



RISK ASSESSMENT

Subject of Assessment	Whole School return – January 2022	 Social distancing to minimise potential spread	Assessment Date	03/01/2022
Location	King's Academy Northern Parade	 Hygiene protocols to minimise potential spread	Review Date	Weekly Reviewed
Assessor	Richard Hunter (Executive Headteacher)	 Additional considerations to manage & control risks		

Information: This risk assessment is to be read through completely. Note that this must be a dynamic risk assessment and changes may be made through an ad-hoc basis due to changes in Government advice; any possible cases of CV-19 etc

Link to Government advice:

- [Guidance for full opening: schools –](#)
- [Guidance for full opening: special schools](#)
- [Actions for education settings to prepare for wider opening](#)
- [Safe working in settings](#)
- [Coronavirus \(COVID-19\): home test kits for schools and FE providers](#)
- [What parents and carers need to know to return to school in Autumn](#)

Hierarchy of controls (Taken from the above advice)

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products
- keep occupied spaces well ventilated

This can be summed up as: Eliminate, Substitute, Isolate, Control, PPE.

Ref	The column below highlights key areas of risk	Control Measures	Risk Level	Additional control measures to reduce risk	Residual Risk Level
1	Social Distancing 	<p>Dependent on infection rates - Year group bubbles will be created when local rates are inline or below national average – outbreak management plan. Reviewed weekly.</p> <p>When moving around the school and in communal areas a face covering is to be worn at all times. This will assist in keeping individuals safe when social distancing is difficult to maintain.</p> <p>Use a principle of best endeavours to maintain 2 metre social distancing where possible.</p>	High	<p>Bubble size – 30 (plus Class Teacher).</p> <p>Year 6 group size 120</p> <p>Face coverings to be worn</p>	Medium
2	Pupil / Adult with symptoms before start of school 	<p>Pupils/staff who show symptoms should not attend school but and follow Government guidance to isolate at home.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing</p> <p>Should phone school immediately.</p> <p>Within the Class Bubble group we will endeavour to maintain social distancing as far as possible.</p> <p>Remote Learning offer e.g. Use booked meetings/phone calls to check in while self-isolating (pastoral & curriculum).</p> <p>Staff in isolation to then join the home learning & Google classroom teams.</p>	Medium	<p>Clear communication so all staff & parents know what to do in the event of symptoms</p>	Low
3	Basic classroom set up 	<p>Reading corner set up with soft furnishing which has been deep cleaned using fogging techniques.</p> <p>Where possible (temperature dependent) open windows & doors & ensure good ventilation.</p> <p>Very basic first aid kit in each room (sick bowls, plasters where appropriate)</p> <p>Cleaning kit (spray, wipes & blue paper towel) available for staff in each bubble to quickly clean areas.</p> <p>Use of air quality meter</p> <p>External classroom doors can be propped open to enable better ventilation & avoid frequent use of door handles. It is our view that opening external classroom fire doors (other than those around a kitchen/fire ignition source) to increase ventilation & avoid frequent contact of door handles etc is an acceptable risk. All other fire doors remain closed. Site team members will be double checking all doors & ensuring they are closed at the end of the school day.</p> <p>Shared area – tables to be named for each class to minimise class bubbles crossing over when carrying out interventions in shared areas - best endeavours.</p>	High	<p>Best endeavour used to ensure social distancing.</p> <p>May require specific medical items for pupils with specific medical risk assessments (e.g. epi-pens).</p>	Medium

<p>4</p>	<p>Handwashing</p> 	<p>Wash hands thoroughly with hot water, if possible, & soap for 20 seconds. If necessary, use a high-alcohol content sanitiser. Adequate supplies of soap in toilets. Alcohol based sanitiser in reception and other key areas. Wash hands at appropriate & regular times (arrival, before and after lunch etc). Provide assistance for young pupils who might not be able to clean hands independently. Electric hand dryers are connected. Site team to ensure paper towels are replenished frequently.</p>	<p>High</p>	<p>Use NHS videos & learn songs & rhymes to reinforce thorough handwashing.</p>	<p>Medium</p>
<p>5</p>	<p>Good respiratory hygiene</p> 	<p>Tissues available in classrooms. Pupils reminded of good hygiene routines. Bins emptied regularly-additional lidded bins to be placed in key locations. Signage in all classrooms (Catch it, Kill It, Bin It posters).</p>	<p>High</p>	<p>Rolls of bags (nappy sacks or dog poo) to be used where bins are not lidded. Use laminated signs.</p>	<p>Medium</p>
<p>6</p>	<p>Cleaning</p> 	<p>Cleaners to clean classrooms thoroughly using standard products. Disinfectant spray bottle, wipes & blue paper towels available in each classroom. Areas will be left vacant during the day for cleaner/staff to go in & clean tables, chairs, door handles & taps. Frequently touched surfaces to be cleaned often (door handles, items used by multiple children between each use). For some items (e.g. photocopiers and printers), additional items may be provided. All shared items are cleaned using fogging techniques. Staff will be explicitly asked to support the cleaning through the school sites – in particular, frequently touched items & surfaces. Site manager, SLT & admin staff to monitor stock levels of cleaning supplies for each site. To inform Local Authority, KGA, DfE if it becomes difficult to source stock (PCC & Government assistance available). Additional cleaning – ALL staff to take responsibility in cleaning ensuring the safety of all staff and children. Every 28 days whole school is treated with an electro clean product.</p>	<p>High</p>	<p>Provide cleaners with additional materials & protection.</p>	<p>Medium</p>
<p>7</p>	<p>Corridors and stairwells</p> 	<p>Stagger timetable to minimise contact & clashing of movement with breaks/lunch/toilets. One way system where possible walk on the left - in old buildings can be narrow & this might be the best way to minimise social contact.</p>	<p>Medium</p>	<p>Adults to monitor pupil movement when they leave classroom</p>	<p>Low</p>

8	Reception office area 	<p>Clear signage outside & within reception to reinforce key messages. Limit number of people entering reception area. Clear message to parents-phone / email best method of contact. Check physical distance in reception as to how many visitors allowed in. Leave table in lobby area for deposit of goods/communications. Hand sanitiser dispensers available.</p>	High	Physical plastic shield for main reception desk area. Parents advised that they should make pre-arranged appointments to enter school where at all possible.	Low
9	Toilets – Pupils 	<p>Each Year Bubble to use a designated toilet. This will be clearly labelled. Staff to monitor usage & reduce number using under bubble groups Site manager & admin staff to monitor stock levels of soap etc. Clear signage on washing of hands (in toilets, classrooms & around the school). Electric hand dryers to be connected & paper towels with lidded bins provided.</p>	High	Adults to monitor pupil movement when they leave classroom	Medium
10	Toilets – Staff 	<p>Designated toilets for staff. Site manager & admin staff to monitor stock levels of soap etc. Clear signage on washing of hands (in toilets, classrooms & around the school). Electric hand dryers to be connected & paper towels with lidded bins provided</p>	High	Depending on size / number of toilets, may need a sign on the door to indicate use.	
11	Behaviour  Children not able to follow behaviour expectations	<p>Clear behaviour policy in place Behaviour policy to be communicated to staff, parents and pupils before return to school. Behaviour policy to include clear consequences-again with full communication to all relevant parties. A child to be promoted by class teacher to follow agreed behaviour policy Child’s parent to be contacted and asked to collect child as behaviour is questioning the safety of children in other classes Child to come in on a limited timetable. (If child is still unable to make safe choices) Child to be educated at home.</p>	Medium	Apply pre-COVOD-19 Behaviour policy but with additional health & safety related issues, rewards & sanctions.	Low
12	Outdoor spaces 	<p>Year group bubble groups to play only with other members of their year group bubble Year group bubble groups to play in designated & marked areas only. Bubble groups to remain 2 metres away from other bubble groups – Best endeavours. Outdoor play equipment is cleaned with electro clean guaranteed virus free for 28 days. Children are reminded of playing safe within a smaller space. Equipment will be removed if play deems to be unsafe. Use of sponge balls, children encouraged to keep below waist level.</p>	Medium	Year group play area will be as closely accessible to classroom bubble spaces as possible.	Low
13	Hall Spaces 	<p>Use of effective timetabling to minimise year groups mixing, space is well ventilated. Hall spaces to be cleaned between each year group use at the end of each day thoroughly. Used for staff meetings where appropriate.</p>	Medium		Low

14	Offices 	<p>Where possible, assign members of staff an individual desk/workstation in office so that keyboards / tables are not being shared. Clean monthly with fogging technique.</p>	Medium	Meetings in offices will not be held unless 2 metre distance can be enforced.	Low
15	Staffroom 	<p>Staff use of staff rooms – use of face coverings Year group shared areas can be used for staff space for breaks and PPA. Lunchtimes staggered for staff (in line with timetabling). Soft furnishings e.g. cushions to be thoroughly cleaned using fogging technique. Additional signage reminding staff to wash their hands very regularly. Site manager & admin staff to ensure there is washing up liquid available and cleaning materials at start and end of day. Staff reminded to clean their own cups/plates etc & put away so surfaces are clear.</p>	Medium	Soft furnishings such as chairs to be thoroughly cleaned - electro clean	Low
16	Transport 	<p>Pupils should be encouraged to follow the Governments advice on transport: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Encourage parents, children, young people & staff to walk or cycle to their education setting where possible. Minibus use should only be by 2 adults,</p>	Medium	Face covering use to be discussed with HT if proposed on minibus.	Low
17	Parental drop off and pick up 	<p>Strongly advise one parent to accompany children to school. Arrange additional staff to do gate. Use multiple entrances to prevent parents / pupils “bunching up”. Frequent communication to parents on appropriate social distancing. Parents to wear face coverings when dropping off and collecting children. Pupils to be given blob of hand sanitiser as they enter school gate then immediately wash their hands after putting belongings on their own chair / table. Pupils to wash hands on entering / leaving the school without fail.</p>	High	Use signage to promote messages	Medium
18	Lunchtimes / Catering arrangements 	<p>Stagger lunchtimes for each year group bubble group Lunch to be delivered by staff who will remain outside the bubble. Catering staff in kitchens must maintain 2 metre social distancing whilst working where possible. Pupils should wash hands before & after lunch. Any child bringing in a packed lunch from home, must have it cleaned / wiped over by an adult in school.</p>	High		Medium

19	Specialist Subjects 	<p>Specialist teachers – lessons will take place in music rooms/hall/playground. Adults move round to collect children from the classroom – Staff can work across different groups in order to deliver the school timetable. Share resources will be thoroughly cleaned using fogging.</p> <p>Music Lessons will take place in the Performance studio. The studio has a raised ceiling and is line with guidance. The space will be continually ventilated.</p> <p>Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. PE specialist teaching will be delivered outside with bubble groups. When weather does not permit this the PE teacher will use the hall or teach in class from the front socially distancing from the children. Necessary support and guidance with minimal social distancing to occur in Early Years when children are getting changed</p> <p>Outdoor sports will be prioritised where possible, or large indoor spaces could be used for activities with reduced physical activity for example Cosmic Kids.</p>	Medium	<p>Equipment will cleaned using the fogging equipment</p> <p>Space to be ventilated at all times.</p>	Low
20	IT classroom use 	<p>Timetable effectively so that bubble groups can be separated from using IT equipment or spaces at the same time</p> <p>Provide a disinfectant spray, wipes & paper towels to wipe down keyboards between bubble group use.</p> <p>Use of I pads to be timetabled.</p> <p>I pads are treated with electro clean every 28 days - sticker will indicate dates.</p>	Medium	.	Low
21	PPE 	<p>Only guidance for PPE is where it is currently used (facilities, science, technology, first aid etc) or when a specified person is dealing with a person with symptoms of COVID-19. Government line on PPE: "The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases" PPE is required where:</p> <ul style="list-style-type: none"> ● where it is routinely used for intimate care needs ● where a person becomes unwell with symptoms of coronavirus <p>The school will provide PPE in these cases. Where PPE is recommended to be re-used (e.g. goggles, visor), they must be cleaned between use. Pupils should not be wearing their own PPE at schools, following the Government advice.</p>	Medium	See below for use of PPE when administering first aid.	Low

		Face coverings to be worn in all communal areas of school. All visitors will be asked to wear face covering)			
22	First Aid 	<p>School should identify specified individuals to be responsible for first aid (provision, equipment & facilities). Consider Staggered Playtimes. Accident reporting procedures to remain unchanged. The minimum number of first aiders must be on site at all times. Low risk first aid equipment (e.g. box of plasters, sick bowls) should be made available in each bubble classroom out of reach of pupils.</p> <p>PPE to be available for first aiders: fluid-resistant surgical mask, disposable gloves, disposable apron & fluid-resistant surgical face mask. If there is a risk of splashing then suitable eye protection should also be worn. This equipment should be kept apart from standard first aid equipment and only used when a suspected COVID-19 case following Government guidelines.</p>	High	<p>LA have provided PPE supplies to every school & more can be purchased.</p> <p>Eye protection has be donated.</p>	Medium
23	Pupil / staff shows Covid 19 symptoms whilst at school 	<p>Follow Government advice: If anyone becomes unwell with a new, continuous cough, a high temperature or loss of taste or smell in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</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 should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough, a high temperature or loss of taste or smell, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus in a setting?’ below). They should wash their</p>	High		Medium

		hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.			
24	Actions following a confirmed case 	<p>If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</p> <p>Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p>	High	Local health advice will be sought as soon as possible if clarification is required.	Medium

25	Meetings (large) 	<p>Adults wear face covering Meetings with parents/agencies to remote where possible. Assembly groups in classrooms or remotely. Large staff meetings held under social distancing conventions or remotely. Clean area after use. Meetings in hall where possible - doors and windows remain open to improve ventilation.</p>	Medium	Staff receive clear guidance.	Low
26	School events (Open Evening, Parents evening) 	<p>Large scale meeting such as open evenings to socially distance. Parents' evening to be conducted (where appropriate) using remote methods (telephone or Zoom). On site – socially distance – one parents per family, waiting area – school playground.</p>	Medium	LGB informed & agreed with school suggested procedures.	Low
27	Fire / Evacuation 	<p>All schools must relook at their fire plan & fire risk assessment to ensure any changes captured in this document are reflected in updated procedures. This might include:</p> <ul style="list-style-type: none"> ● updated evacuation areas ● updated registration details (moving to family group registration) ● updated responsibilities for staff ● maintain social distancing between each bubble group & other persons present where safe to do so. <p>All changes to fire /evacuation procedures must be communicated to all staff, pupils & relevant stakeholders.</p>	High	Regular emergency evacuation procedures have been taking place.	Low
28	Pregnancy 	<p>A work place risk assessment (RA) will be provided for all members of staff who are pregnant. They should only continue to work if the RA advises them to do so. The school will remove or manage any risks and suitable alternative work /arrangements will be offered. The school will ensure they are able to adhere to active national guidance on social distancing.</p>	Medium	School and employee to work on a case by case basis.	Low
38	Facilities –General 	<p>Checklist to be followed to ensure all statutory checks have been completed & are up to date after any period of shutdown. Standard daily checklists for facilities completed as usual. Specifically, all water outlets should be flushed and legionella checks completed & up to date. Fire alarm system should be fully tested as usual. Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste. Outdoor space will be used for exercise and breaks, and for education where possible All access control arrangements & external opening fire doors double checked to ensure all working. Unions & others have produced checklists.</p>	High	School has been opened throughout lockdown so most utilities have continued to be used.	Low

39	Facilities-Staffing 	<p>Maintain health & safety compliance checks & routine site safety inspections (to be recorded). These include but are not limited to:</p> <ul style="list-style-type: none"> · Water hygiene/legionella · Gas safety · Electrical safety · Fire safety security · Heating Ventilation and Air Conditioning. (Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.) · Daily & monthly site safety checks, including security and access system <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used. Site manager to schedule an agenda for daily cleaning tasks. Staff to support caretaking & cleaning team with any and all ad-hoc cleaning requests. Regular monitoring of stock levels for cleaning supplies. Assist with advising and implementing government COVID-19 guidelines as necessary. Assist the school with advising and implementing government COVID-19 guidelines as necessary, to include installing 2 metre safe distance markers, displaying posters, etc.</p>	High	Update contractor Site Induction procedures to include a COVID-19 declaration.	Medium
40	School Trips 	<p>School trips - follow Government advice.</p>	Low		Low
41	Contractors  	<p>Standard contractor H&S procedures apply. Site manager should contact their regular contractors to establish risk assessments that specifically reference COVID-19 control measures. Site & admin staff should ensure that contractors are aware of local rules for each school (availability of classrooms; opening hours etc.) when signing in at site. Site & admin staff to supervise induction process on arrival. To include; · Contractor to sign Site Induction form · Carry out a dynamic risk assessment to identify that any proposed work is safe to continue in keeping with government covid-19 guidelines · If necessary barrier off work area · Can the work be postponed for a more suitable & safer time of day? · Correct PPE is worn. Lateral flow tests will be given for contractors who are site for a more than a week.</p>	High	Lateral flow tests for long term contractors.	Medium

42	Capital and Condition Works 	Where possible, capital/condition works should be deferred to the Summer holidays. Where it is necessary to begin capital works early, contractors should work with the site & admin team and the school to establish safe systems of work & provide a risk assessment that specifically references COVID-19.	Low	Lateral flow tests mandatory for the site team.	Low
43	Morning / Evening opening & lets e.g. Leapfrog Club, after school clubs 	Leapfrog - wrap around care open and follow guideline All clubs can take place and follow guidelines.	High		Medium
44	Pupil well-being 	Pastoral staff (Senco & Dragon’s Den) to plan likely mental health, pastoral or wider well-being support for children returning to school (for example, loss & bereavement support). The above needs to not compromise the same issues for those pupils remaining at home.	High	Develop Caring curriculum 7 remind children of Dragon Values especially Resilient Ruby.	Medium
45	Parental well-being 	Pastoral staff (Senco & Dragon’s Den) to plan likely mental health, pastoral or wider well-being support for parents of children returning to school (for example, fear & anxiety support). The above needs to not compromise the provision for parents who are struggling with managing & catering for their children at home. Signage outside to encourage Hands, face, space Guidelines.	High	Designate some staff to support the pastoral staff team.	Low
46	Staff well-being 	All employees have access to the schools’ Employee Assistance Programme, which offers unlimited access to information, advice & emotional support on a number of well-being subjects including stress. Employees can access this site at www.my-eap.com/login . Password available from school. Employees can also access the 24 hours a day 365 days a year counselling support phone line on 0800 1116 387. Via this hotline employees can be assessed for access to four face to face counselling sessions. Staff can talk to or email their line manager in the first instance or contact the KGA HR provider Browne Jacobson or the Finance & Corporate Director of King’s Group Academies for advice on policy & procedure (sue.collins@kingsacademies.uk). Well being sessions are being created to encourage being activity and embracing ‘mindfulness’. Workload/life balance is constantly addressed during the current situation. Staff can access Headspace online or on the APP. The KGA has arranged for staff to have free subscription to the APP to support mental health and wellbeing. Staff have free access to Headspace - a wellbeing app.	Medium		Low

47	Coronavirus asymptomatic testing for staff	<p>All employees will be offered lateral flow device coronavirus tests to self-administer at home twice a week (Monday and Thursday morning before school). Staff attending Northern Parade Schools are strongly encouraged to participate in testing, though it is not mandatory.</p> <p>Staff must report their result to NHS Test and Trace and share their result with the COVID Coordinator (Liz Davies) and/or Registration Assistant (Julie Waller).</p> <p>The lateral flow test MUST NOT be taken by a member of staff if they have been advised to self-isolate. They MUST continue their self-isolation period as instructed by NHS.</p> <p>Collection of test kits:</p> <ul style="list-style-type: none"> - staff will need to abide by social distancing rules on collection of kits and sanitise or wash hands before receiving their kit and signing for the updated testing guide - staff will provide information for the 'test kit log' on collection of kits and the Covid Coordinator will make sure that staff have read and understood the privacy statement and requirements of testing - Covid Coordinator and/or Registration Assistant to ensure that staff members have received the Northern Parade Covid Test information email containing 5 attachments: staff letter, privacy statement, how to do a rapid Covid-19 self-test, how to self-test video and FAQs <p>Recording results:</p> <ul style="list-style-type: none"> - staff will follow NHS Test and Trace guidance when recording their result and inform the Covid Coordinator and/or Registration Assistant of their result - if a positive result is received, staff MUST inform the school by phoning the staff absence line and follow NHS guidance to book a PCR test and self-isolate <p>Damaged or broken equipment:</p> <ul style="list-style-type: none"> - staff need to inform the Covid Coordinator and/or Registration Assistant of any broken or damaged items within their test kit and a new test kit will be distributed - Covid Coordinator and/or Registration Assistant will report incidents <p>Storing and reporting data:</p>	Medium	Twice a week	Low
----	---	---	--------	--------------	-----

		<ul style="list-style-type: none">- The Covid Coordinator and/or Registration Assistant will keep a Test Kit log to distribute test kits and a Test Register to record results- All paperwork (signed registers) are stored in a lockable area – the Covid Coordinator will have access to this area- The electronic Test Kit log and Test Register is saved in the secure drive on the school server			
--	--	---	--	--	--

Risk Rating Matrix (Physical)

Risk level = Severity x Likelihood

Severity (S)	Likelihood (L)		
	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Risk Rating Matrix (Emotional)

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
<p>Death/suicide, severe depression, long term mental health issues Long term / repeated deliberate risk-taking. Emotional impact severe enough to trigger referral to another service e.g. CAMHS/GP/EP and/or significant medical intervention e.g. attempted suicide/anorexia/school refusal (High)</p>	HIGH (H)	HIGH (H)	MEDIUM (M)
<p>Emotional response that results in deteriorating / erratic attendance, withdrawing / not engaging, anxiety, fear, worry, impacts on behaviour of others (e.g. negativity, irritability, negative emotions, lacks of concentration, lack of motivation) (Medium)</p>	HIGH (H)	MEDIUM (M)	LOW (L)
<p>Significant distress or upset that can be addressed or resolved within a few days i.e. has no lasting negative impact Upset/ distress that subsides relatively quickly and with minimal additional support i.e. within a day or so</p>	MEDIUM (M)	LOW (L)	LOW (L)

Residual Risk is the risk that remains after the additional control measures are in place.

ADDITIONAL INFORMATION: Notes, comments, further details, outline procedures, safe systems of work, standards, drawings, etc.
<p>See other school documentation e.g. Help Guides, maps, lists, timetables</p>

Risk Assessment Circulation list (tick box)			
Employees	√	Pupils	
Parents	(on request)	KGA MAT	√
Contractors	√	Other parties	
Signature of Head Teacher:			
Print Name:		MR Richard Hunter	Position:
			Executive Headteacher
Date Assessed:			Review Date:
			Weekly