

## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY



<b>Academy:</b> <b>The Whitchurch CE Federation</b>	<b>Prepared By:</b> C Leach APT H&S C <b>Completed By:</b> Sarah Cope Executive Principal	<b>Date:</b> Revised 26/2/21
<p><b>Activity Workplace:</b> Novel Coronavirus (COVID-19)  <b>Revision:</b> 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.  <b>Information Source:</b> 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.                  R13 Guidance for the full opening schools : Updated 3-12-2020 and close contact meanings added to last page.                  R14: 13-01-2021 DFE Restricting attendance during the national lockdown: schools Updated 11-01-2021                  R15: 24-02-2021 GOV.UK Actions for schools during the coronavirus outbreak updated 22 February 2021 Effective from 8<sup>th</sup> March 2021</p>	<p><b>Manager:</b> Sarah Cope, Executive Principal</p>	<p><b>Next Annual Review Date:</b>                  Ongoing in line with Government Guidance</p>



**Awareness and understanding**

- Staff
- Pupils
- Parents
- Visitors
- Contractors

**4 4**

**RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY**

1. Staff, pupils, parents, visitors and contractors 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 if:

- they currently have Coronavirus (COVID-19) symptoms even if tested negative for COVID-19
- have been in close contact with persons confirmed positive
- someone in their household or support bubble or childcare bubble has symptoms even if tested negative for COVID-19
- they or a member of their household or support bubble or childcare bubble have tested positive to a COVID-19 test in the last 10 days even if they do not have symptoms.
- have been contacted by NHS Test and Trace within the last 10 days
- have arrived in England within the last 10 days from anywhere outside the UK, Ireland, the Channel Islands or the Isle of Man
- still have a high temperature after the isolation period has ended
- they are waiting for COVID-19 PCR test result.
- they develop COVID-19 symptoms within an isolation period.

2.Regular GOV.UK

Coronavirus (COVID-19) and NHS Test and Trace latest information briefings to all

Amended risk assessment to be emailed to all Heads of School and Governors and placed on Federation website. Staff to sign to say that they have read and understood updated versions prior to full return on 8<sup>th</sup> March

Text reminders to parents that they should not attend if child **or anyone in household or support / childcare bubble** has symptoms, **even if tested negative.**

Staff to be regularly reminded not to attend if they (even if tested negative) or anyone in their household or support / childcare bubble is showing symptoms.

Information on website to be regularly checked to ensure it remains valid.

Ex Princ

Heads of School

Admin

Heads of School

EP

w/c 1/3/21


By 8/3/21

Ongoing WEEKLY

Ongoing WEEKLY meetings

Ongoing - weekly

**1 4**




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) on chest or back  
 Loss of, or change to the sense of smell (anosmia)

Affects  
 Mild flu symptoms  
 Respiratory infection  
 Breathing difficulties  
 Asthma  
 Fatality

Staff/pupils who are confirmed clinically vulnerable or clinically extremely vulnerable.	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul>	4	5	RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY	1. Where staff are confirmed clinically extremely vulnerable (CEV) the school advise that where possible.	All staff to read Risk Assessment and government guidance.	All Staff	By 8/3/21	2	5	HIGH
<p>Staff/pupils who live with someone who is confirmed clinically vulnerable or clinically extremely vulnerable.</p> <p>Staff/pupils who are from Black, Asian and Minority Ethnic (BAME) backgrounds</p> <p>Long-term conditions like diabetes, cancer and chronic lung disease. Conditions such as obesity. Underlying health problems</p> <p>Expectant mothers</p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>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.</p>	<p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>			<p><b>VERY HIGH</b></p>	<p>2. CEV staff who cannot work from home and choose to attend have their existing COVID 19: Individual Risk Assessment reviewed and action plan updated and agreed</p> <p>3. Where a child has been confirmed clinically extremely vulnerable (CEV) the school advise that the child does not attend unless a medical professional confirms that shielding is not required.</p> <p>4. Pupils and staff who are clinically vulnerable or have underlying health conditions to attend school where staff cannot work from home.</p> <p>5. Pupils and staff who are not CEV themselves but who live with someone who is CEV to attend school unless the staff member can work from home</p> <p>6. Clinically vulnerable pupils and staff are supported to follow good social distancing practices and increased good hand hygiene practises through increased communication and facilities/materials.</p> <p>7. Pupils are monitored by staff for good social distancing and increased hand hygiene practises.</p> <p>8. Monitoring of pupils and staff compliance with clinical advice regarding attending school</p> <p>9 Pupils Care Plans reviewed</p>	<p>HOs to review all individual risk assessments.</p> <p>ALL PUPILS TO BE SUPERVISED IN TOILETS AND WHEN HANDWASHING</p> <p>All classrooms to ensure stock of anti-bacterial gel</p>	<p>HoS</p> <p>All staff</p>	<p>By 8/3/21</p> <p>Ongoing</p>			 <p><b>HIGH</b></p>

**Travel to and from school**

Transmission / Spread of Germs and Novel Coronavirus (COVID-19)

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- Staff
- Pupils
- Parents
- Visitors
- Contractors

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 Fatality

**4 4**

**RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY**

**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 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

PPA / Mgt time from home

Liaise with staff who use public transport to ensure guidelines are understood and adhered to.

APs

Heads of School

w/c 8/3/21

Updated risk assessment / guidance to staff by 8/3/21

**1 4**

**LOW**



**Pupils and staff access and egress and moving around the school**

- Staff
- Pupils
- Parents
- Visitors
- Contractors

**4 4**

**HIGH**

**RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY**



**LOW**

Transmission / Spread of Germs and Novel Coronavirus (COVID-19)  
  
Coronavirus can be passed through close contact with persons infected by the virus.

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Fatality

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 Home guidance and NHS Test and Trace process.  
6.Distanceing 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

Children in class bubbles Rec-Y6.  
Nursery form 1  
Separate bubbles created for RWI / FreshStart / Intervention teaching  
  
Parents sent updated information regarding school entry and exit, collection. Letters uploaded to website.  
  
Ongoing reminders re social distancing sent via text. Distancing markers in place around site.  
  
Staff do not enter into long conversations at doors. Email / telephone conversations to be arranged. SLT to constantly reaffirm social distancing importance  
  
Staff should avoid holding hands with pupils – avoid physical skin to skin contact.  
  
Any Nursery

All Staff  
  
HoS  
  
Admin  
  
All Staff  
  
All Staff

Ongoing  
  
By 3/3/21  
  
Weekly  
  
On-going  
  
On-going



Staff, pupils showing coronavirus infection (covid-19) symptoms whilst at school	<ul style="list-style-type: none"> <li>Staff</li> <li>Casualty</li> </ul>	5	4		1. Staff at school who develop symptoms of coronavirus infection (COVID-19), inform a member of staff to isolate at home in accordance with government guidance and arrange a COVID-19 PCR test. Government supplied home PCR 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.	Area allocated for pupils developing symptoms – WJA corridor. WJA – Library. Isolation Rooms to be signed as such.	Heads of School	Ongoing.	2	4
<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>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.</p>	<p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	RISK	ASSESSMENT	FORM	<p>MANAGING HEALTH AND SAFETY</p> <p>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. Child's household requested to self-isolate at home in accordance with government guidance and arrange a PCR COVID-19 test for the symptomatic child. Government supplied home PCR 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 remote drop off of test kits to maintain 2-meter social distancing.</p> <p>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</p>	<p>Isolation room to provide all resources including masks, visors, gloves, wipes etc.</p> <p>Record of isolation room supervising staff to be held by HoS</p> <p>Cleaners to be advised if room used so required level of cleaning and fogging can be undertaken.</p> <p>Symptomatic staff to leave site straight away.</p> <p>Ensure timetables / PPA / absence cover plans are kept for 21 days</p> <p>Testing kits are available in the Head of School offices. Heads of School to monitor stocks.</p>	<p>Heads of School / Bus Mgr</p> <p>HoS</p> <p>Heads of School / Bus Mgr</p> <p>All Staff</p> <p>Heads of School</p> <p>Heads of School</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>21-day rotation – ongoing</p> <p>Ongoing</p>		





**Hand and respiratory hygiene**

- Staff
- Pupils
- Parents
- Visitors
- Contractors

**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
- 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 to staff

**Lidded bins in use across the school monitoring for cleaning team at lunchtime.**

- Face coverings to be taken off site or thrown into a lidded bin after use.
- Ensure hand sanitiser gel is placed in main entrance.
- Ensure stock of skin friendly wipes for children held in each class
- Remind staff / visitors / contractors to administer as soon as enter school then wash hands.
- Nobody is to move through first set of corridor doors by Head Of School Office (WIA and WJA) until hands have been washed.
- Ensure COSHH for hand sanitiser visible in main staffroom

**Class Teachers / Cleaners**

All Staff / visitors/ parents  
Admin  
Class teachers  
Admin  
All Staff  
Bus Mgr

**Daily monitoring**

Ongoing  
Ongoing – daily check of stock level by Admin Team  
Check stocks and advise Admin if replenishment needs  
As visitor arrives  
On arrival in school  
By 8/3/21

**1 4**

**LOW**


Transmission / Spread of Germs and Novel Coronavirus (COVID-19)


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**RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY**



Cleaning Classrooms	Staff Pupils	4	4	General	Staff Room timetable to be reviewed	SLT	By 8/3/21 Ongoing	1	4	
Shared spaces Offices Staffrooms Meeting rooms	<ul style="list-style-type: none"> <li>Parents</li> <li>Visitors</li> <li>Contractors</li> </ul>	<b>RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY</b>			<p>1.Cleaning schedules reviewed and increased cleaning implemented.</p> <p>2.Anti-bacterial wipes/sprays securely stored in classrooms and staff occupied rooms.</p> <p>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.</p> <p>4.Bins emptied frequently to suit usage.</p> <p>5.Staff wear latex free gloves when cleaning, disinfecting surfaces and handling waste such as used tissues, used PPE.</p> <p>6.Staff using cleaning and disinfecting products read COSHH Assessments and follow measures including wearing PPE specified.</p> <p>7.Staff wash hands thoroughly after removing used PPE and using cleaning and disinfecting products.</p> <p>8.Cleaning contractor provide COVID-19 Risk Assessment to School Principal.</p> <p>9.Clutter, rarely used and difficult to clean items removed and stored to make cleaning easier.</p> <p>10.Water fountains removed or covered to prevent use. Pupils/staff encouraged to</p>	<p>reviewed</p> <p>Specific numbers of staff only allowed in staffroom to maintain distance regulations.</p> <p>Rota additional staff to undertake <u>mid-day clean</u>, including emptying tissue bins. NB liaise with cleaning contractor if necessary.</p> <p>Clear cleaning schedule to be documented for mid-day clean incl additional clean of all toilets after lunch.</p> <p>Fogging machine in use – corridors, staffrooms and toilets to be fogged weekly, other areas on a rotation timetable and at request of HoS / EP.</p> <p>Water fountains to be covered</p>	<p>“</p> <p>Bus Mgr / Heads of School</p> <p>Bus Mgr / Heads of School</p> <p>Site Mgr</p> <p>Site Mgr</p>	<p>checks weekly for compliance</p> <p>“ “ “</p> <p>Ongoing checks weekly for compliance</p> <p>Ongoing checks weekly for compliance</p> <p>Weekly checks with site manager</p> <p>By 8/3/21</p>		
Transmission / Spread of Germs and Novel Coronavirus (COVID-19)	<p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p>									
Touching surfaces contaminated with the virus with hands and touching eyes, nose and mouth and eating with contaminated hands.	<p>Effects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>									
	<p>Effects of using hazardous cleaning substances</p> <p>Irritation of skin and respiratory system, damage to eyes and internal organs</p>									

Use of learning spaces	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Visitors</li> <li>Contractors</li> </ul>	4	4		Children to remain in class bubbles	All staff	Ongoing	1	4	
<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>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.</p>	<p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>			<p><b>RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY</b></p> <p><b>HIGH</b></p>	<p>1. When circumstances allow teaching group created with fewer pupils than normal class size especially KS1.</p> <p>2. Pupils remain in their teaching group except for specialist teaching.</p> <p>3. Staff when possible remain with teaching group to avoid different group contact.</p> <p>4. Records of pupils and staff in each group, and any close contact that takes places between children and staff in different groups are made and retained for 21 days.</p> <p>5. Rooms arranged to maintain social distancing space between pupils and staff where possible. Unnecessary furniture removed and classrooms arranged with forward facing desks, pupils are seated side by side.</p> <p>6. Face to face contact avoided.</p> <p>7. Staff maintain 2-meter distancing from other adults and pupils when possible.</p> <p>8. At a distance of less than 2-meters contact time between staff and pupils or other staff is minimised.</p> <p>9. When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors.</p> <p>10. <u>Pupils and staff provided with own stationery to prevent sharing.</u></p> <p>11. Classroom based resources, such as books and games, kept within 1 teaching group when possible.</p>	<p>Rec- Y6. Nursery</p> <p>Additional bubbles to enable specialist teaching</p> <p>All EYFS staff to all be given the option of wearing a face visor due to the nature of the provision.</p> <p>Staff to remain in 2m teaching box at front of classroom – KS1 and KS2.</p> <p>Any staff working within another bubble e.g. PPA, Leadership Time, emergency cover to wear face covering and to continue to remain 2m distance where possible.</p> <p>Business Manager / HoS to complete simple record of any close contact between children staff and retain for 21 days.</p> <p>Staff aware of 2m rule between adults and children.</p>	<p>EYFS Staff</p> <p>All Staff</p> <p>All Staff</p> <p>Bus Mgr / Heads of School</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing – 21-day rotation.</p> <p>Ongoing</p>		<p><b>LOW</b></p>
						All Staff	Ongoing	Page 11 of 27		

Use of offices Staffrooms	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul>	4	4	HIGH	General	Tables and seating in staff room all arranged	All staff to monitor	Ongoing.	1	4	LOW
<b>Meeting rooms</b>  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.	<ul style="list-style-type: none"> <li>Parents</li> <li>Visitors</li> <li>Contractors</li> </ul> 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				<b>RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY</b>  1.Rooms arranged to maintain 2-metre 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. 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	and room all arranged  Tape markers to be used to ensure furniture remains in allocated place  Staff to remain 2metre distance from other adults at ALL times  No entry into offices by any other staff  Office staff to keep screen closed when dealing with visitors / staff  Face covering in communal spaces and with parents at home time/visitors.  All staff to bring in own crockery / cutlery / cups and take home each day. NO USE OF DISHWASHER.  Staff not to use water coolers  Kettles / water heater / microwave / toaster MUST be cleaned before and after use.	Site Mgr  All staff  All staff  Admin team  All staff  All staff  All staff	monitor  Daily checks by site mgr  Ongoing  HoS Weekly checks markings adhered to  Ongoing  Ongoing – reminder during briefings  Ongoing – reminder during briefings  Ongoing			
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Lunch service	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors</li> <li>• Parents</li> <li>• Contractors</li> </ul>	4	4	HIGH	FORM MANAGING HEALTH AND SAFETY	Staggered timetable in place for year group lunch in their designated classrooms Rotas completed and shared with staff and children	All teacher / Heads of School	By 8/3/21	1	4	LOW
<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>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.</p>	<p>Symptoms Continuous cough High temperature (over 37.8 degrees) Loss of, or change to the sense of smell (anosmia)</p> <p>Affects Mild flu symptoms Respiratory infection Breathing difficulties Asthma Fatality</p>	RISK ASSESSMENT			<p>1.Lunch times staggered for different teaching groups.</p> <p>2.Pupils wash hands in their eating.</p> <p>3.Pupils remain in teaching groups and maintain 2-meter social distancing between others when possible.</p> <p>4.Teaching groups kept apart through distancing.</p> <p>5. Plates and cutlery thoroughly washed at 70°C between use.</p> <p>6.Pupils queue in their groups at the food servery.</p> <p>7.Tables cleaned / disinfected by staff between groups</p> <p>8.Staff wear disposable latex free gloves when serving food and cleaning down</p> <p>9.Catering contractor provide COVID-19 Risk Assessment to School Principal.</p> <p>10.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.</p> <p>11.Water fountains removed or covered to prevent use. Pupils encouraged to bring pre-filled water bottles from home.</p>	<p>Staggered timetable in place for year group lunch in their designated classrooms Rotas completed and shared with staff and children</p> <p>Kitchen staff to use disposable boxes for lunch</p> <p>Kitchen staff to handover food to bubble staff with any allergen / dietary information communicated.</p> <p>Note PPE.</p> <p>Lunch staff to arrive just before directed work time – no socialising in the staff room / communal areas.</p> <p>Lunch staff MUST maintain distance when assisting younger children with food at lunchtimes.</p> <p>Staff should NOT sit at tables with children.</p>	<p>Chartwells team</p> <p>Chartwells Team</p> <p>Head of School / Lunch staff</p> <p>All staff supporting lunch</p> <p>All staff supporting lunch</p>	<p>Ongoing</p> <p>Ongoing. Reminders to kitchen / lunch staff weekly</p> <p>Weekly briefings</p> <p>Ongoing</p> <p>Ongoing</p>			
						Lunch staff must encourage children to eat at	All staff support	Ongoing	Page	13 of	27

## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Break time</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors</li> <li>• Parents</li> <li>• Contractors</li> </ul> <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <ul style="list-style-type: none"> <li>• Fatality</li> </ul>	4	4	HIGH	<p>1.Breaks staggered in teaching groups to limit numbers in corridors and circulation routes</p> <p>2.Play equipment cleaned between use by different teaching groups.</p> <p>3.Segregated group areas using barriers/fencing to avoid groups mixing.</p> <p>4.Water fountains removed or covered to prevent use. Pupils encouraged to bring pre-filled water bottles from home.</p>	<p>Break times - snacks and hand washing inside priority (rota shared with staff)</p> <p>No sharing of snacks.</p> <p>Snacks HANDED to children- no selecting from communal bowl / tray.</p> <p>Break times - play outside for in bubble rotas.</p> <p>Children and staff allocated different areas to play outdoors and at different times.</p> <p>Play equipment to be cleaned between groups</p>	<p>Heads of School / APs / Phase Leaders</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Daily reminders</p> <p>Daily</p> <p>Rota implemented 8/3/21</p> <p>Weekly reviews</p> <p>Weekly Reviews</p> <p>Ongoing</p>	1	4	LOW
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## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Providing personal or intimate care to pupils</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	<b>4</b>	<b>4</b>	HIGH	<ol style="list-style-type: none"> <li>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.</li> <li>2.PPE provided for staff use includes disposable latex free gloves, disposable apron, fluid resistant surgical face mask, face visor or safety goggles.</li> <li>3.Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE.</li> </ol> <p>Putting on PPE video <a href="https://youtu.be/-GncQ_ed-9w">https://youtu.be/-GncQ_ed-9w</a></p> <p>Taking off PPE video <a href="https://youtu.be/-GncQ_ed-9w">https://youtu.be/-GncQ_ed-9w</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>5.Hand washing or sanitising by staff and pupils receiving support before and after care is provided.</li> <li>6.Temperature check of staff and pupil before providing care.</li> <li>7.When working with a child and close contact (less than 2-metres) cannot be avoided staff wear face visors.</li> </ol>	<p>Ensure all staff are reminded how to use PPE.</p> <p>Ensure sufficient stocks of PPE</p> <p>Ensure contactless thermometer is available in nursery area and staff use before intimate care procedures.</p>	<p>Heads of School / All staff</p> <p>Staff to check daily and re-stock</p> <p>Nursery staff</p>	<p>Videos to be re-shared prior to 8/3/21</p> <p>Ongoing daily checks of stock</p> <p>Daily</p>	<b>2</b>	<b>4</b>	MEDIUM
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Providing first aid	<ul style="list-style-type: none"> <li>Staff</li> <li>Casualty</li> </ul>	4	4	HIGH	1.Clinically extremely vulnerable or clinically vulnerable staff advised not to provide first aid.	Ensure all staff are reminded how to use PPE.	Heads of School / All staff	Videos to be re-shared prior to 8/3/21	2	4	MEDIUM
<p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>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.</p>	<p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>				<p>2. First aiders wash/sanitise hands before and after treating a casualty.</p> <p>3. Disposable gloves, disposable apron, fluid resistant surgical mask worn when administering first aid.</p> <p>4. Safety goggles or face visor worn where there is a risk of respiratory droplets splashing into eyes due to repeated coughing or vomiting.</p> <p>5. First aiders instructed on the safe “donning and doffing” of PPE. Putting on PPE video <a href="https://youtu.be/-GncQ_ed-9w">https://youtu.be/-GncQ_ed-9w</a></p> <p>Taking off PPE video <a href="https://youtu.be/-GncQ_ed-9w">https://youtu.be/-GncQ_ed-9w</a></p> <p>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.</p> <p>8. In an emergency 999 to be called and the emergency services advised if the injured person is showing COVID-19 symptoms.</p> <p>9. Staff and parents advised not visit the GP, pharmacy, urgent care center or a hospital if showing COVID-19 symptoms.</p> <p>10. Assessment of First Aid requirements reviewed 11</p>	<p>Ensure sufficient stocks of PPE</p> <p>Used PPE including masks will be disposed of in the plastic bags in accordance with the first aid procedures.</p> <p>Ensure PFA / (WIA) First Aider always available when producing rotas</p>	<p>Staff to check daily and re-stock</p> <p>First Aiders</p> <p>APs</p>	<p>Ongoing daily checks of stock</p> <p>Daily – HOS to remind staff weekly</p> <p>Weekly Reviews</p>			





## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Staff administration of medicines or supervision of pupils who self-administer.</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	<b>4</b>	<b>4</b>	<b>HIGH</b>	<ol style="list-style-type: none"> <li>1. Temperature check of staff and pupil before providing administer medication.</li> <li>2. Supervising staff maintain 2m social distance from pupil and other staff assisting.</li> <li>3. Review medication plans to assess if additional PPE requirements for staff administering medication are required.</li> <li>4. Staff in close contact with the child whilst administering medication wear face visors.</li> </ol>	<p>Ensure contactless thermometer and visors available to staff administering medicine.</p>	<p>HoS Lead First Aider</p>	<p>By 8/3/21</p>	<b>2</b>	<b>4</b>	<b>MEDIUM</b>
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Transport of pupils and staff using school minibus and coach travel.	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Vehicle drivers</li> </ul>	4	4	HIGH	If and when transport restarts for attendance of sports centres and	No further action.		2	4	MEDIUM
RISK ASSESSMENT FORM FOR MANAGING HEALTH AND SAFETY										
										
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				1. Transport arrangements discussed with providers, SBMAT and parents. 2. Reduction in any unnecessary travel on coaches and minibuses for children and staff. 3. Checks carried out with transport providers that they do not work if they or a member of their household are displaying any symptoms of coronavirus or have tested positive in the last 10 days. 4. Checks carried out to ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. 5. Thorough clean of vehicle interiors before and after use and clean of frequently touch items during use. 6. Pupils and staff to be kept in teaching groups where possible when using transport. 7. Infrared temperature checks of pupils and staff before travel. Staff wear a fluid resistant surgical mask and disposable latex free gloves whilst testing. Persons with high temperature readings are isolated, sent home to self-isolate, and required to follow PHE Stay at Home guidance and NHS Test and Trace process. 8. Organised queuing and boarding 9. Hand washing/use of hand					

## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Availability of Equipment and PPE</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul> <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	<b>5</b>	<b>4</b>	<b>VERY HIGH</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Latex free gloves available in classrooms and isolation locations and first aid rooms.</li> <li>3. Face masks with an FFP2 or FFP3 rating available in isolation rooms.</li> <li>4. Fluid resistant surgical mask available in first aid rooms and classrooms.</li> <li>5. Face visors or safety goggles available in isolation locations and first aid rooms.</li> <li>6. Disposable aprons available in isolation locations and first aid rooms.</li> <li>7. Replenishment of stocks of hand sanitising gel, liquid soaps and PPE.</li> </ol>	<p>Staff to inform Business Manager in advance if stock is running low. DO NOT LEAVE UNTIL LAST ITEM BEFORE REPORTING.</p>	<p>All staff to update Bus Mgr</p>	<p>Daily</p>	<b>2</b>	<b>4</b>	<b>MEDIUM</b>
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## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Safely occupying buildings and using equipment that have not been in use for long periods.</b></p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Visitors</li> <li>Parents</li> <li>Contractors</li> </ul> <p>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</p>	<b>5</b>	<b>4</b>	<b>VERY HIGH</b>	<p>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. 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.                  4. Fire safety management plans reviewed and checked in line with operational changes.                  5. Ongoing in-house safety checks of escape routes, fire alarm system, emergency lighting and fire extinguishers maintained.                  6. R14 Ongoing fire drills carried out with adjustments made for social distancing between pupil groups and staff</p>	<p>Water fountains not in use.</p> <p>PCS contract in place</p> <p>Fire drill to be held Spring 2 following full re-opening</p>	<p>Site Mgr</p> <p>Bus Mgr</p> <p>Bus Mgr</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Prior to Easter holiday.</p>	<b>1</b>	<b>4</b>	<b>LOW</b>
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RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

<p><b>Educational visits</b></p> <p>Transmission / Spread of Germs and Novel Coronavirus (COVID-19)</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> </ul> <p>Symptoms</p> <p>Continuous cough</p> <p>High temperature (over 37.8 degrees)</p> <p>Loss of, or change to the sense of smell (anosmia)</p> <p>Affects</p> <p>Mild flu symptoms</p> <p>Respiratory infection</p> <p>Breathing difficulties</p> <p>Asthma</p> <p>Fatality</p>	<p><b>5</b></p>	<p><b>4</b></p>	<p><b>VERY HIGH</b></p>	<p>1. Educational visits are not allowed until government guidance is reviewed</p>	<p>No further action</p>			<p><b>2</b></p>	<p><b>4</b></p>	<p><b>MEDIUM</b></p>
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**Music, dance and drama**

- Staff
- Pupils
- Visitors
- Parents
- Contractors

**5 4**

**VERY HIGH**

1.Keeping groups separate (in bubbles) as well as through maintaining social distance

Instruments cleaned between each use.

All teacher

As used

**2 4**

**MEDIUM**



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

**RISK ASSESSMENT FORM**

**MANAGING HEALTH AND SAFETY**

- 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 when possible seated and positioned back-to-back or side-to-side so that air from instruments does not blow into another person.
- 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 or left unused for 48 hours (72 hours for plastics) between use by different individuals.
- 9.Staff wear a face visor 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.


Subject Leader to provide a list of alternative ways we can teach music in a safe way - adapted Charanga Planning  
  
Subject Leader to ensure any instruments used are labelled for the child  
  
Subject Leader to keep up to date with all latest guidance

Music  
Subject lead  
  
Music  
Subject lead  
  
Music  
Subject lead


Ongoing – checks by subject leaders  
  
Ongoing checks by subject leader  
  
Ongoing

## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

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Physical activity	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Visitors</li> <li>Parents</li> <li>Contractors</li> </ul>	5	4	3	2	1	Ongoing 	2	4	1					
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						<b>RISK ASSESSMENT FORM: MANAGING HEALTH AND SAFETY</b>								
							<b>VERY HIGH</b>	1.Pupils kept in consistent groups 2.Sports equipment each use by different individual groups or left unused for 48 hours (72 hours for plastics) between use by different individuals 3.Outdoor sports prioritised where possible 4.Large indoor spaces used where outdoor space is not available. 5.Maximising distancing between pupils. 6.Cleaning/disinfecting of indoor space regularly. 7.Hand washing/sanitising before and after activity. 8.Work with external coaches when safe to do so. 9.Additional through ventilation provided in indoor spaces by opening of windows and doors and using fresh air ventilation systems when available. 10.Only team sports on the list <a href="#">return to recreational team sport framework</a> are provided following a specific COVID-19 risk assessment. 11. Swimming and water safety lessons when opening up of swimming pools takes place. 12.Competitions between different schools are not allowed.	Subject Leader to keep up to date with all latest guidance  Children will be kept class bubbles for PE.  Children will take part in PE activities outdoors as much as possible (field/yard).  If inclement weather, bubbles will take part in PE activities in the hall with windows and doors open to allow good ventilation.  Timetabled rotation of sports equipment between bubbles will allow for the 72 hours between uses, and cleaned in between use.  Equipment that cannot be left for 72 hours will be cleaned before being reused.  <b>ALL</b> children will attend school in their PE/games kit on the days they have PE.	PE Subject lead  All teacher  All teacher  PE Subject lead  PE subject lead  Heads of School	Ongoing  Ongoing  Ongoing  Review planning and equipment needs – Federation Lead to liaise with WIA regularly  Review planning and equipment needs – Federation Lead to liaise with WIA regularly  Weekly reminders to parents of KW				<b>MEDIUM</b>



Stress	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul>	4	4	HIGH	1.SBMAT Stress Policy communicated to all staff. 2.Awareness about all types of stressors and their effects 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 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 12. Access to a free helpline for school staff and targeted support for mental health and wellbeing available at The Education Support Partnership and Wellbeing for Education Return programme.	Heads of School to ensure that copy of stress management policy is in staffrooms	Heads of School	Ensure copy in each staffroom	2	3	MEDIUM
Symptoms Anxiety	RISK ASSESSMENT FORM										
<p>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</p> <p>Affects Poor emotional and physical wellbeing</p>						<p>Heads of School to support staff members through stress identification checklist/ risk assessment/occupational health</p> <p>Open door policy and each member of staff knows who their line manager is.</p> <p>Online staff meetings and SLT meetings are effective/efficient and allow staff to have a better work/life balance due to being prompt.</p> <p>Heads of School aware of staff needs and creates days for well-being where possible.</p> <p>Share details of The Education Support Partnership and Wellbeing for Education programme with staff</p>	<p>Heads of School</p> <p>SLT</p> <p>Heads of School / SLT</p> <p>Heads of School</p> <p>Heads of School MH &amp; WB Leads</p> <p>– L Jones / R</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Weekly – ongoing</p> <p>Ongoing – regular check-ins</p> <p>Ongoing signposting</p>			
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Close contact means:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
  - face-to-face contact including being coughed on or having a face-to face conversation within 1 metre
  - been within 1 metre for 1 minute or longer without face-to-face contact
  - sexual contacts
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - travelled in the same vehicle or a plane

**The level of risk is calculated by:**

**The likelihood**

**x**

**The Consequence**

- 1- Very unlikely
- 2- Unlikely
- 3- Fairly likely
- 4- Likely
- 5- Very likely

- 1- Insignificant (no injury)
- 2- Minor (minor injury needing first aid)
- 3- Moderate (up to 3 days absence)
- 4- Major (more than 3 days absence)
- 5- Catastrophic (death)

**Risk rating:**

<b>1 – 4</b>	<b>Low</b> (acceptable)	No further action required
<b>5 – 9</b>	<b>Medium</b> (adequate)	If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review
<b>10 – 16</b>	<b>High</b> (tolerable)	Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.

## RISK ASSESSMENT FORM - MANAGING HEALTH AND SAFETY

17 - 25

**Very High** (unacceptable)

*Do not undertake the activity. Implement immediate improvements*