

27th July 2020

Dear Parents/Carers,

We are writing to you following our communication on the 17th July regarding the re-opening of school in September.

On the 2nd July, the government released their guidance for the full re-opening of schools and announced the expectation that from **the 1st September**, all students, in all year groups will return to school full time.

This guidance can be found here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

In our letter dated the 17th July, we outlined our plans for bringing students back to school in a staggered way to allow us the time to induct all students on the changes to school and our expectations of their behaviour.

Based on all of the national and local guidance attached to this letter **on our website** are:

1. A guide to our proposed plans for the full re-opening of our school (see Appendix A)
2. Our risk assessment, using the Leicester City Council template (see Appendix B)

We hope that this guide and the risk assessment will answer any questions you may have regarding our plans to open to all students in September. If you have any comments or queries relating to our plans, which are not answered in these documents, then please make us aware by contacting the school by Monday 10th August.

Once we have considered your views and our staff views on these proposed plans and risk assessment, a finalised version will be submitted to our governing body for approval. In Leicester City, the decision to re-open the school to more students is one that only the governing body can make.

As has been stated in all previous correspondence, our main priority is and will continue to be the safety of our students and staff. Once the governors have approved the risk assessment we must ensure that all measures have been put in place before students and staff return to school. We will write to you again once this has been completed.

Thank you for your ongoing support and we hope that you and your family are remaining safe.

Yours sincerely,



Christina Bailey and Chris Heal
Acting Principals



Guide to the full opening of Fullhurst Community College

On the 2nd July the government announced the expectation that from **the 1st September**, all students, in all year groups will return to school full time. On the 17th July the government confirmed that this also applies to all Leicester City schools, following the current local lockdown.

To help support the detail included in our draft risk assessment, we have produced the following guide to support our plans for the full re-opening of our school. This, as with our risk assessment, is based on the local and national guidance (the most recent government guidance can be found here):

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We hope this clarifies what we are proposing and answers any questions you may have.

Attendance

From the 1st September, the usual rules on school attendance will apply, including:

1. All students are to attend, and it is parents' duty to secure that their child attends regularly at school.
2. Students should **NOT** attend school if they have symptoms of COVID 19 (persistent cough, high temperature, loss of taste or smell) or have a positive viral test result for COVID 19. Students must also self-isolate for 14 days if a member of their household displays symptoms of COVID 19. If either of these apply parents are advised to follow the 'Stay at home: guidance for households with possible or confirmed coronavirus infection' and should arrange to have a test.
3. Shielding advice for all adults and children will pause on **1 August**, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Some students no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).
4. Leicester City Council guidance is that whilst persons from the BAME community are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group. All those that are clinically vulnerable should attend.

In the government guidance a set of actions that all schools must take are set out. They are grouped into 'prevention' and 'response to any infection' and are outlined below.

Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection

7. Engage with the NHS Test and Trace process.
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
9. Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

Details of Our Plans for Full Re-opening

- In order to meet the requirements of the government guidance and our risk assessment students will have a staggered return to school so that they can have a thorough induction process. This will be as follows:
 - Year 7 to return on Tuesday 1st September at 8.30am
 - Year 8 to return on Thursday 3rd September at 8.30am
 - Year 9 to return on Tuesday 1st September at 8.30am
 - Year 10 to return on Thursday 3rd September at 8.30am
 - Year 11 to return on Wednesday 2nd September at 8.30am
- Upon arrival to school for the first day all students will receive the same messages about our expectations concerning new routines, hygiene, social distancing and behaviour. Our behaviour policy is updated to reflect these new expectations around social distancing and hygiene in line with our risk assessment.
- No students will be permitted on the school site prior to **8:30am**. This is to ensure that students can be properly supervised whilst in the school building and to avoid any potential mixing between year groups.
- Students will be in year group bubbles and any contact between year groups will be minimised.
- Due to students being in year group bubbles they will have separate entry points onto the school sites and staggered finishing times, exiting from the same point. Students will need to enter and exit both campuses via different gates. They will also finish the school day at different times. Please see the table below for these details.

Year Group	Campus	Start Time	Entrance / Exit	Finish Time
7	Fosse Campus	8:30am	Visitor entrance	3:00pm
8	Fosse Campus	8:30am	Student entrance	3:10pm
9	Imperial Campus	8:30am	Fullhurst Avenue entrance	3:05pm
10	Imperial Campus	8:30am	Student entrance (Imperial Avenue)	3:00pm
11	Imperial Campus	8:30am	Old student entrance (Fosse Road South)	3:10pm
Year 9-11 Learning Centre students	Imperial Campus	8:30am	Smaller entrance on Fullhurst Avenue (near the Learning Centre)	3:10 pm

- All students will be expected to wear full school uniform.
- Students will need to bring to school:
 - Pens and other equipment for learning.
 - A water bottle / drink. In accordance with the guidance the school fountains have been turned off and this is therefore important. Students will be able to re-fill water bottles from our new filling stations.
 - PE kit when needed.
- Upon arrival, all students will enter the school via their designated gate where there will be members of Fullhurst staff. Students will then go to a specific location (for each year group) within the school

buildings where there will be members of Fullhurst staff to supervise them. Students in Years 7-10 will wait in this location for their form tutor to collect them and take them to their form room. Students in Year 11 will remain in this location (Main Hall on Imperial Campus) for the whole of form time. As students enter these locations all student must, under supervision, wash their hands using hand sanitiser.

- In Years 7-9, students will, where possible, remain in the same class and classroom for the duration of their day. For specialist subjects, like Science, PE, Art, Food and Design Technology students will be taught in specialist classrooms. Students will be collected from their base classroom for these lessons by their teacher.
- In Years 10-11, in order to facilitate a full GCSE curriculum, students will access their lessons and classrooms as normal.
- To prevent busy corridors and year groups mixing, a one-way system will be implemented around the school buildings and each year group will have their own timetable, which will be different to other year groups.
- Arrangements for break and lunchtimes will be as follows to minimise the chances of students from different year groups mixing:

Students in Years 7 and 8 on Fosse Campus will have separate break and lunch times. Students will have their break and lunchtimes in the same locations, but these will be cleaned between sittings.

Students in Year 10 will have a separate break and lunchtime to all other students on Imperial Campus. They will use the same location for these times as Year 9 students, but this will be cleaned between sittings.

Students in Years 9 and 11 will a staggered break and lunchtime, but the year groups will be kept apart as they will have separate indoor and outdoor locations for these times. Students in Year 9 will access the Dining Hall on Imperial Campus and students in Year 11 will access the Main Hall on Imperial Campus.

All students will be able to buy food at break and lunchtime as they have previously been able to do.

- The timetable in school will continue to cover our broad curriculum offer for all year groups with students having different subjects taught to them by subject specialists every day. Teachers will move between year group bubbles to deliver the curriculum to students. A contingency plan will be in place in case of school closure to facilitate the delivery of the curriculum via home learning.
- Classrooms on both sites will be rearranged to have front facing desks, with a hand sanitising station for students when they enter and leave. All classrooms will have at least a 2-metre distance between where the teacher will stand to teach and the closest seated student.
- Students will not be allowed to leave classrooms unless they need to go to the toilet, one at a time.
- The physical layout of school, due to these plans, will therefore be different to what the students are used too.
- Each classroom space will be thoroughly cleaned, in accordance with the national guidance, each day and enhanced cleaning will take place during the day.
- These plans have been designed to ensure that the chances of mixing between year groups is minimised as far as possible.

Possible Questions You Might Have

1. When will these plans come into effect?

These plans will come into effect from the 1st September. Once the consultation on our risk assessments is completed, we will write again to all families to confirm the plans for the opening of school.

2. Why have you decided to have a phased return in September?

We have decided to have a phased return in September to allow our students to have enough time to fully understand the changes that have been put into place for their safety and also the expectations that we will have of their behaviour. Our incoming Year 7 will also have the opportunity of having two days on Fosse Campus before Year 8 start to allow them the time to familiarise themselves with the school and staff as part of their transition to secondary school.

3. What happens if my child does not attend school?

The government have made it very clear that from the 1st September all students should attend school unless they have symptoms of COVID19. If your child has symptoms of COVID19, then you should ring the absence line and notify us and then in accordance with national guidance they and the rest of the household should self-isolate and where possible take a COVID 19 test. If your child is unwell with no symptoms of COVID19 then you should ring the absence line as normal. Therefore, from the 1st September we will be following our normal absence procedures and working with families to support all students attending school.

4. Will the phased return for year groups from the 1st September affect attendance figures for my child?

The phased return will not have an impact on the attendance figures of individual students.

5. My child is clinically extremely vulnerable what should I do?

The government guidance states that *'some students no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).* If students are not able to attend, our home learning will continue which will offer access to our broad curriculum.

6. My child usually travels to school on public transport what should I do?

The government advice on this is *'Schools should encourage parents, staff and pupils to walk or cycle if at all possible.'* However, where that is not possible families using public transport should refer to the safer travel guidance for passengers: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> Therefore, if your child is only able to come to school using public transport, **please make us aware** so we can see what arrangements can be made on an individual basis to reduce risk.

7. What happens if a student in school has Coronavirus Symptoms?

Firstly, we hope this will not happen, because all students and parent will follow the national guidance on self-isolation. However, If a student in school develops symptoms, we will follow the national guide which states: *'If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#), which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.'*

To do this safely we will contact home and whilst we are doing this we have identified rooms on both sites for students to wait should this happen. Once sent home the student should self-isolate and access the available testing. If this is negative, they can return to school once better.

8. What happens if a student or member of staff test positive for Coronavirus?

If a member of staff or student is tested positive for Coronavirus, we will immediately seek medical advice as well as following the national guidance, which states: *'Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with schools in this situation to guide them through the actions they need to take.'*

9. My child has special needs how will these be met?

The government guidance states that '*Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs*'. Our Learning Centre provision will be fully re-opened in September, as will our two specialist classes in Years 7 and 8. If you have particular concerns if your child has SEND then please contact our SENDCo, Catherine Murphy.

10. Should my child wear a face covering in school?

The national guidance on this in schools has not changed at present and says this is not necessary and not recommended in schools. This guidance can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

11. Why are students only able to arrive from 8.30 am?

In order to minimise any mixing between year group bubbles it is important that students are entering the building via their designated entry point at 8.30 am. We can therefore ensure that all students are supervised from 8.30 am onwards.

12. Will you be offering any extracurricular clubs?

Once the term has started, we will look at what extracurricular clubs/opportunities we can offer. Any extracurricular opportunities offered will have to operate within the same year group bubbles that are in place within school time.

13. Do these plans remove all risk from Coronavirus?

Our risk assessment and plans have been put together based on the national and local guidance. They are designed to put measures in place that are practicable and reasonable to reduce risk. However, it is impossible, as it is with any risk assessment, to remove all risk.

14. How long will this provision last for?

We are not sure as the government has not made this decision. What we do know is that we will review our risk assessment regularly and respond to any changes that the government make, following all local and national guidelines and notifying families of any changes.

Site / Premises: FULLHURST COMMUNITY COLLEGE – IMPERIAL AND FOSSE CAMPUS	Assessment Carried Out By Name: Tom Sharman	Assessment Serial Number: 003 – 09/07/20		
Department:	Signature:	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak - For the return to School in September 2020 <ul style="list-style-type: none"> • During this evolving situation please monitor and follow government guidance given in the web links provided • All normal working practices should be assumed to continue unless they need to be changed for the duration. 	Responsible Manager / Team Leader etc Name: Chris Bailey and Chris Heal	15/7/2020	10/08/2020	
	Signature:			

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

General Principles of Control	<p>There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of,</p> <ul style="list-style-type: none"> • Avoiding contact with those who have symptoms. • Frequent hand cleaning & good Respiratory hygiene practices. • Regular Cleaning of settings. • Minimising contact & mixing (with a strong focus on group/class separation). <p>Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.</p>		<p>The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. However, the School will support any individual who chooses to wear one. Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask.</p> <p>However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance</p>						
What are the Hazards ? (What can go wrong)	Who might be Harmed & How ?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who ?	Action By When ?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
Catching or Spreading	Staff, Pupils,	Before Arrival	2	4	8 Low Risk				

<p>COVID 19</p>	<p>Visitors</p>	<ol style="list-style-type: none"> 1) A copy of this risk assessment and any safe systems of work will be provided to staff before they start work and key messages to be displayed in school. Staff will need to sign to say they have read and will comply with the risk assessment. 2) A copy of this risk assessment and key actions to be provided to parents and students before any reopening of Fullhurst. 3) All staff and students to receive training on this risk assessment and the measures in place, to ensure they understand them. 4) Contractors, etc are to be informed of the COVID 19 safety precautions of the school (Based upon Government Guidance and this risk assessment). 5) Letter and communication via training to staff, parents and students to ensure they are aware: <ol style="list-style-type: none"> a. Any person with symptoms of COVID 19 (persistent cough, high temperature, loss of taste/smell) or has a positive viral test result for Covid 19 is NOT to attend the school but should follow Government guidance on self-isolating for 7 days and 14 days for the rest of the household. b. Should persons disclose if personnel living with them are self-isolating, they will be told do the same and NOT to attend for 14 days as per Government guidance. <p>On Arrival:</p> <ol style="list-style-type: none"> 1) All staff and students to receive training on this risk assessment and the measures in place. 2) Clear signage and information to be displayed reminding all persons of social distancing, hygiene and hand washing requirements. This information will be easily understandable and where needed will be provided in different languages. 3) To avoid contact with personnel suspected of having caught COVID-19 letters to parents, staff and our training will emphasise the importance of self-isolation in accordance with government guidelines. 4) If there are any suspected cases in school the person will immediately be told to move to room G01 (Imperial Campus), the front meeting room (Fosse Campus) or Learning Centre front office. (All rooms are near to an exit point of the building, where due to the windows the 							
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person can be supervised in a closed room, which is well ventilated). Following this there will be immediate home contact for students and staff will be sent home. All effected persons will be given details on how to be tested, which must happen before any return. If any member of staff, due to well-being, has to be within 2m of a suspected case they must wear appropriate PPE (all first aiders to be provided training in this) and upon departure the room to cleaned, in accordance with national guidance, by cleaning staff using appropriate PPE.

- 5) Hand cleaning facilities or hand sanitiser to be available at the named entrances/exits and throughout the school and should be used by all persons when entering and leaving the school / classrooms. To ensure this happens:
 - a. All students will hand sanitise upon entry to each building and encouraged to do so before / following eating. Here designated staff will check and ensure this happens.
 - b. All staff and visitors to enter via the main reception. Hand sanitisation to happen upon arrival and entry to the building.
 - c. Outside / inside each classroom, sanitisers will be located.
 - d. Sanitisers in all office spaces will be provided /used, with signage and training for staff.
 - e. Welfare facilities (toilets) will contain suitable levels of soap and hand sanitiser.
 - f. Training will emphasise to all persons the importance of washing hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the covered bins provided
- 6) To support good respiratory hygiene:
 - a. All staff and students will be trained to follow good respiratory hygiene and skin cleaning hygiene at all times.
 - b. Tissues will be provided for all staff and students along with bins for their disposal.
 - c. Training will cover that all persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing hands. If a tissue is not available

		<p>coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>d. All persons will be reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>e. Signage will support the above.</p> <p>7) Timetable in place to monitor which people are on site at one time, whether they are permitted to be there and where they are. Students in Y7-9 timetabled to individual rooms to limit movement around the school and prevent congregation. Staggered starts and ends of lessons for Y10-11 also in place to limit contact between students between lessons. Records will be kept of classes, groups & staff and their close contacts, such that these can be provided to the Local Public Health Team if required.</p> <p>8) Contingency plans will be in place to provide e learning for pupils should this become necessary.</p> <p>9) Managers / SLT are to keep in regular contact with and monitor the wellbeing of staff not currently working on the site. To support this employee support services are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support.</p> <p>10) Clinically Extremely Vulnerable & Clinically Vulnerable Staff (including Pregnancy) From 1st August it is envisaged these staff are able to return to work, provided that they are able to return to a workplace where the Government safety guidance has been implemented in full, and an individual risk assessment has been carried out. The school will, however, ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept. Previous risk assessments may need to be defaulted to.</p> <p>11) Shielding Children Generally, children who were shielding can return to school, however, those under the care of a specialist medical professional should follow medical advice regarding any potential return. Again, the school will, however, ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept.</p>							
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		<p>12) An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> <p>13) Individual risk assessments already in place for staff and students will be reviewed.</p>							
<p>Suspected case whilst on site or Positive Viral test result</p>	<p>Staff, Pupils, Visitors</p>	<p>All of the measures below will be covered in the staff and student training:</p> <p>1) If a person displays symptoms of Covid 19 - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none"> a. Notify a member of SLT immediately or their class teacher, who will contact the member of SLT. b. Avoid touching anything. c. Go home immediately (children accompanied by their parent, etc). Whilst this is being arranged safely, they will wait in the designated areas of G01 (Imperial), the front meeting room (Fosse) or the front office in the Learning Centre. d. All other persons are to maintain a safe distance from the affected individual. e. If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. f. Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. g. They must then follow the guidance on self-isolation (7 days for those with symptoms and 14 days for the rest of the household) and not return to school until their period of self-isolation has been completed. h. A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. i. The person with the possible case will be offered a viral test and, if confirmed positive formal contact tracing will take place. A risk assessment will be done to determine 	1	4	4 Low Risk				

		<p>whether these staff or children need to be sent home to self-isolate. Parents encouraged to report positive test results to the school.</p> <ul style="list-style-type: none"> j. The school will notify Local Public Health of any confirmed positive tests. <p>2) Where a member of staff has helped someone, who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves. They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>3) If a pupil with Covid 19 symptoms needs to remain at school until collected:</p> <ul style="list-style-type: none"> a. They should be located in a room separated from all other persons with the window open if possible, but with the door closed, (A local decision should be made regarding whether or not adult supervision is required in the room). These are to be room G01 (Imperial) and the front meeting room (Fosse) and front office in the Learning Centre (all with vision panels and windows to ensure ventilation). b. A separate toilet facility will be used if necessary, this to be G02 (Imperial Campus), identified staff toilet in the Learning Centre and identified staff toilet on Fosse campus. c. Staff should keep 2m away from the student where possible. If a member of staff needs to attend to the student by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary). d. The toilet, room used, and any PPE used should be cleaned and disinfected after use. <p>4) If a person receives a positive viral test result for Covid 19, positive formal contact tracing will take place. A risk assessment will be done to determine whether these staff or children need to be sent home to self-isolate. All national guidance will be followed and communicated to all persons effected. School management will liaise with the Local Public Health Team to determine if the rest of the class, bubble or group or staff members should be sent home to self-isolate for 14 days.</p>							
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		<p>5) As part of the NHS Test & Trace programme, if other cases are detected within the school, Public Health England's Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p> <p>6) If two or more cases are confirmed within 14 days, or if there is an overall rise in sickness absence where COVID-19 is suspected, the school will work with the Local Health Protection Team who will advise if additional action is required.</p> <p>7) Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation.</p> <p>8) The school will hold a stock of self-testing kits, scheduled to be provided by the Government that will be available for use where it is considered that this would increase the likelihood of the test being taken.</p>							
Travel off site	Staff, Pupils	<p>1) Travel will only be required for essential purposes. As such:</p> <ul style="list-style-type: none"> a. Identified staff could work from home wherever possible. b. No external school trips will happen. <p>2) Where it is required the following advice to be given to staff, parents and students:</p> <ul style="list-style-type: none"> a. All persons to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school). Where this applies to students, we will seek to look for alternative options in conjunction with parents. b. Where travel is essential, use private single occupancy where possible. c. Implement social distancing where possible (2m clearance from persons or if this is not possible, then 1m apart with additional precautions i.e. staying side by side, minimising time spent together.) d. Students who access alternative provision will be offered a taxi, if it is not safe or practicable for them to cycle or walk. <p>3) If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible:</p> <ul style="list-style-type: none"> a. Use a vehicle with a bulkhead for segregation. b. The driver and the passenger should maintain a distance of 2 metres from each other. 	2	3	6 Low Risk				

		<p>c. The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so.</p>							
<p>Contaminati on during Access to & egress from site</p>	<p>Staff, Pupils, Visitors</p>	<ul style="list-style-type: none"> • All non-essential visitors will be told not to enter the site. This will be communicated to parents, contractors, staff and covered in training. • Separate entrance / exits for all year groups and staggered finish times will be in place to reduce congestion and contact at all times. These will be: <ul style="list-style-type: none"> a. Staff to arrive by their contracted start time and to leave at or after their contracted finish time via main reception entrances to both buildings. b. No student to be arrive on site prior to 8:30am. c. Year 7 to enter / exit through main reception on Fosse and will leave at 3:00pm. d. Y8 to enter / exit via the student entrance on Fosse and will leave at 3:10pm. e. Y9 to enter / exit via the gates on Fullhurst Avenue and will leave at 3:05pm. f. Y10 to enter / exit via the student gates on Imperial Avenue and will leave at 3:00pm. g. Y11 to enter / exit via the gates on Fosse Road South and will leave at 3:10pm. h. Learning Centre students in Years 9-11 to enter/exit through the smaller entrance on Fullhurst Avenue and to leave at 3.10pm. • All persons will be required to wash & dry or sanitise their hands before entering or leaving the site. This will happen for students at entrance points and for all staff and visitors at the main reception entrance. This to be reinforced with training and signage. • Our digital entry system for staff and visitors will be disabled. All staff and visitors will be signed in by our by reception staff or site staff and therefore must only enter and leave the site via main reception. Social distancing will be enforced for people waiting to enter the buildings. • A process for the voluntary removal of face masks and where appropriate disposal of face masks used during travel will be communicated to staff and pupils and covered bins provided. • Regular cleaning and disinfection of common contact surfaces in reception, offices, access control and delivery areas e.g. screens, telephone handsets, 	2	4	8 Low Risk				

		<p>desks, photocopiers, particularly during peak flow times will happen. To support with this, areas to be used by staff to be clearly identified and cleaned as per government guidance.</p> <ul style="list-style-type: none">• A reduction in the number of people in attendance at site inductions and will hold these outdoors wherever possible. <p>Visitors</p> <ul style="list-style-type: none">• No non-essential visitors will not be allowed onto the school site.• All visitors to be made aware of site rules. As such guidance and signage will be produced and displayed in main reception.• Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene and wash hands. Log kept of areas visited and people they have been in contact with. <p>Staff</p> <ul style="list-style-type: none">• Staff who are showing any of the signs of COVID -19 may NOT come to school.• Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.• Staff have been informed about the need for self-isolation as advised by the Government.• Staff are to pay due regard to social distancing requirements when parking and accessing their vehicles.• On arrival and exiting all staff are required to wash & dry hands or use the sanitiser provided in reception.• Hand washing with soap to be at least 20 seconds each time. <p>Parents etc</p> <ul style="list-style-type: none">• Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed.• Parents are to be reminded not to gather by the school gates etc whilst awaiting their children and are only allowed on site by appointment.• A protocol will be in place and shared with staff to deal with those arriving at school who are not supposed to be there.							
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Contaminati on within Internal Areas	Staff, Pupils, Visitors	<ol style="list-style-type: none"> 1) It is understood that some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment are used to implement as high a standard of control as practicable. 2) Desks will be placed as far apart as possible. Student sitting positions will be side-to-side, forward facing and not facing each other as far as possible. 3) Communal areas to be organised as far as possible to allow 2m separation between staff and pupil groups. 4) Consideration has been paid to separate areas for each year group. These are: <ol style="list-style-type: none"> a. On arrival, all year groups will directed to separate spaces prior to form time. b. On Fosse campus, Y7 and Y8 (with separate timetables) to use the same communal areas for breaks and lunchtimes. Strict cleaning measures will be in place between each year group usage. c. On Imperial campus, Y9 and 10 (with separate timetables) will use the same communal areas for breaks and lunchtimes. Strict cleaning measures will be in place between each year group usage. d. On Imperial Campus, Y11 will have a separate communal area for break and lunchtime (the main hall). 5) Pupils are to be kept in separate groups as far as practicable. It is accepted that there will be some cross over between groups, but this will be kept to a minimum via the following: <ol style="list-style-type: none"> a. Each year group and the Learning Centre is to be considered as its own bubble. With groups remaining as consistent as possible. b. A one-way system will be in operation on both sites. c. Y7-9 will be timetabled in single classes with students remaining in the same classroom for the majority of the school day. Students will only leave their designated classroom for specialist subjects i.e. PE, Science and PACA. Where practical, staff will collect students from 	3	6	8 Low Risk				
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their designated classroom and escort them to the specialist classroom.

- d. To enable Y10-11 to access a full GCSE curriculum they will move to classrooms as normal, following the one-way system. To minimise contact, they will have different start and end times to lessons to avoid busy corridors and mixing between year groups.
- e. Students in the Learning Centre will have the majority of their timetabled lessons delivered in the Learning Centre, apart from specialist subjects i.e. PE and options subjects (Y10-11).
- f. Staff are permitted to work between groups and sites.

6) Groups in Y7-9, as far as possible, will be kept to the same areas within the school.

7) Where possible staff are to maintain a safe distance between each other (2 metres). The use of the staffroom on both sites is to be kept to a minimum.

8) Staff in each room/area will be limited as far as possible to follow social distancing guidance.

9) Where possible, staff are to keep 2m apart from other staff and students, avoid close face to face contact, and minimise necessary contact within 1m of others. Where possible, readjustment of tables in classrooms to facilitate a greater distance between staff and students, especially at the front of the classroom.

10) Each year group will have separate assemblies.

11) Strict hygiene rules to be implemented, all staff to be asked to do the following:

- a. Use alcohol-based hand sanitiser.
- b. Wash hands if face is touched.
- c. All hand contact surfaces to be cleaned throughout the day.
- d. To minimise this where possible doors to classrooms will be propped open, staff and students to only use identified electronic devices, IT screens turned and left on by IT teams. Any hand contact serviced with multiple use will be cleaned throughout the day e.g. handrails.
- e. Only cleaning products supplied by the school, to be used.

Staff to Staff interaction;

- 1) Staff should only complete activities, which relate directly to their job descriptions.
- 2) Teachers may only complete tasks relating to the Teachers Standards.
- 3) No physical contact.
- 4) No close contact activities (2 metre distance).
- 5) Where possible meetings are to be held by remote means, rather than face to face (i.e. video calling).

Equipment, Activities and resources

- To limit the use of shared resources in year bubbles, separate equipment will be used for different year groups.
- Staff & students will have their own allocated individual frequently used resources such as pens & pencils.
- All equipment & resources are to be regularly cleaned (including IT equipment, photocopiers), and equipment & resources that are shared between groups are cleaned between each use.
- Students should be reminded only to bring essential items into the school.
- No singing will be allowed.

Rooms

- 1) Doors will be propped open to reduce contact points, provided fire safety, security & safeguarding requirements **are not compromised.**
- 2) Rooms to be well ventilated, opening windows where possible.
- 3) Access & exit to classrooms etc should be made by external doors where this option is available e.g. dining hall rooms from the outside and main hall via main entrance for these reasons.
- 4) Waste bins are to be provided in each main room to collect used tissues.

Building

- 1) A one-way system for travelling within both school buildings will be implemented.
- 2) When walking along corridors or using the stairs all persons are to keep to the left (or right) side in order to enhance segregation.
- 3) Where lifts are available, these are only to be used by one person at a time (unless unavoidable – i.e. accompanying a child for specific SEN reasons, where

		<p>the level of contact/risk will dictate the control measures to be taken).</p> <ol style="list-style-type: none"> 4) Lift touch points are to be cleaned & disinfected after each use. 5) Hands are to be washed & dried or sanitised after using the lift. 6) The screen separating the main reception staff from persons entering the building is only to be opened the minimum distance to allow work activities to proceed, and where their use cannot be avoided returned badge holders are to be cleaned and disinfected immediately. 7) Drinking water fountains are to not be in use. Students to be advised to bring their own water. 8) Bins are to be provided in each room to collect used tissues. These will be emptied regularly. 							
Contaminati on in Outdoor Areas	Staff, Pupils	<ol style="list-style-type: none"> 1) It is understood that some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment are used to implement as high a standard of control as practicable. 2) Areas to be organised to allow 2m separation between all staff or student groups where possible. In order to facilitate this, the following will be in operation: <ol style="list-style-type: none"> a. Breaks and lunchtimes to be staggered Y7-10. For Y11, a separate space will be used to enforce separation between them and Y9. b. Y7-8 to use the same communal spaces for breaks and lunchtime, but strict cleaning measures to be used between break and lunch sittings. c. Y9-10 to use the same communal spaces for breaks and lunchtime, but strict cleaning measures to be used between break and lunch sittings. d. Y11 to have separate space for break and lunchtime (main hall). e. External play equipment separated for each year group. 3) Hand sanitising facilities are to be provided at the entry/exit points to the playground, and all persons are to sanitise their hands when re-entering the building. 4) Contact sports not permitted at break and lunch times. 	2	6	8 Low Risk				

		<p>5) For PE lessons outside, the same COVID 19 control measures (social distancing and hand sanitising protocols etc) will be adopted as for indoors lessons.</p> <p>6) Facilities will be sufficient to provide adequate shelter from inclement or hot weather where necessary. Each year group to have their own inside and outside space.</p>							
Allocation of Staff	Staff	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by Acting Principals. • All staff medical needs to be discussed with the Acting Principals prior to them entering the school. • Staff to avoid the use of the staff room unless for individual use when using essential equipment. • Staff who are identified as working from home to confirm if they wish to go into school and this will be confirmed by the Acting Principals. • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. Offices to be arranged in a way that facilitates social distancing. • There will be an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a classroom. • Cleaning staff rotas will be reviewed to ensure appropriate coverage. • Staff are allocated duties to enforce, as far as is reasonably practical, social distancing of pupils leaving school at the end of the school day. 	1	4	4 Low Risk				
Work planning	Staff, Pupils,	<ol style="list-style-type: none"> 1) Areas are to be organised to allow effective separation between all staff or groups (the desks should be as far apart as possible). Where possible, floor markings and signage to provide a clear means of maintaining 2m distance. 2) Timetables will be reviewed to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school. 3) Finish times, assemblies, breaks and lunchtimes to be staggered to reduce congestion. Separate entry/exit points in place for all year groups. 4) Where offices are shared, strict social distancing will be in operation. 	1	4	4 Low Risk				

		<p>5) Movement around the school site is to be kept to a minimum. These groups are as far as possible to keep to the same areas of use of the premises. (see details above)</p> <p>6) Priority is to be given to outdoor PE activities over indoor ones.</p> <p>7) The use of shared resources (i.e. specialist equipment) is to be limited to single year group bubbles. Students to bring in their own equipment e.g. pens, pencils etc.</p> <p>8) For SEN students, the same principles of segregation, hygiene, cohesive staffing and PPE use will be applied as far as is possible, but the actual measures to be adopted for each case will be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case.</p>							
Cleaning	Staff, Pupils, Visitors	<p>1) A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps, photocopiers etc. are all thoroughly cleaned and disinfected regularly.</p> <p>2) Cleaning protocol is as follows:</p> <ol style="list-style-type: none"> a. Hard surfaces to be cleaned prior to disinfecting. b. A combined detergent disinfectant solution or chlorine-based cleaner is to be used. COSHH assessment required c. Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, d. Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. e. Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. f. Use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products normally used. g. Cleaners are to wash & dry their hands after removing the PPE cleaners are to wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown 	1	4	4 Low Risk				

		<p>away in the regular rubbish after cleaning is finished (if cleaning a heavily contaminated area eye and respiratory protection should also be used).</p> <p>h. Only cleaning products supplied by the school are to be used.</p> <p>3) Bin liners should be used in all bins and bins emptied daily.</p> <p>4) If its' use cannot be prevented, external play equipment is to be cleaned & disinfected after each use.</p>							
Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operators	<p>1) If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>2) Delivery staff will not be approached and packages to be left in a safe place.</p> <p>3) Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>4) Waste bags and containers - to be kept closed.</p> <p>5) Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	1	4	4 Low Risk				
Contractors	Staff, Pupils, Contractors	<p>1) All contractors to work in restricted areas.</p> <p>2) Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>3) Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>4) All contractors are to wash their hands upon entering the site, by main reception.</p> <p>5) Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <p style="padding-left: 20px;">a. Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</p> <p style="padding-left: 20px;">b. Repeat the hand washing/sanitising every hour.</p> <p>6) Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside and written communication will be sent to all contractors around expectations.</p> <p>7) The contractor is to notify the premises staff of all areas visited, in order that these can then be</p>	1	4	4 Low Risk				

		<p>thoroughly cleaned. Also who they have been in contact with for tracing purposes.</p> <p>8) Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours) and /or in restricted areas.</p> <p>9) Contractors & Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work, which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.</p>							
Poor hygiene	Staff, Pupils, Visitors	<p>1) Staff, students and visitors to be advised to:</p> <p>a. Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided (with hand driers disabled).</p> <p>b. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>c. Avoid touching their face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>2) Regular cleaning of the hand washing facilities and checking soap and sanitiser levels to happen.</p> <p>3) Suitable and sufficient rubbish bins for hand towels will be provided, with regular removal and disposal.</p> <p>4) Extra supplies of soap, hand sanitiser and paper towels to be securely stored.</p>	2	4	8 Low Risk				
Canteen use - exposure from large numbers of persons	Staff, Pupils	<p>1) All persons should be required to stay on site once they have entered it and not use local shops etc.</p> <p>2) Food and drink will only be consumed in dedicated facilities where possible.</p> <p>3) Break times will be staggered to reduce congestion and contact at all times.</p> <p>4) Hand cleaning facilities or hand sanitiser will be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>5) In staff locations persons to sit 2 metres apart from each other whilst eating and avoid personal contact.</p> <p>6) In dining halls each group is to be kept separate from others via staggered break and lunch times.</p> <p>7) Where possible food served or displayed will be individually wrapped to avoid contamination.</p>	1	4	4 Low Risk				

		<p>8) Food displays should be protected against contamination by coughing, sneezing, etc).</p> <p>9) Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>10) Payments should be taken by contactless methods wherever possible. Regular cleaning of payment stations throughout the day.</p> <p>11) Drinking water will be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>12) Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>13) Tables and chairs to be cleaned between each sitting.</p> <p>14) All rubbish and waste to be put straight in the bin by the user and not left for someone else to clear up.</p> <p>15) All areas used for eating to be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>						
Use of changing facilities, toilets, showers and drying rooms	Staff, Pupils	<p>1) Where students have PE at the same time, different entry points and different changing rooms will be in operation for each year group.</p> <p>2) Enhanced cleaning of all facilities will happen throughout the day and at the end of each day.</p> <p>3) In each toilet suitable and sufficient rubbish bins will be in place, with regular removal and disposal. Bin liners will be used in all bins.</p> <p>4) Air hand driers will be disconnected to reduce unnecessary air movement and additional tissues will be provided</p> <p>5) Training and signage will reinforce the need to wash & dry hands before and after using the facilities.</p> <p>6) Staff on duty outside toilets to rigorously monitor the amount of students in the toilet at any given time to ensure this does exceed capacity (to the point where social distancing cannot take place).</p>	1	4	4 Low Risk			
Lack of awareness	Staff, Pupils, Visitors	<p>1) Information communicated prior to more students attending school, including a guide to supplement this risk assessment. Staggered start to the academic year used to ensure time is given to train students in these new systems.</p> <p>2) Staff to be given specific training on the risk assessment and procedures in place for September during August training days</p>	1	4	4 Low Risk			

		<p>3) Clear posters, signage and information is to be displayed around the sites (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements.</p> <p>4) Signs are to be displayed outside meeting rooms and offices etc identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>5) "Toolbox talks" will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p> <p>6) Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>							
Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	<p>1) Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation) – Lower playground (Fosse) and MUGA (Imperial).</p> <p>2) Safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP's and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19.</p>	1	4	4 Low Risk				
First Aid provision	Staff Pupils, Visitors	<p>1) First aider numbers & locations will be reviewed to ensure appropriate cover is maintained.</p> <p>2) Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>3) When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>4) Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.</p>	1	4	4 Low risk				

Government & NHS Guidance

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Managing premises

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

[Extremely Vulnerable Persons https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)

[Travel guidance](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings)

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

Guidance for the full opening of schools from the start of the autumn term:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
Impact (B)						

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.