor health or fatality due to exposure to harmful bacteria and viruses.</p>	<p>The government do recommend wearing masks in a school setting</p> <p>The use of PPE should continue as normal for any pupil whose care routinely requires this.</p>	3	4	12	<p>WHO Training for staff using PPE carried out.</p> <p>Masks are available for those that wish to wear it or have been advised to upon their return to work</p>	1	2	2	SLT/Staff teams	Completed

			<p>Consideration will be given to any pupil whose specific care cannot be delivered by social distancing.</p> <p>If contact is necessary gloves, apron, face mask and possibly eye protection may be worn.</p> <p>PPE available for any staff member who requests it</p> <p>Regular checks of PPE stock and ordering required</p>			<p>by their GP/Health professional. All staff (unless exempt) will be expected to wear a mask on the corridors and when supporting students closely</p> <p>PPE will be worn if a student/staff member displays any symptoms of COVID-19</p> <p>PPE available if physical support is required</p> <p>Every classroom will have a PPE box and emergency PPE boxes are available to support staff should a student go into crisis.</p> <p>Staff to inform JW if provision is running low in classrooms not when it has been depleted.</p> <p>JW to monitor PPE provision and liaise with SBM to ensure adequate provision is always available</p> <p>JW to ensure there are adequate cleaning supplies to return to after a holiday period.</p>		<p>Staff teams</p> <p>LMc/JW</p>	<p>Ongoing</p> <p>In Place</p>
<p>Fire risk</p> <p>Fire hazards arising from poorly maintained equipment, protection, and prevention systems.</p> <p>Fire or smoke spread</p>	<p>Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors</p>	<p>Risk to life from fire</p>	<p>See fire risk assessment</p> <p>Half termly fire drill</p> <p>Fire marshall on site</p> <p>Testing of fire door mechanisms, fire protection and prevention systems, panic and accessible toilet alarms,</p> <p>Ill health, fatality, or property damage due to lack of fire protection and prevention controls, leading to fire spread or poor evacuation measures.</p>	4	2	8		<p>IE/SLT</p>	

Fire doors wedged open to allow air circulation			Fixed wiring and portable appliance testing, Emergency access routes must be maintained.				Automatic closers fixed to fire doors					
Increased risk for BAME students and staff of Covid 19 https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities	Staff, agency staff, contractors, pupils, parents / carers	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to known susceptibility. Fear of exposure or new procedures and behaviours.	Provide masks where requested Ensure Covid 19 control measures are in place	3	2	6	Share concerns and control measures with BAME families				SLT	On Going
Cleaning throughout the day	Pupils/Staff	Spread of infection Exposure to harmful bacteria and viruses.	Employ on site cleaner (10am to 2pm) to clean and disinfect frequently touched objects and surfaces (e.g. door handles, keyboards, monitors, ipads, balls, resources etc.) This includes the school house. Toilets to be cleaned regularly throughout the day, after break and at lunch time. Staff will only use the staffroom toilets after 4pm and these will be cleaned by the member of staff who opens up in the morning. The cleaners will clean all toilets between 4-6. Cleaning resources will be available in the toilets and staff will be encouraged to wipe them down before and after use to encourage good hygiene habits and safety. Soft or cuddly toys should not be shared between pupils or students. Cleaners will clean the building from 4-6 when staff and students have exited the building. Only SLT will remain on site apart from Wednesdays when mandatory training takes place unless staff have agreed with SLT a late night to support their planning etc..	3	4	12	School supply disinfectant and disposable paper tissues Disposable gloves In house cleaner is employed to clean high touch areas throughout the day. Monday after school is available for teachers who must alert site staff so cleaners do not come into the classroom while teachers are present. School car and buses misted each week by site manager	1	2	2	Class staff daily monitoring	In place

Transmission of COVID-19 from contaminated waste	Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	<p>Lidded bins are available throughout for disposing of tissues and other waste immediately.</p> <p>Waste management procedures are in place for handling, double bagging, etc.</p> <p>A 72-hour waste holding area (<i>yellow bin by school bins</i>) is available for storing potentially contaminated waste.</p> <p>Lateral flow testing waste double bagged and put in yellow bin. DW organised more regular clinical waste collection.</p>	5		5	<i>Dave Winfield</i>	Weekly safety tours and inspections to monitor facilities and behaviours.
Transmission of COVID-19 from infected persons	Staff, agency staff, contractors, suppliers and delivery drivers, pupils,	Contamination from direct contact leading to ill health or fatality due to exposure to harmful bacteria and viruses.	<p>Anyone displaying symptoms of COVID-19 are not to enter the premises and will be sent home to get a test and self-isolate while awaiting results.</p> <p>Where a student has developed symptoms they will be isolated in the single bedroom of the house with windows open while awaiting parents.</p>	5	<p>Testing is available and will be arranged.</p> <p>Staff should have a change of clothes on site</p>	5	T Fay/L McLoughlin	<p>Weekly discussions with staff.</p> <p>Incident reporting and investigation.</p>

	visitors, public.	Anxiety due to fear of exposure or new procedures and behaviours.	<p>Senior staff are to be informed if any staff or pupils have been in the company or environment of anyone displaying symptoms.</p> <p>The Head Teacher reports cases under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 where required, notifies Public Health and reports via the Health and Safety incident and accident reporting system.</p> <p>Poor mental and physical health and wellbeing is monitored by staff.</p> <p>First aiders use appropriate PPE. Casualties may also be required to wear face masks.</p>		<p>Mask must be washed or disposed of and new masks worn.</p> <p>Soles of shoes should be cleaned with disinfectant</p> <p>Seating plans in place to support tracking and trace. These are for classes, training, meetings, INSET and all other circumstances where individuals have sat near people.</p> <p>Reminder contact to all parents and staff that they must self isolate if they or a member of their household are showing symptoms.</p>			Staff positive case to be reported to RIDDOR and Sefton
Transmission of COVID-19 due to lack of engineering control resources or PPE.	Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.	<p>Poor ill health or fatality due to exposure to harmful bacteria and viruses.</p> <p>Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p>Anyone who needs to remain at home (quarantine, localised lock down, shielding), will be at home. Home working and homeschooling arrangements are in place. Staff working from home who are well should deliver their normal classes via zoom/google meet. They should follow the teacher expectations.</p> <p>Work areas and activities will not re-open if adequate controls cannot be implemented.</p> <p>2 metres distancing will be maintained where reasonably practicable. Where this is not reasonably practicable, changes to entry and exit routes, one way circulation routes, screens and other mitigations are safely installed.</p> <p>Hand sanitising stations are positioned throughout the premises.</p> <p>Signs are fixed throughout the building as a reminder of socially distancing rules and the need for maintaining good hand and respiratory hygiene i.e. washing of hands, use of sanitiser and tissues.</p> <p>Where PPE is deemed necessary due to potential exposure, then it will be worn.</p>	5	<p>Consult with site manager or other appropriate staff member / team to confirm layout and mitigation arrangements.</p> <p>Check the screens and changes to routes are not compromising fire safety requirements</p> <p>Staff should have a change of clothes on site</p>	5	<i>Head teacher and site manager</i>	Safety tours to ensure good condition and remains in place / PPE being worn.

			<p>Where it cannot be worn, for health reasons, then other measures will be considered by senior staff.</p> <ul style="list-style-type: none"> • Washing of hands • Shower • Change of Clothes 					
<p>Transmission of COVID-19 due to activities</p> <p>Lunchtime football</p>	<p>Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.</p>	<p>Poor ill health or fatality due to exposure to harmful bacteria and viruses.</p> <p>Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p>Specific risk assessments are undertaken for all students and any staff member who is vulnerable</p> <p>Staff and pupils are expected to maintain good personal hand and respiratory hygiene.</p> <p>Handwashing is frequently encouraged, including on arrival at school, with soap and running water for 20 seconds or alcohol rub if no handwashing facilities are available.</p> <p>Staff will assist pupils who may need assistance to wash their hands. Pupils are encouraged to cover their mouth and nose with a tissue when coughing or sneezing and then discard the tissue in a lidded wastepaper bin. Disposable tissues should be provided for pupils.</p> <p>Consideration is given to the level of communication, sharing of space and equipment required and are kept to a minimum as much as is reasonably practicable.</p> <p>Take guidance from FA England. Reduced numbers on the football pitch. Seek parental permission for engagement in Football</p> <p>Cycle teams to minimise time on pitch.</p> <p>Wait at the side at a social distance.</p> <p>Consideration is given to play and other equipment to ensure it is appropriately cleaned between different groups of children using it.</p> <p>Staff and pupils do not share pens, paper or any other objects.</p> <p>There are limitations on the amount of books / resources to be taken home.</p>	5	<p>Parents and students were reminded, prior to September of the importance of hand hygiene. Expectations shared in all home communication</p> <p>Equipment wiped down after use</p> <p>Staff should have a change of clothes on site</p> <p>If students are participating in PE they should wear their PE kit that day, eliminating the need to get changed. Where possible PE will be conducted outside. All PE equipment used will be cleaned thoroughly between uses and where possible sharing will not happen.</p> <p>Students will be asked to bring in their own aprons for cookery lessons.</p>	5	<p><i>Head Teacher</i></p>	<p>Observations, safety walks through operational areas,</p> <p>weekly discussions with staff.</p>

Transmission of COVID-19 due to visiting another location.	Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to fear of exposure or new procedures and behaviours.	All site visits and off-site meetings are avoided unless necessary. Remote working / meeting tools are used where possible. Staff and students are advised not to go to the shop during the working day unless part of a regulation activity following a dynamic risk assessment (Impromptu off site visit). Authorisation for offsite visits (Life skills trips) is provided by the Head Teacher or Deputy Public transport is avoided where possible. Meetings numbers are to be kept to a minimum and social distancing is observed. Paperwork is sent via electronic means either before or after the visit. Minutes are distributed electronically. In a case of non-compliance, staff cease the visit immediately and report issues to their Head Teacher.	5	Residential trips are currently postponed. They will be risk assessed and signed off by Governors, when its deemed safe for them to resume.	5	Head/deputy	Observations, safety walks through operational areas, weekly discussions with staff. Incident reporting and investigation.
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Communal spaces, Reception and Offices														
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required?			Target risk rating			Action/ monitored by whom?	Action / Monitored by when?
				L	C	R	L	C	R	L	C	R		
Transmission of COVID-19 in reception areas, circulation and communal spaces.	Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.	Ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to fear of exposure or new procedures and behaviours.	For track and trace purposes, names and contact numbers of anyone attending the premises are being held for 21 days. Maximum occupancy levels are agreed and restrictions are in place for all staff, pupil and visitor areas – classrooms, offices, stores, kitchens, staff rooms, kitchen areas and equipment, water fountains and shared equipment such as photocopiers and printers, etc. Staff and pupils are required to queue 2 metres apart at toilets, entrance and exit routes. Showers are cleaned by staff using them, in addition to the normal cleaning regime. Staff are not	5			Staff room to remain limited use with social distancing measures in place. Plexiglass barrier erected in reception School keys have been moved to Deputies office to avoid staff gathering	5			Head Teacher	Observation prior to reoccupation or commencement of operations. Safety tours by HT.		

			<p>permitted to leave belongings in shower rooms or toilets.</p> <p>A cleaning regime is in place for pupil showers.</p> <p>Staff and pupils are not permitted to congregate in communal areas. Conversations are to be kept to a minimum.</p> <p>2 metre distance rules are maintained when moving away from school property to smoke. Smokers are to be reminded of risks of contaminating others for cigarette waste.</p> <p>Masks should be worn by staff moving through corridors unless exempt.</p>		<p>Alternative arrangements such as maidens may be required for towels.</p> <p>Safe spaces created in staff room for planning and prep. These are socially distanced with a barrier between them to ensure they are as covid safe as possible.</p>			
<p>Transmission of COVID-19 in operational spaces such as offices, classrooms, halls.</p>	<p>Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.</p>	<p>Ill health or fatality due to exposure to harmful bacteria and viruses.</p> <p>Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p>Layouts for staff and pupil areas consider social distancing.</p> <p>All unnecessary items are removed from classrooms including soft furnishings which may be hard to clean.</p> <p>Arrival times, breaks and finish times for staff and pupils are staggered where possible .</p> <p>Staff are not working less than 1 metre from each other, or face to face. Non-essential personal items have been removed and a clear desk policy is in place.</p> <p>Staff are not to make non-essential trips around building and are discouraged from having face to face meetings. Emails, telephone calls and virtual meeting attendance will be used as much as possible for inhouse and out of school communications.</p> <p>Visitor and parent meetings are arranged on a one to one basis and by appointment only. Held in house if possible.</p> <p>Work areas are cleaned at the start and end of each day.</p>	5	<p>Zoom assemblies held on Monday mornings These will be conducted by SLT.</p> <p>Breakfast club will be held in form rooms. See above.</p>	5	Head Teacher	Ongoing monitoring and discussions.

			<p>Children are now identified as vectors therefore social distancing must be adhered to. 2m where possible.</p> <p>Lesson plans, play activities and assemblies are reviewed with social distancing in mind.</p> <p>Consideration is given to the ability of pupils to socially distance and arrangements are in place for the supervision of this.</p> <p>Pupils will be kept in the same groups where possible, with the same staff assigned to them.</p> <p>Outdoor space will be used where appropriate.</p> <p>Pupil areas including classrooms are arranged considering the hierarchy of controls.</p> <p>Social distancing will be maintained where possible.</p> <p>Close face to face communication is discouraged. It is recognised that pupils sitting next to each other may risk cross contamination on desks, and when chatting face to face.</p> <p>The programme of study is reviewed and extra support is available for pupils based on:</p> <ul style="list-style-type: none"> · the number, age and stage of development of pupils on site. · the frequency of pupils' attendance and the resources for pupils who may attend irregularly. <p>Cleaning regimes are in place. High contact points, are cleaned frequently throughout the day.</p> <p>Staff training/meetings to take place via Google Meet/Zoom where possible.</p>						
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Arrival and departure												
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required?	Target risk rating			Action/ monitored by whom?	Action / Monitored by when?
				L	C	R		L	C	R		

Arrival of pupils	Pupils/staff	<p>Not adhering to social distancing</p> <p>Spread of infection</p> <p>Increase of anxiety</p>	<p>Students remain on their bus until they are met by a member of SLT and/or behavioral staff team. Temperatures are taken</p> <p>Pupils will be directed to safe distance.</p> <p>Pupils will be guided to their school entrance to avoid unnecessary movement around the school.</p> <p>Staggered arrivals agreed with transport</p> <p>Transport drivers and escorts will not enter the building.</p> <p>Take temp of children upon arrival to the classroom (see section SYMPTOMATIC CHILD OR STAFF MEMBER if temp is above 37.8)</p> <p>Pupils must sanitize their hands when first arriving in the building</p> <p>Disposable paper towels should be used and placed in a lidded bin.</p>	3	4	12	<p>Student transport list and arrival times</p> <p>Pupils, staff and parents reminded of current guidelines in place and of the current track and trace plan for educational settings.</p> <p>Following Government SD guidance. Soap, water, sanitizer paper towels</p> <p>Thermometer, gloves, aprons if required.</p> <p>Use outside doors to enter school.</p> <p>Bin to be provided at entrance doors to enable arrivals to dispose of face coverings safely</p> <p>Staff will wear face coverings when escorting students to and from buses.</p>	1	2	2	<p>SLT daily monitoring</p> <p>TF/LMc weekly review</p>	SLT
Departure of students	Pupils/Staff	<p>Not adhering to social distancing</p> <p>Spread of infection</p> <p>Increase in anxiety</p>	<p>Transport drivers and escorts will not enter the building. They will indicate they have arrived by letting staff in the office know they are here.</p> <p>Students to be dismissed from their classes and escorted to their bus, avoiding large gatherings at the school entrance.</p> <p>Students will exit the school through their identified exit to avoid unnecessary movement around the school.</p>	3	4	12	<p>Student transport list and departure times agreed and shared with staff. SLT to manage departure</p> <p>Emails sent for students who depart via the back gate following the colour coded system.</p> <p>Pack of visuals shared</p>	1	2	2	<p>Zone staff daily monitoring</p> <p>TF/LMc weekly review</p>	

			<p>Pupils will be directed to socially distance and zone staff will demonstrate and ensure social distancing as much as possible.</p> <p>SLT will oversee departure</p> <p>Pupils must sanitise their hands when leaving the building in their designated class.</p> <p>Staff escort students who leave in taxis' to leave at 3:00pm</p> <p>Two buses at the front and two at the back identified for earlier departure</p>				<p>Following Government SD guidance.</p> <p>Soap, water, sanitizer paper towels</p> <p>Thermometer, gloves, aprons if required.</p> <p>Students displaying symptoms must not board the bus. Isolated in the house and parents called to collect</p>					
Staff arrival and departure		<p>Not adhering to social distancing</p> <p>Spread of infection Increase in anxiety</p>	<p>Try to maintain a social distancing protocol of 2m between people.</p> <p>Staff to enter and leave the building through their identified entrance. Suspend signing in system to avoid congestion.</p> <p>All staff wash hands using soap for at least twenty seconds upon arrival and leaving. Using disposable paper towels or hand dryers. Or use hand sanitiser if this is not possible</p> <p>Disinfect badge at the end of each day. Staff will not share their fobs.</p> <p>Staff will have their temperature taken upon arrival. (see section SYMPTOMATIC CHILD OR STAFF MEMBER if temp is above 37.8) Staff will present themselves to SLT to get their temperature taken.</p> <p>Children are now identified as vectors therefore social distancing must be adhered to. 2m where possible.</p>	3	4	12	<p>Identified staff continue to work from home</p> <p>Using outside entrances to zones.</p> <p>Staggered staff arrival times</p> <p>Entering after school hours, exchanging items at outside entrances or face coverings should be used if entering is essential to ensure named contacts are kept to a minimum.</p> <p>Bin for masks at front and back doors</p> <p>Staff to have a change of clothes with them</p>	1	2	2	SLT weekly review	
School Transport	Staff, agency staff, contractors, pupils,	Potential poor health or fatality due to exposure to harmful bacteria and viruses.	Assessment should be undertaken for the availability of all school transport to ensure social distancing.	3	4	12	A designated member of the transport team has been assigned to Presfield	1	2	2	Sefton transport risk assessment has been shared with school. School transport contact	Ongoing

	parents / carers		<p>Students socially distancing on transport.</p> <p>Where possible students and transport staff should wear a mask.</p> <p>See Transport Risk assessment</p>		<p>as the main point of contact.</p> <p>Encourage independent travel and home car usage.</p> <p>All bus staff to wear face coverings and have hand sanitizer available.</p> <p>Transport staff offered Lateral flow testing.</p>		<p>April Waterson April.Waterson@sefton.gov.uk 07931296718</p>	
Transmission of COVID-19 from travelling to and from school.	Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.	<p>Poor ill health or fatality due to exposure to harmful bacteria and viruses.</p> <p>Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p>Consideration is given to staff and pupils and anyone else arriving at the premises.</p> <p>An assessment is undertaken for the availability of all school transport to ensure social distancing. This includes use of public transport where arrival and leave times may need to address peak travel issues of over-crowding and therefore risk to poor physical and mental health.</p> <p>Vehicle access, delivery spaces, car parking and pedestrian access for everyone maintains social distancing, as much as possible.</p> <p>Drop off and collection of pupils will be staggered and will consider public transport overcrowding and public parking restrictions.</p> <p>One-way routes are in place where social distancing is difficult. Barriers, tape and markings on the ground will inform everyone of distances and routes.</p> <p>Parents / carers will not be permitted to congregate at school gates and signage will be in place to remind everyone of the 2-metre distance rule and face coverings must be worn.</p> <p>Staff, pupils and parents / carers are expected to adhere to the safety measures.</p> <p>Emergency access routes will be maintained.</p>	5	<p>Student and staff shop visits at lunch are suspended</p> <p>Staff and students travelling on public transport should have a change of clothes available for work and travel</p>	5	T Fay	
Transmission from outside people using school toilets	Staff/student s/visitors	Potential poor health or fatality due to exposure to harmful bacteria and viruses.	Use house toilets to minimise risk to school staff and students.				office	On going

Movement around the school												
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required?	Target risk rating			Action/ monitored by whom?	Action / Monitored by when?
				L	C	R		L	C	R		
Social distancing	Pupils/Staff	Potential poor health or fatality due to exposure to harmful bacteria and viruses.	<p>Try to maintain a social distancing protocol of 2m between people. Use available space to allow this to be achieved</p> <p>If social distance cannot be maintained (assessments, intimate care) wear appropriate PPE including face coverings</p> <p>Face masks to be worn by staff during movement around the school.</p> <p>Movement around the school needs to be kept to a minimum and students to be supervised when moving from one area to another.</p> <p>One way system</p>	3	4	12	<p>Staff model correct social distancing (still 2m where possible)</p> <p>Visual floor markers</p> <p>Social stories</p> <p>Visuals</p> <p>Disposable apron and gloves</p>	1	2	2	<p>Staff daily monitoring</p> <p>TF/LMc weekly review</p>	
Transitioning to practical rooms	Pupils/Staff	Potential poor health or fatality due to exposure to harmful bacteria and viruses.	<p>One way system</p> <p>Staggered lesson change</p> <p>Students will be taught in their form rooms for all lessons apart from those that require a specialist room (Science, PE, Food Tech, Computing).</p> <p>Children are now identified as vectors therefore social distancing must be adhered to. 2m where possible.</p>				<p>Staff to escort students if a room change is required.</p>				<p>Staff daily monitoring</p> <p>TF/LMc weekly review</p>	On going
Students self regulating by removing themselves from a room	Pupils/Staff	Potential poor health or fatality due to exposure to harmful bacteria and viruses.	<p>One way system</p> <p>Encourage movement to outside space</p> <p>Children are now identified as vectors therefore social distancing must be adhered to. 2m where possible.</p>				<p>Identification of areas touched</p> <p>Email communication to alert others of use.</p>				<p>Staff daily monitoring</p> <p>TF/LMc weekly review</p>	On going
Accessing Chill out/sensory room	Pupils/Staff	Potential poor health or fatality due to exposure to harmful bacteria and viruses.	<p>One way system</p> <p>On site cleaner to wipe down room following student use</p>				<p>Email staff when in use and when available again for use after cleaning</p>				<p>Staff daily monitoring</p> <p>TF/LMc weekly review</p>	On going

Break/lunch												
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required?	Target risk rating			Action/ monitored by whom?	Action / Monitored by when?
				L	C	R		L	C	R		
Not safe distancing	Pupil/Staff	<p>Not adhering to social distancing</p> <p>Spread of infection</p> <p>Increase in anxiety</p> <p>Potential poor health or fatality due to exposure to harmful bacteria and viruses.</p>	<p>Students to access the yard at staggered times and maintain social distancing rules</p> <p>If students utilise equipment this must be disinfected before and after use by a member off staff</p> <p>If social distance cannot be maintained wear appropriate PPE</p> <p>Students will be encouraged to bring packed lunches.</p> <p>Students and staff to eat in their designated zones</p> <p>PP/FSM students will have packed lunches made by the school cafeteria. This will be delivered.</p> <p>One person on the basket swing at a time</p> <p>Social gatherings to be discouraged</p>	3	4	12	<p>Zone cleaning equipment.</p> <p>Lunch time carousel based on Zones (30 mins yard, 30 mins tutor activities,eating)</p> <p>Breaktimes 10:30-10-45 and 10:45-11:00</p> <p>Welfare staff split- Lunches are delivered to form rooms by the welfare staff. Welfare staff on the yard and support the wiping down of equipment</p> <p>Students coming out onto the yard must be accompanied and access the yard around the back of the cage if the previous group are still lining up</p> <p>Cleaner will support cleaning of equipment at break and lunch</p>	1	2	2	<p>Zone staff daily monitoring</p> <p>SLT weekly review</p>	
Risk of cross contamination during delivery of meals to students	Pupil staff	Potential poor health or fatality due to exposure to harmful bacteria and viruses.	<p>Lone working</p> <p>Staff will observe social distancing as much as reasonably possible, wear appropriate PPE and handwash or sanitise before, during and on completion of work, before and after eating or drinking or moving through the school.</p>								Welfare/SSU/TF	Ongoing
Risk of injury when delivering meals to the students	Welfare staff Pupils/staff	<p>Slips, trips, falls.</p> <p>Burning from too hot food</p>	<p>Ensure one way system is followed. Monitor corridors and spaces to ensure they are clutter free</p> <p>Plates to be wrapped with foil</p>								Welfare/SSU/TF	Ongoing

			<ul style="list-style-type: none"> the frequency of pupils' attendance and the resources for pupils who may attend irregularly. Pupils with additional needs. <p>Introduce a recovery curriculum that looks at identifying the gaps in knowledge and putting a bespoke student centred package together to help address these gaps.</p> <p>Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.</p>		<p>Classrooms set up with trays/pencil cases for students to ensure no cross contamination by sharing resources</p> <p>Changes were shared with students and walked through when they arrive at the school</p> <p>Teachers to plan to share lesson materials with any absent students. Google classroom utilised to support remote learning</p>			LMc/Staff teams	
Lack of general cleaning	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	<p>School "fogged" in August.</p> <p>All frequently touched surfaces including door handles and door plates, taps, equipment (from play equipment to kitchen kettles) are cleaned with detergent.</p> <p>Cleaning checklist of high touch areas produced and shared with cleaners</p>		<p>Employ on site cleaner 4 hours a day to support high touch area cleaning including toilet blocks and the computer suite after each lesson (keyboards and mice to be cleaned).</p> <p>Each class room to have a cleaning kit and hygiene kit (for emergencies) in situation to allow wipe down after usage.</p> <p>Window and doors open were possible to encourage air flow and windows opened more fully during breaks to purge the air in the space.</p> <p>School to be fogged at half term.</p> <p>Spaces where positive or suspected positive cases have occurred to be fogged</p>			<p>Checklist to be ticked throughout the day</p> <p>Cleaning staff agreed to temporary to change working pattern to reduce number of adults in school. (New hours 4:00pm to 6:00pm)</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Site manager (training provided to SLT)</p>	
14-19 soft furnishing/sensory equipment	Students /Staff	Increase chance of exposure to harmful bacteria due to Poor hygiene and multi use	Consideration is given to play and other equipment to ensure it is appropriately cleaned between different groups of children using it.		Cleaning kits available to wipe down play equipment if it has been used.			<p>Student desks to have individual sensory equipment as per LSP requirements</p> <p>Rooms cleared before return to school and signed off (DW/JW)</p>	

			All unnecessary items are removed from classrooms including soft furnishings which may be hard to clean. Student zones created to avoid multi use. Sensory support required									
Cross contamination of books	Staff/Students	Increase chance of exposure to harmful bacteria due to Poor hygiene and multi use	There are limitations on the amount of books / resources to be taken home. No staff marking at home. Discourage any transfer of personal items between home and school unless essential								Timetable to include chromebook based tasks. Self assessment to be encourage	
Safe storage of used handkerchiefs, masks and gloves	Staff/students	Increase chance of exposure to harmful bacteria due to Poor hygiene and multi use	Lidded bins are available in all rooms and will be used by staff and pupils for disposing of tissues and other materials Waste procedures are in place for handling, double bagging and suitable storage in the event of waste being identified as potentially contaminated with coronavirus.	3	4	12	Lidded bins for each zone Potential hazardous refuse double bin bagged. Yellow outer bag and disposed in external yellow bin	1	2	2	All staff to access training from WHO on hand washing and PPE usage	Before starting
Cross contamination when undertaking PE	Staff/students	Increase chance of exposure to harmful bacteria due to Poor hygiene and multi use	Students arrive in school in PE kit to avoid use of changing room Wherever possible lessons to be conducted outside of school				Students wash hands after PE session				SSU	Sept
Cross contamination when undertaking ICT	Staff/students	Increase chance of exposure to harmful bacteria due to Poor hygiene and multi use	All equipment will be wiped down by the school cleaner between lessons/use. Students will face the screen whilst being taught.				Consideration given to the flow of the lesson with the possibility of students accessing the computers in groups rather than all at once to allow for social distancing, if the lesson allows for this.				DRI	on going
Cross contamination when erecting/dismantling outdoor class spaces (gazebo)	Staff/students	Increase chance of exposure to harmful bacteria due to Poor hygiene and multi use	Wash hands thoroughly following erection and dismantling of the gazebo. Clean each leg with disinfectant								Staff	On Going

Behaviour and positive intervention												
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required?	Target risk rating			Action/ monitored by whom?	Action / Monitored by when?
				L	C	R		L	C	R		
Less common social habits: spitting/hitting	Pupils/Staff	Not adhering to social distancing	Wear appropriate PPE if this is an expected behaviour staff need to increase their level of self-protection, such as minimising close	3	4	12	All classes have a designated emergency hygiene pack with all PPE.	1	2	2	staff to monitor daily SSu/PS to review weekly	

		<p>Spread of infection</p> <p>Increase in anxiety</p>	<p>contact and having more frequent hand-washing and other hygiene measures and regular cleaning of surfaces.</p> <p>Wash hands and/or face with soap for at least 20 seconds if saliva has been passed to you or to a child.</p> <p>Avoid placing demands on any pupil that will display this behaviour in response to task avoidance</p>				<p>Disposable apron, gloves.</p> <p>Protection glasses and masks are available however, the scientific advice from the government indicates that staff would only use extra PPE in special schools if pupils develop symptoms. If during this time the pupil could not maintain social distancing and where they display habits such as spitting in faces then extra PPE would be appropriate</p>					
Pupils who pose a threat of disruptive behaviour	Staff, agency staff, pupils, parents / carers	<p>Increased risk of closer contact to support a pupil. Poor psychological wellbeing of all concerned.</p>	<p>A review of the pupil's current individual risk assessments should be undertaken to include the risk of COVID-19 situation.</p> <p>New individual risk assessments undertaken for pupils not previously assessed but are now considered to pose a risk in the current situation.</p> <p>The Behaviour Policy should be reviewed to ensure it covers COVID-19 and the sanctions which will be in place for any person who wilfully disrespects the control measures. See Covid addendum</p> <p>LSP reviewed following attendance at school</p> <p>PEEP review</p>	3	4	12	<p>Risk assessments for each student.</p> <p>Flow chart/letter shared with parents describing expectations of what will happen in the case of poor behaviour and the school's stance on holding in line with Sefton advice.</p> <p>Positive holding plans will be reviewed.</p> <p>Where a student is determined to be a repeated risk to other students or staff safety parental contact will be made and exclusions considered.</p> <p>Dynamic risk assessment to support student anxiety through access to pets with staff support present.</p>	1	2	2	<p>LMC/PS/CS/KS/SSu</p> <p>PS/SS/LMc</p> <p>SSu/PS</p> <p>SSu</p>	<p>Ongoing as student numbers increase</p> <p>Ongoing</p> <p>On going</p>
Poor hygiene such as failure to wash hands.	Staff and students	Increase chance of exposure to harmful bacteria due to Poor hygiene and multi use	<p>Visual and verbal reminders</p> <p>Parental contact seeking support including coming to school to model</p>								all staff	

			Student will be internally isolated until they can wash their hands. This could result in an exclusion if they cannot adhere to hygiene rules.								
Possible exposure to COVID 1-19 through physical restraint of student	Staff and students	Increase chance of exposure to harmful bacteria due to Poor hygiene and multi use Self harm Physical harm of others	De-escalation Change of face Offer/encourage outside Use of school dog Where possible use PPE prior to holding Hold for as short as time as possible Change of clothes available/Pump bags for washing clothes/ wash clothes in school	3	4	12	If following all team teach protocol a child is still in danger of hurting themselves or others - staff will use team teach protocol which may include the use of physical restraint and therefore close contact with others Shower, Wash hands, change clothes access a lateral flow test			SLT monitoring well being of staff or students involved	As an unintended incident involving possible exposure to COVID-19 it must be reported to as a Dangerous Occurrence and also reported on the Council incident system
Aggressive or abusive behaviours	Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.	Physical or psychological harm from aggressive or abusive behaviours.	Policies, procedures, and arrangements are reviewed and amendments have been communicated. All H&S incidents and accidents are reported via the health and safety reporting system. Persistent incidents will result in seeking parental support including period of reflection at home			5	Follow school behaviour policy If a student has been held the staff member will be asked to change their clothing to reduce the risk of cross contamination. The student may remain in their clothing due to the added demand changing clothing may place on the student and the subsequent risk of the student going into crisis again and needing holding. Also children are less likely to be susceptible to the virus and have milder symptoms. The rate of transmission from children is unclear although it has been proposed they are less likely to transmit to family members or people sharing the household. Students are now considered vectors of transmission.			SSU/PS/MS	Weekly discussions with staff. Incident reporting and investigation.

Failure of staff or students to comply with risk assessment guidance.	Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.	<p>Increase chance of exposure to harmful bacteria /virus due to Poor hygiene and multi use.</p> <p>Increase in staff anxiety.</p> <p>Not adhering to social distancing</p> <p>Spread of infection</p>	<p>Staff expectations documents shared with all staff.</p> <p>Updates shared at staff briefing.</p>		<p>Training of all staff to ensure consistency of the RA guidance. Staff to sign agreement</p> <p>Zoom meeting.</p> <p>Log of potential incidences of cross contamination to support track and trace.</p> <p>Application of school behaviour policy and staff disciplinary process.</p>			
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Safeguarding/Medical including response to symptomatic staff/student

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required?	Target risk rating			Action/ monitored by whom?	Action / Monitored by when?
				L	C	R		L	C	R		
SYMPTOMATIC CHILD OR STAFF MEMBER	Pupils/Staff	Spread of infection	<p>If a staff member develops symptoms of COVID-19 when in school (high temperature and/or new and continuous cough, loss of taste), inform a member of SLT straight away, Access a lateral flow test School have test kits if necessary. Inform track and trace and self-isolate at home for 10 days or until they have a negative test result</p> <p>Clean surfaces they have come into contact with hot soapy water following government cleaning regulations</p> <p>If you suspect a pupil to be symptomatic then:</p> <p>The child with symptoms should be moved to the school house where they can be isolated away from others with appropriate adult supervision as required. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people or move the other people to achieve this.</p>	3	4	12	<p>School supplied disinfectant and disposable paper tissues</p> <p>PPE available in the house</p> <p>Moved to the bedroom of the house via the outside entrance. If students are utilising the house for a lesson or therapy session they will be asked to leave whilst staff assess the situation.</p> <p>Regular welfare calls to identify Covid symptoms in the school community as soon as possible.</p>	1	2	2	<p>Staff daily monitoring</p> <p>TF/LMc on call</p>	

			<p>Inform a member of SLT who will inform the child's family and offer a lateral flow test. Refusal will result in asking them to come and collect their child from school, self-isolate the child at home for 10 days inform track and trace and seek a test</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom in the house. The bathroom should be cleaned and disinfected using school cleaning products before being used by anyone else.</p> <p>If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell and change clothes.</p>				<p>Dedicated isolation room available at all times equipped with PPE and cleaning materials</p> <p>School supplied disinfectant and disposable paper tissues</p> <p>Disposable apron and gloves</p>					
Staff/Pupils confirmed as having COVID-19	Staff, agency staff, pupils, parents / carers	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Increased risk of closer contact to provide support. Poor psychological wellbeing of all concerned.	<p>Staff/Parents/Carers should notify the school immediately.</p> <p>Staff and pupils should refrain from attending school and should self-isolate for 10 days or until symptoms have ceased and a negative test received. Advice from the GP and Public Health England should be followed.</p> <p>Where possible the infected person may be tested before being allowed back to school.</p> <p>If a staff member or pupil, or a family member of staff/pupil tests positive or displays symptoms they must email the school on reportcovid@presfieldschool.org this email is linked with all SLT emails and will provide a central point for the monitoring of suspected and confirmed cases.</p>	3	4	12	<p>Notify all staff/students/carers to email the school if anyone displays symptoms during the holidays.</p> <p>Staff identified by PHE measures as being at risk will self isolate for 10 days.</p> <p>Where multiple cases emerge staff and students within that class will be asked to self isolate for 10 days.</p>	1	2	2		If staff contracted case in school RIDDOR to be informed
Staff/Pupils becoming unwell	Staff, agency staff, pupils,	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	If a pupil becomes unwell whilst at school, they should be kept in a separate well-ventilated room ,	3	4	12	PPE should be worn if staff in danger of being spat at, coughed or sneezed on and	1	2	2	TF/LMc	Prior to return

whilst on school premises	parents / carers	Increased risk of closer contact to provide support. Poor psychological wellbeing of all concerned.	<p>parents will be offered a lateral flow test for the child whilst they await collection.</p> <p>The member of staff should keep a 2-metre distance and if this is not possible staff and if possible, the pupil must wear face protection.</p> <p>If a member of staff displays signs of COVID-19 they will be sent home.</p> <p>If concerns about an incident/accident arise parents will be contacted and agreement about taking a student to hospital is agreed. Students will be taken to hospital accompanied by two staff if school are required to attend hospital. Parents will be informed</p> <p>Should an employee require first aid it should be self-administered if it is low level. Anything more serious should be reported to the first aider on site who will have been made aware of the government guidance for first responders.</p> <p>If you suspect a pupil to be symptomatic then:</p> <p>The child with symptoms should be moved to the school house with a staff member from their zone/class to minimise transmission where they can be isolated behind a closed door and away from others with appropriate adult supervision at a safe distance as required. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people or move the other people to achieve this. Contact parents and offer a lateral flow test (see SYMPTOMATIC CHILD OR STAFF MEMBER)</p>				Mask and visor should be worn.				Staff team	Ongoing
							Deep Clean surfaces they have come into contact with. Fog all the zones				Staff team	Ongoing
											Cleaning team	
Dealing with any medical emergencies	First aiders, paediatric first aiders, staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to changes.	<p>Anyone administering first aid will use appropriate PPE. This may require the need for the first aider and the casualty to both wear face masks.</p> <p>If CPR is required, emergency services should be called using a mobile phone (if possible), where screens and controls can be wiped clean with suitable wipes. The call should be hands free with direct instruction available to the first aider. The UK Resuscitation Council and Voluntary aid organisations advise against mouth to mouth and advise chest compressions only are administered.</p>	3	4	12	<p>First aid kits will be available in each zone, along with a medical tin to store pupils prescribed medication. This will be locked and zone staff will have the key.</p> <p>Staff members are allowed their mobile phones in class for emergency use. Safeguarding protocols must be followed</p>	1	2	2	Staff teams	Ongoing

			<p>The first aider should assess the situation and work with the emergency services. Mouth to mouth should not be considered without a resus life aid or mask.</p> <p>Every care should be taken not to come into contact with body fluids.</p> <p>A trained first aider, paediatric first aider, designated safeguarding lead and SEN will be on site at all times.</p>				<p>SLT will be notified if issues arise. Parents will be informed</p> <p>Two resus aids purchased and in medical room</p>				
Safe storage and access to medicines	Staff/students	<p>Poor ill health or fatality due to exposure to harmful bacteria and viruses.</p> <p>multi use cross contamination</p>	<p>Timetable of access to medical room created on google sheet and evident in medical room</p> <p>Sets of multi use key cut to avoid sharing for TA linked to student requiring medication</p> <p>Staff will administer meds to students adhering to the 2m socially distancing where possible.</p> <p>Staff should be mindful of the administration of an inhaler for asthma. This could cause a child to cough and PPE should be worn.</p>	3	4	12	<p>Cleaning kits available to wipe down play equipment if it has been used.</p> <p>Access to medical room timetable developed.</p> <p>Lidded bins for each zone</p> <p>Potential hazardous refuse double bin bagged. Yellow outer bag and disposed in external yellow bin</p>	1	2	2	<p>August</p> <p>KG to provide list of students who require medication in the day</p>
Shielding	Pupils/Staff	Increased anxiety	<p>If a member of staff has received a "shielding letter" then they must not come into school.</p> <p>If a member of staff lives with someone who has received a shielding letter they can work from home if their duties permit this or they have a supporting doctors note and if not then they must follow social distancing and hygiene protocols when in school. A individual risk assessment will be carried out for all staff working from home</p>	3	4	12	<p>Weekly welfare calls will be undertaken to support staff and look at their return</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend during the period this advice is in place.</p> <p>Staff who are clinically extremely vulnerable (in receipt of a letter from GP/NHS) are advised to work from home and not to go into work.</p>	1	2	2	<p>SLT to conduct weekly welfare calls</p>
School refusal	Students	Missing from education, increased risk of a range of safeguarding concerns	<p>Inform LEA of school refusers and SW if applicable. If staff have any safeguarding or parenting concerns social care to be informed the child is refusing.</p> <p>Work set for students through google classroom.</p> <p>Zoom contact on a daily basis through teachers. Welfare calls if student not seen, pathway visit once a week.</p>				<p>The attendance officer will work with parents to work through the reasons for school refusal and where possible to devise a plan for some school attendance.</p> <p>Sefton are to be informed and home visits made by Sefton team</p>				<p>CS and safeguarding team</p>

Examinations												
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required?	Target risk rating			Action/ monitored by whom?	Action / Monitored by when?
				L	C	R		L	C	R		
<p>SYMPTOMATIC CHILD OR STAFF MEMBER</p> <p>During the examination period</p>	Pupils/Staff	Spread of infection	<p>If a staff member develops symptoms of COVID-19 when in school (high temperature and/or new and continuous cough, loss of taste), inform a member of SLT straight away, leave school and and seek a test as soon as possible, inform track and trace and self-isolate at home for 10 days or until they have a negative test result</p> <p>Clean surfaces they have come into contact with hot soapy water following government cleaning regulations</p> <p>If you suspect a pupil to be symptomatic then:</p> <p>The child with symptoms should be moved to the school house where they can be isolated behind a closed door or away from others with appropriate adult supervision as required. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people or move the other people to achieve this.</p> <p>Inform a member of SLT who will inform the child's family and ask them to come and collect their child from school, self-isolate the child at home for 10 days inform track and trace and seek a test</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom in the house. The bathroom should be cleaned and disinfected using school cleaning products before being used by anyone else.</p>	3	4	12	<p>School supplied disinfectant and disposable paper tissues</p> <p>PPE available in the house</p> <p>Moved to the front room of the house via the outside entrance.</p> <p>Regular welfare calls to identify Covid symptoms in the school community as soon as possible.</p> <p>Dedicated isolation room available at all times equipped with PPE and cleaning materials</p> <p>School supplied disinfectant and disposable paper tissues</p> <p>Disposable apron and gloves</p>	1	2	2	<p>Staff daily monitoring</p> <p>TF/LMc on call</p>	

			If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell and change clothes.									
Staff/Pupils confirmed as having COVID-19 during examination period	Staff, agency staff, pupils, parents / carers	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Increased risk of closer contact to provide support. Poor psychological wellbeing of all concerned.	<p>Staff/Parents/Carers should notify the school immediately.</p> <p>Staff and pupils should refrain from attending school and should self-isolate for 10 days. Advice from the GP and Public Health England should be followed.</p> <p>Where possible the infected person may be tested before being allowed back to school.</p> <p>If a staff member or pupil, or a family member of staff/pupil tests positive or displays symptoms they must email the school on reportcovid@presfieldschool.org, this email is linked with all SLT emails and will provide a central point for the monitoring of suspected and confirmed cases.</p> <p>IE to contact the exam boards</p>	3	4	12	<p>Notify all staff/students/carers to email the school if anyone displays symptoms during the holidays.</p> <p>All staff working within the class of the confirmed staff member should access a test.</p> <p>Where multiple cases emerge staff and students within that class will be asked to self isolate for 14 days.</p>	1	2	2		
Staff/Pupils becoming unwell whilst on school premises during the examination period	Staff, agency staff, pupils, parents / carers	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Increased risk of closer contact to provide support. Poor psychological wellbeing of all concerned.	<p>If a pupil becomes unwell whilst at school, they should be kept in a separate well-ventilated room whilst they await collection.</p> <p>The member of staff should keep a 2-metre distance and if this is not possible staff and if possible, the pupil must wear face protection.</p> <p>If a member of staff displays signs of COVID-19 they will be sent home.</p> <p>If concerns about an incident/accident arise parents will be contacted and agreement about taking a student to hospital is agreed. Students will be taken to hospital accompanied by two staff if school are required to attend hospital. Parents will be informed</p> <p>Should an employee require first aid it should be self-administered if it is low level. Anything more serious should be reported to the first aider on site</p>	3	4	12	<p>PPE should be worn if staff in danger of being spat at, coughed or sneezed on and Mask and visor should be worn.</p> <p>Deep Clean surfaces they have come into contact with. Fog all the zones</p>	1	2	2	TF/LMc	Prior to return
											Staff team	Ongoing
											Staff team	Ongoing

			<p>who will have been made aware of the government guidance for first responders.</p> <p>If you suspect a pupil to be symptomatic then:</p> <p>The child with symptoms should be moved to the school house with a staff member from their zone/class to minimise transmission where they can be isolated behind a closed door and away from others with appropriate adult supervision at a safe distance as required. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people or move the other people to achieve this.</p> <p>(see SYMPTOMATIC CHILD OR STAFF MEMBER)</p>								Cleaning team	
Dealing with any medical emergencies during the examination period	First aiders, paediatric first aiders, staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	<p>Poor ill health or fatality due to exposure to harmful bacteria and viruses.</p> <p>Anxiety due to changes.</p>	<p>Anyone administering first aid will use appropriate PPE. This may require the need for the first aider and the casualty to both wear face masks.</p> <p>If CPR is required, emergency services should be called using a mobile phone (if possible), where screens and controls can be wiped clean with suitable wipes. The call should be hands free with direct instruction available to the first aider. The UK Resuscitation Council and Voluntary aid organisations advise against mouth to mouth and advise chest compressions only are administered.</p> <p>The first aider should assess the situation and work with the emergency services. Mouth to mouth should not be considered without a resus life aid or mask.</p> <p>Every care should be taken not to come into contact with body fluids.</p> <p>A trained first aider, paediatric first aider, designated safeguarding lead and SEN will be on site at all times.</p>	3	4	12	<p>First aid kits will be available in each zone, along with a medical tin to store pupils prescribed medication. This will be locked and zone staff will have the key.</p> <p>Staff members are allowed their mobile phones in class for emergency use. Safeguarding protocols must be followed</p> <p>SLT will be notified if issues arise. Parents will be informed</p> <p>Two resus aids purchased and in medical room</p>	1	2	2	Staff teams	Ongoing
Safe storage and access to Exam papers	Staff/student	Increase chance of exposure to harmful bacteria due to Poor hygiene and multi use	<p>Papers printed and stored for 72 hours prior to use for internal exams</p> <p>For external exams Papers locked away safely as as they arrive in school.-</p> <p>When papers are opened there school be 2 people there to check as a “second pair of eyes” as the exam cupboard is too small for this will take place in the exam hall</p>								exam officer	prior to designated exam date

Layout of examination room	Staff/student	Increase chance of exposure to harmful bacteria due to Poor hygiene and multi use	Safe distancing observed All desks and chairs disinfected Students in exams often use more tissues than normal - small bins with liner in will be given to students if needed and PPE used to empty them into the medical waste bin at the end of the cam			Room layed out night before and disinfected in readiness for exams			exam officer	Prior to exam
Cross contamination of equipment and laptops	Staff/student	Increase chance of exposure to harmful bacteria due to Poor hygiene and multi use	Individual Exam pencil cases/laptops set up and left for 72 hours Student specific laptops Spaces cleaned after use						exam officer SENCO	prior to designated exam date
Close proximity of scribes/readers	Staff/student	Increase chance of exposure to harmful bacteria due to Poor hygiene	Face visor to be worn Change of clothes after completion of exam Own equipment used by scribes			Training for scribes/readers to be provided			exam officer staff	prior to designated exam date

Lateral flow testing to continue in school not at home testing for staff and students.

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required?	Target risk rating			Action/ monitored by whom?	Action / Monitored by when?
				L	C	R		L	C	R		
Contact between subjects increasing the risk of transmission of COVID19		Transmission of the virus leading to ill health or potential death	Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.				Where a person has tested positive they must leave the premise ASAP. Any person testing positive must seek a PCR test. The school can provide such a test The person must isolate for 10 days as should all					

Contact between subject and sampler increasing the transmission of COVID19: Sample taking		Transmission of the virus leading to ill health or potential death	All PPE must be worn and changed regularly Clearly labelled stations Designated staff for each step, these staff will not cross into another phase of the test. Screen erected to separate the active testing and the results phase One individual to be tested at a time Staff waiting must be in the garden, socially distanced The room will be at a minimum of 15 degrees for testing to take place but tests will be stored at room temperature(between 2 and 30°C).							
Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport		Transmission of the virus leading to ill health or potential death	Gloves will be used to transfer the test from active testing phase to results phase. Samples will be disposed of according to the DfE guidance received through the training. Samples will not leave the testing site unless in the yellow bag and being transported to the waste disposal area.							
Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.		Transmission of the virus leading to ill health or potential death	PPE will be worn The room will be at 15 degrees The sample will be processed at the designated station Registration forms and records will be kept according to DfE guidance and training							
Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal		Transmission of the virus leading to ill health or potential death	PPE will be worn. Sample disposal will happen according to training received from the DfE Lidded bins will be at phase 2 and 3 of the test Yellow bags will be used for disposal of samples. Tiger bags will be available for disposal of any PPE and cleaning equipment e.g used disposable mops							

and waste disposal			Waste will go to the waste area outside at intervals throughout the day								
Incorrect result communication		Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 2 identical barcodes are provided to subject at check in • The subject registers their details to a unique ID barcode before conducting the test • Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station 								
Damaged barcode, lost LFD, failed scan of barcode		Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> • Rule based recall of subjects who have not received a result within 2 hrs of registration • Subjects are called for a retest 								
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)		These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 								

Manual handling		Risk of damage to back when transporting equipment	Manual handling training available. Site manager trained and responsible for moving of boxes and furniture							
Unauthorised access by members of the public		Risk of spreading disease	Guide public away from site							
Step to / from sample processing / registration area and welfare space		Tripping hazard	Visual highlighting of step							
Inclement weather		Slipping hazard	Use grit if required Place slipp warning signs							
Use of shared equipment		Cross contamination	Avoid shared usage where possible Sanitiser and PPE available							
Incorrect result communication		Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 2 identical barcodes are provided to subject at check in • The subject registers their details to a unique ID barcode before conducting the test • Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station 							
Staff or students with a positive LFD staff		Poor ill health or fatality due to exposure to harmful bacteria and viruses.	<p>Access to PCR test provided to any staff or student who tests positive .</p> <p>Isolation for 10 days required regardless of outcome of PCR test</p>					Other members of the household should self isolate. If a member of the household starts to display symptoms while self isolating, all household members must continue to isolate for 10 days from this point.		

People in the following categories are eligible for Covid -19 testing- School staff showing COVID-19 symptoms.

Household members (over five years of age) of school staff who are showing COVID-19 symptoms

Testing is most effective within 3 days of symptoms developing. A test can be arranged in one of two ways, either: eligible employees can book a test directly for themselves or members of their household who are experiencing symptoms – a high temperature or new continuous cough, or managers can book a test for their eligible employees or members of their household who are experiencing symptoms – a high temperature or new continuous cough. This option is only available Monday to Friday.

If you are making a self-referral please follow the link below: <https://self-referral.test-for-coronavirus.service.gov.uk/>

To arrange a test, please email the above details to COVID19-TESTING@lancashire.gov.uk or call 01772 532123. This option is only available Monday to Friday.

If an employee or a member of their household requires a test on a Saturday or Sunday please ask them to self-refer via the link below:

<https://self-referral.test-for-coronavirus.service.gov.uk/>

If you are eligible for a coronavirus test please make sure that you inform the Head/Deputy of your test result, and the test results of any household members, as soon as possible, so your manager can determine the next steps.

Test results

The test results will be sent directly to the individual. These results must be shared with managers as soon as possible. Managers will need to see the test results to determine next steps. Photos of results can be sent by email or text message.

Positive test results

If the test results are positive, the essential worker will need to continue to self-isolate (seven days from the onset of symptoms if they have tested positive, and 14 days if a household member has tested positive).

Negative test results

If the test result turns out to be negative, the essential worker can safely return to work, as long as:

They are well enough.

They have not had a high temperature for 48 hours.

Anyone they live with that is symptomatic also tests negative.

If their condition gets worse, or they do not get better after 7 days, they need to use the NHS 111 online coronavirus service, and only call 111 if they cannot get help online. It may be appropriate for them to seek a further test and then you must repeat this testing process

Likelihood	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely	20-25 Stop – stop activity and take immediate action
Consequences						15-19 Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
5. Catastrophic	5	10	15	20	25	11-14 Action – improve within specified timescale
4. Major	4	8	12	16	20	6-10 Monitor – look to improve at next review or if there is a significant change
3. Moderate	3	6	9	12	15	
2. Minor	2	4	6	8	10	
1. Insignificant	1	2	3	4	5	

	<table border="1"><tr><td data-bbox="783 178 908 296">1-5</td><td data-bbox="908 178 1347 296">No action – no further action but ensure controls are maintained and reviewed</td></tr></table>	1-5	No action – no further action but ensure controls are maintained and reviewed
1-5	No action – no further action but ensure controls are maintained and reviewed		