



Activity being assessed: Returning to School following School Closure due to Covid 19 (Secondary Phase)

Risk assessment reference number: YCB-COVID19-002-SW-Version13
Risk assessment created on: 19/08/2020
Reviewed and updated on 23/03/2021
Next Review 12/04/2021 or if anything changes before this date

Persons undertaking or affected by the activity

Employees Contractor Public Service User Other

Hazard	Control measure	Likelihood 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	Severity 1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	Risk Level <i>Likelihood x Severity = Risk Level</i>
Spread of COVID-19	<p>General</p> <p>Welsh Government have not changed their advice in relation to the new variant. Current control measures in schools such as social distancing, hand washing, enhanced cleaning regimes, increased ventilation, use of PPE where required, face coverings and appropriate controls for dealing with symptomatic cases remain effective in reducing the spread of the new variant if adhered to correctly.</p> <p>This risk assessment continues to have stringent control measures in place. This risk assessment has been recommunicated with all Staff, Parents and pupils.</p>	2	3	6

- All relevant statutory building checks have been undertaken prior to staff and pupils being allowed to re-enter buildings.
- Special consideration has been given to whether employees who are considered to be in a higher risk category which make them more susceptible to Covid-19 as per Public Health Guidance should be permitted to come into work. Recent changes to shielding requirements for those deemed critically extremely vulnerable have been taken on board and these staff are shielding.

Important: For employees who are vulnerable and/or are Black and Minority Ethnic and are therefore considered to be in a higher risk category which make them more susceptible to Covid-19 and are concerned about returning to the workplace, a risk assessment tool has been developed by the Welsh Government which they can complete and share with their Manager. This can then be used as an aide in discussions with the employee to understand any concerns with returning to the workplace and to ensure appropriate control measures can be put in place for the employee to return to a safe environment.

The risk assessment tool can be accessed [here](#). If you feel you are more vulnerable, please contact your manager to discuss your risk assessment outcome and the measures that are and can be put in place

- All persons that are contacted via “Test, Trace, Protect” need to adhere to the guidance given. This was communicated to staff via a Return to work update session on Monday, 22nd June and 23rd June. All Staff to attend the sessions and will be revisited on Tuesday, 2nd September so that all staff are reminded and new staff informed of processes and expectations.

Symptoms of Covid-19/ Symptomatic person

- All staff and volunteers have been made aware of the symptoms of COVID-19 and watch for those symptoms in themselves and others – stay alert. Look for Flu like symptoms – high temperature, new constant coughing bouts and/or a loss or change to your sense of smell or taste. This was communicated to staff via a Return to work Update Session on Monday, 22nd June and 23rd June, this will again be revisited on Tuesday, 2nd September so that all staff are reminded and new staff informed of processes. All Staff to attend the sessions. Email sent to staff reminding them to watch out for symptoms and to self isolate immediately if they have any symptoms and to notify the school immediately.

	<ul style="list-style-type: none"> • If any person/visitor/pupil is suspected of suffering symptoms they should be sent home immediately, or if this is not possible they should be isolated in a separate room (supervised as necessary) until they can be collected. If a person/visitor/pupil is suspected of suffering symptoms the School Health Care Practitioner will be called to come and take the person/visitor/pupil to the Red Room. The Red Room – Located next door to the School HealthCare Worker on Floor B. The door of the room is kept open to help with ventilation when there is a pupil in the room. <p>The school has requested via letter that all contact details for parent/guardians are up to date. Person/visitor/pupil should self-isolate according to the guidance produced by Public Health Wales, and or NHS direct.</p> <ul style="list-style-type: none"> • Social distancing from the infected person must be exercised wherever possible to prevent the spread of the infection. Where this is not possible, the appropriate PPE must be worn. Refer to PPE section of this risk assessment. • An alternative exit route from the premises has been identified in order to ensure all other primary routes are not potentially contaminated. This will be through the side entrance door to the right of the reception area so that it limits the risk of others being around. The parent/guardian will be contacted and told to drive to the front of the school and wait in the car until the pupil is taken out to the parent/guardian by the Health Care Worker who will be in protecting PPE. • Personal hygiene after contact with the symptomatic person must be exercised to ensure that the spread of the infection is controlled. Health Care Practitioners / Members of Staff understand the need for this to be undertaken. The return to work update sessions held on Monday, 22nd June and Tuesday, 23rd June communicated this, this will be recomunicated to all staff and new staff on Tuesday, 2nd September. • All areas where a symptomatic person has entered are segregated until a deep clean (level 2) is carried out. If it's a classroom, SLT will allocate an alternative area where the children can be moved to and a Deep Clean (level 2 of the affected areas by appropriately training cleaning staff will be undertaken. • A designated area has been identified where double –bagged contaminated waste can be stored for 72 hours until it can be disposed of safely with the normal waste. This will be within the current bin stores in one corner. This is a secure area that can only be access by the Facilities team. This will be clearly labelled as 'Contaminated Waste' Each double bagged black bag will have a date entered on it so that the 72 hour storage before putting in the rubbish can be adhered too. 			
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- The equipment that the pupil/employee has been in contact with must be withdrawn from circulation and thoroughly cleaned and disinfected before being allowed back into circulation.

Access and Egress

- Upon arrival off the school bus, walking or drop off, all pupils will be directed to the area allocated for their specific year groups. Whilst in school, we will endeavour to keep year groups as separate as possible. At the end of the day, year groups will be released from the building from 2.45 onwards to try and reduce mixing between year groups. As pupils come into school there will be members of SLT / ELT ensuring pupils use the Hand Sanitiser on entry. Another member of staff will show the pupils to their allocated designated area for the year group ready for the start of the school day. Any pupils having breakfast will need to line up following the guides and waiting to be called to the counter. Each pupil has a pin number or will give their name so the kitchen staff can record to their parent pay account. Pupils will remain in their allocated designated area at all times.

Pupils will be supervised leaving the school premises through the main pupil entrance again ensuring social distancing out of the school where possible.

- All parents and guardians of children have been notified via a letter that was sent on Friday, 12th June (See attached letter) to ensure that their children are not symptomatic before they send them to school; if a child is symptomatic then entry into the premises will be denied and parents will be contacted immediately for collection. This pupil will be supervised until the parent collects. There will be signs stating that if you are symptomatic then entry into the school will be refused. Emails will be sent on a regular basis to remind parents of this. Email sent to all parents on 7th January
- Upon entry, each pupil will be required to sanitise their hands and ensure they have their masks on. Hand Sanitisers are found at open points around the school. All Hand sanitisers will be place out of direct sunlight or near any heat source. COSHH assessments are available at the school.

- At the end of the school day, there will be a staggered exit for all pupils from the school from 2.45 p.m.
- Breaks and Lunches will be staggered for year groups, There will be 3 lunches and breaks to reducing potential mixing of year groups. Year 7 & Year 8, Year 9 & Year 10, Year 11. This will allow us to reduce the ability for Year groups to mix.
- Lunches will continue to be on offer, all pupils will be able to access the Counter for Meals, Each year group has been allocated to a serving area to ensure Year Groups are not mixing

Social Distancing

- There will be limited movement around the school by staff, pupils will follow the one ways system around the building as far as practically possible to ensure the curriculum offered to students remain effective. Staff must ensure they social distance where possible and all staff Must wear Visors and masks in all communal areas and where social distancing cannot be maintained. Any member of staff who is working directly with pupils (TA / Interventions) must wear a Visor and a medically Graded mask.
- As of Monday, 15th March all pupils (except those who have medical grounds or exempt are advised to wear Masks in all communal areas around the school and in classrooms where social distancing in unable to be maintained.
- All staff must wear a face mask when entering the school and when leaving the school premises and when social distancing is not able to be maintained.
- Pupils will have break and lunch together in Year groups, Year 7 & Year 8, Year 9 & Year 10, Year 11 on their own, all lunches and breaks will be supervised by staff at all times.
- All office and rooms (excluding classrooms) within the school have been set up to allow social distancing at all times. Each room has a number sign on the door notifying everyone of the maximum number of people that are allowed into that room at any one time. Each classroom has a teacher area which allows for social distancing from the pupils. If staff need to speak closely with a pupil then the teacher must wear a Visor and a mask.
- Pupils will be supervised in their year groups during break and lunchtime.

	<ul style="list-style-type: none"> • The school has a one way system with the exception of the English corridor, throughout the school (see attached CAD Plans of the school). All corridors and hallways, stairs, floors have been marked up to clearly show the route and Social Distancing in line with government guidance social distancing. There will be a requirement to go against the one way system in order to get the pupils to form as quickly as possible. Once pupils are in form, the one way system will be in operation. • The glass windows of the office in both the reception area and the pupil area will remain locked at all times, unless it is necessary to open if this is the case the office staff will wear a Visor to speak by the window. Only office staff and the Headteacher will be permitted into the office. • All Staff rooms have been assessed and due to the current sizes of these rooms, an additional classroom will be available for staff to go and have their break and lunch if they wish to use this facility. It has been recommended that all staff bring in their own mug and plate etc to ensure they are protecting themselves against contamination. Staff will adhere to the social distancing rules where possible. The Staff room has been changed to allow for social distancing. Cleaning Products and signage in place to ensure staff are aware of the need to clean down prior to use of any items in the Staff Room. • Parents have been asked to communicate with their child the importance of social distancing and good behaviour whilst at school. • Caretakers and cleaning staff have been notified that they are to adhere to social distancing and ensure they do not work in pairs to undertake their duties. This will ensure social distancing can be undertaken All Caretakers and Cleaning staff must wear visors and masks at all times. • Catering Staff have been allocated a Position Number in the Canteens and this is where they will work in order to prepare the food. This areas has been assessed to ensure social distancing can be maintained. One Kitchen Assistant will be located at the till for serving. • Each area / office within the school has been assessed prior to use, to ensure it is suitable to facilitate social distancing. • Due to the size of some corridors within the building, it will sometimes be difficult to keep a to the government guidance when passing another employee. In order to reduce this problem and to limit the amount of time employees are in contact with each other, employees should not congregate or have discussions in corridors and Must wear Visors and masks at all times. 			
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- Where possible non-contact activities should take place when children are in the activity area(s).
- Do not use play equipment / activities that may encourage close contact at frequent intervals. Play equipment must be cleaned thoroughly throughout the day.
- Careful consideration must be given for any employee/pupil requiring a Personal Emergency Evacuation Plan (PEEP) to return to work. All Staff/Pupils requiring this plan has one in place.
- Each school lift has been assessed to determine how many persons can use the lift safely. Markings have been placed on the floor of the lift to indicate where people or where a wheelchair user and their 1:1 support should stand. All Lifts are in working order. When entering the lift the pupil will enter and face the back wall, the 1:1 support will then enter and face the doors. This will then ensure there is no face to face proximity in the lift. Pupils and their 1:1 support will be notified of this.
- In order to avoid the use of shared fridges and taps in staffrooms staff are encouraged to bring in their own food and drink in cool bags. Personal flasks could be brought in by employees for hot refreshments, again reducing the need to use communal facilities.
- The staff rooms have been assessed and furniture had been removed due to the size of these staff rooms, additional classrooms have been made available to allow for safe seating. B4 has been set up as an additional staff room for staff to use. Please be mindful of social distancing requirements. Posters have been placed in the staff room.
- General cleaning wipes and Cleaning Spray have been provided in kitchens, office and classrooms to allow staff to wipe down touch points (such as fridge door handle / kettles) after use. These have been COSHH assessed Staff are encouraged to wash hands thoroughly after touching communal equipment.
- No sweets/snacks to be brought into work for sharing between staff.
- Use of shared printers/photocopiers to be kept to a minimum. Only one person at a time should be within the printing/photocopying area. When using these staff must use the hand sanitiser provided before use and use again after use. Posters have been placed in all shared photocopier areas along with hand sanitiser.

Cleaning and Hygiene

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| | <ul style="list-style-type: none"> • The frequency of wiping down of high-touch areas has been increased throughout the day. High-touch areas include bathrooms/ toilets (not the toilet bowls), railings, tables/ desks /chairs, toys, equipment, door handles, sinks, light switches, etc. Disposable gloves and disposable aprons should be worn when cleaning is taking place. There will be 2 cleaners on site for most of the school day. Anti Bac Wipes will be placed in each room for staff to use as they feel they need to on high touch areas in their classroom. • Cleaning will take place on the Principle of “Teach Germs a lesson” by using the school cleaning colour coded system. This is held by the Facilities Manager. • SCREEN will be made up daily and to the correct dilution rates. Any unused product will be disposed of at the end of the day. An up-to-date COSHH assessment is available at the school in all cleaning cupboards. • All potentially contaminated waste will be placed into a clear bag, sealed and placed inside a second black bag and stored in an appropriate area away from all other waste until 72 hours has passed when it will be disposed of in the normal manner. Caretakers will collect these bags and place in the bin store with a clear dated label on it. • All children and adults, including staff must wash/sanitise their hands on entry into the premises. • Soap, running water and hand drying facilities are available in every toilet and in each classroom that has a sink. • Hand washing must take place at regular intervals during the day. Signage has been placed in toilets, sinks, etc. to remind pupils/staff to wash for at least 20 seconds. Staff/pupils will be reminded of good handwashing techniques. • Stocks of hand sanitiser on the premises will be monitored at regular intervals by the Facilities Manager to ensure that stocks do not run out. Request / replace stocks when they are running low, not when they have run out. • Hand sanitiser must be stored away from ignition sources such as, sunlight, heat, open flames, hot surfaces, sparks, etc. It must be stored in a cool place. All Staff have been notified on the importance of this. • If stocks of hand sanitiser have run out, the school will ensure there is adequate hand soap and running water that can be used instead. • Have hand wipes available to use as a last resort. | | | |
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- A supply of disposable tissues will be available in each classroom and room within the school. These are to be monitored and replenished regularly. Within each classroom there is a lidded recycling bin that is to be used for all tissues and paper towel waste. These will be emptied at the end of the school day and double bagged for 72 hours before going in the general waste.
- Pupils will be shown how to catch a sneeze or cough using their elbow or a tissue and reminded to then wash their hands.
- Bottles of Dettol Surface Cleaner Spray Bottles and Dettol Surface Cleaner Wipes have been provided in each office and communal areas of use for staff to use during the day to wipe down areas.
- Staff will collect a spray bottle of Screen upon entering the school from the reception area for use in their classrooms during that day. All bottles will have the staff name on. It is the member of staff's responsibility to ensure they take this bottle to any classes that they are using on that day. At the end of the school day as Staff are leaving they will take the spray bottle back to the reception area for refilling in the morning by the cleaners.
- Pupils or staff members can be responsible for cleaning table prior to every lesson where different pupils are within their classroom. Disposable Gloves have also been placed in these areas for pupils or staff members to use. Cosh assessments have been produced for both products and staff have been shown how to use. It is very important to remember that Basic Hygiene is every members of staff responsibility. In the first instance it is recommend that the Spray is used on each table with the blue wipe roll, However wipes are also available should you wish to use these. Discussions with staff have taken place and the methodology of pupils coming in and collecting a wipe to wipe down their desks. Each member of staff will decide on how they want to ensure the environment is clean.

Personal Protective Equipment (PPE)

- When using PPE hands must be washed both before and after use.
- Any member of staff who is working directly with pupils (TA / Interventions) must wear a Mask and Visor.

- Staff who will be required to use PPE will be provided with information on how to don and doff it correctly. Posters have been put in all areas where PPE is kept. PPE will be kept in the following locations:
- Health Care Workers Office (2nd Floor)
- Disabled Toilet in the Primary Phase (1ST Floor – Primary)
- Eurig Thomas Office on the Ground Floor (1st Floor)
- Katrina Burtons Office on the 3rd Floor

Routine activities

- Pupils will be advised to wear Face coverings in lessons where social distancing cannot be maintained.
- Staff can choose whether they wear face coverings or not, however any staff working closely with pupils and potentially becoming a contact should wear a face visor and a mask. Face visor have been given to every member of staff. If staff members are not working closely with pupils, they have the choice whether to wear their visor or not. All Staff working in direct contact with pupils must wear both a Visor and Medical mask.
- Where books or equipment need to be exchanged, staff should sanitise their hands before and after the event and avoid touching their face
- **General clean of premises**
- Disposable gloves and disposable aprons must be worn.

Suspected coronavirus (COVID-19)

	<ul style="list-style-type: none"> • Staff who will be required to use PPE will be provided with information on how to don and doff it correctly. Posters have been put in all areas where PPE is kept. PPE will be kept in the following locations: • Health Care Workers Office (2nd Floor) • Disabled Toilet in the Primary Phase (1ST Floor – Primary) • Eurig Thomas Office on the Ground Floor (1st Floor) • Katrina Burtons Office on the 3rd Floor <p>Routine activities</p> <ul style="list-style-type: none"> • Pupils will be advised to wear Face coverings in lessons where social distancing cannot be maintained. • Staff can choose whether they wear face coverings or not, however any staff working closely with pupils and potentially becoming a contact should wear a face visor and a mask. Face visor have been given to every member of staff. If staff members are not working closely with pupils, they have the choice whether to wear their visor or not. All Staff working in direct contact with pupils must wear both a Visor and Medical mask. • Where books or equipment need to be exchanged, staff should sanitise their hands before and after the event and avoid touching their face • General clean of premises • Disposable gloves and disposable aprons must be worn. <p>Suspected coronavirus (COVID-19)</p>			
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- Gloves, masks, aprons and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.
- Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.
- A Level 2 clean must take place when cleaning the areas where a person suspected of having COVID-19 has been. The risk assessment identifies the PPE required when undertaking this activity as being disposable gloves, disposable apron, FR(IIR)SM and goggles.
- If there is a positive case within the school it is possible within each year group to see whether there are smaller contact groups identified due to the Seating Plans in the Canteen, Classrooms and monitoring of CCTV. All possible contacts will be looked at on a year group basis if the need arises.

Intimate care including administering first aid

- Gloves and aprons are available to use when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.
- Fluid-resistant surgical mask and eye protection (Visors) should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.
- Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.

Movement around/use of premises

- Staff MUST wear a Visor and face covering when in all communal areas. Any Staff working closely with pupils and potentially becoming a contact should wear a face visor and mask.
- Face coverings must cover the mouth and nose. When putting coverings on, and while they are on, you should only handle the straps, ties or clips. Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose. You should also wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before and after removing. When not wearing the face covering it should be stored in a sealable plastic bag. Do not give it to someone else to use. You must throw away your face covering if it is damaged. The face covering should be washed as per the manufacturer's instructions at the highest temperature appropriate for the fabric.
- It is recommended that pupils in KS3/4 wear face coverings whilst moving through the corridors and in communal areas and in classes where social distancing cannot be maintained. The Local Authority have supplied pupils with reusable face coverings.
- Classroom doors must remain closed at all times as these are Fire Doors. SLT will consider any pupils that are likely to abscond.
- Staff/pupils to be reminded to follow the one-way systems in place.
- Fans can be used -The new guidance of this states 'the risk of transmission through the use of ceiling and ventilation in the area it is being used, preferably provided by fresh air.
- Play equipment / toys that require high levels of shared use (lego, plasticene, building blocks sand play pits) etc. are not to be used.
- Activities that require physical contact should not be conducted.
- Gym mats etc. that encourage shared use should not be used.
- The school and office will not be taking cash at this time.
- Water fountains have been switched off, water is available to be purchased through the canteen or staff / pupils can bring their own into school. Pupils are encouraged to bring in a labelled bottle for easy identification of their drink.

Meetings / Training / School Business

- Face to face interaction should be reduced as much as possible. If a visit/meeting/work can be done via telephone/skype/teams etc. then this should

be considered as the safest method. Otherwise consideration must be given to whether the government guidance on social distancing is achievable.

- All Visitors into the school must wear face coverings on entry into the school.
- Parents/Guardians will be requested to ring the school and not enter the school premises in the first instance – meetings with parents will take place under the head teachers discretion.
- Avoid non-essential travel around the building e.g. If you need to speak with someone in another part of the building, use the telephone, skype, 'teams' , emails etc. to communicate with them.
- All meeting rooms will be kept locked and if needed to be used must be booked through the school office. This way arrangements can be made to ensure that the room is cleaned following its use. No room bookings will be made through the online booking system at this time. Meetings will only take place at the headteachers discretion.
- If meetings are necessary, the room should be assessed to determine how many people are permitted to enter meeting rooms whilst maintaining social distancing. If the room has windows these should be opened to improve ventilation.
- Reduced opportunity for members of staff to be off site on school business.
- Extra Curricular activities will only be allowed at the headteachers discretion.
- Educational Visits will only be allowed at the headteachers discretion.
- There will be no briefing in the Senior Phase, this will be done electronically, this is due to the difficulty with finding an area where we can abide by the social distancing requirements.

Ventilation:

The school has mechanical ventilation due to it's new build, we can however increase natural ventilation by:

- Check ventilation is functioning well – windows, grids, airbricks – and not obstructed; check for function and identify areas that are poorly ventilated.
- Start ventilation of rooms ahead of school day and allow it to continue throughout the day and after classes have finished. Open windows for at least 15 minutes before the start of the school day.

- Ensure open windows and doors provide adequate ventilation while maintaining a comfortable workplace temperature (noise and fire restrictions dependent).
- Staff to open top or high level windows (this helps to prevent draughts), moving obstructions such as curtains/blinds.
- Use ceiling fans or desk fans to prevent pockets of stagnant air only where the area is well ventilated. Desk fans to be pointed away from people and pointed at walls etc when in offices.
- Ventilate classrooms and other areas between classes and uses, e.g. by opening all doors (not fire doors) and windows fully.
- Windows/doors to be open to capacity when children are not in the classroom to give a ventilation blast. This should be done during play and lunch breaks.
- Smaller staff rooms, office have maximum capacity numbers on the doors
- It is important not to completely close windows and doors when the area is occupied as this can result in very low levels of ventilation.
- Consideration given to only opening every other window instead of all windows if it becomes too cold.












Mental Health and Wellbeing

- SLT will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.
- Access to the school counsellor is available through a booking system. This is available to all staff, the school also has a counsellor for pupils available.
- Engagement Officers, Heads of Year and Form Tutors to continue to monitor pupils at school.
- Health and Wellbeing during COVID-19 information is available via the home screen on the NPTCC intranet, which provides a wide variety of useful tools such as contact information for support services, online stress control classes etc.

Emergency procedures such as fire, first aid

- The emergency evacuation procedure has been reviewed and communicate to staff/pupils. The only change is that pupils will line up on the dots in the muga for taking the register in the event of a fire. All staff and pupils will be notified of the new procedures.
- Ensure there are sufficient numbers of appropriately trained first aiders available. They should follow the training they have received and use PPE as detailed previously. Only deliver CPR by chest compressions and use a defibrillator (if available) don't do rescue breaths. Practice good hygiene by washing/sanitising hands before and after administering first aid.

Personal Protective Equipment

											Other
Aprons must be worn	Eye Protection must be worn	Head Protection must be worn	Safety Harness must be worn	Ear Protection must be worn	Safety overalls must be worn	Safety boots must be worn	Respiratory equipment must be worn	Hi Viz clothing must be worn	Protective gloves must be worn	Face Protection must be worn	_____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional risk information

In the event of an incident/accident, please contact your nearest first aider.
 All incidents/accidents must be recorded on NPT's Online Accident Reporting System.
 Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided.
 All staff to have regard for their and others health and safety at all times.

Please identify how this risk assessment has been communicated

Team brief / Team meeting

One to one

Email	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/> Email _____

Emergency Procedures	
Contact name:	Shaun Clarke / Sharon Williams
Contact number:	01639 760010
Contact number (out of hours):	01639 760110
Hospital:	999
Emergency Services:	999

Name: Shaun Clarke / Sharon Williams	Position: Headteacher / Business Manager	Date: 06/10/2020
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Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident									
Reviews	Key		Likelihood of Injury						
Review date :	Likelihood	Severity		5	5Y	10R	15	20	25
Reviewed by:	<ol style="list-style-type: none"> Very Unlikely - This will probably never happen/occur Unlikely - Do not expect it to happen/recur but it is possible it may do so Likely - Might happen or recur occasionally Very Likely - Will probably happen/recur, but it is not a persisting issue/circumstance Certainty - Will undoubtedly happen/recur, possibly frequently 	<ol style="list-style-type: none"> Negligible - Minor injuries or discomfort. No medical treatment or measurable physical effects. Minor - Injuries or illness requiring on site first aid. Temporary impairment. Medical Treatment - Injuries or illness requiring hospital treatment. Major - Injury or illness resulting in permanent impairment. Fatal - Fatality. 		4	4	8	12	16	20
Review date :				3	3	6G	9	12	15
Reviewed by:				2	2	4	6Y	8	10Y
Review date :				1	1	2	3	4	5G
Reviewed by:				0	1	2	3	4	5
Review date :				Severity of Injury					
Reviewed by:				Low Risk		Medium Risk		High Risk	