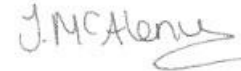


RISK ASSESSMENT RECORDING FORM

Location or School Address: Gayton Primary School	Date assessment Undertaken 14 th March 2022	Assessment undertaken by: Jeanne Fairbrother and Jennie McAleny
Activity or situation: Full Opening of school v9 14th March 2022	Review date: Weekly review or as appropriate for the activity	Signature: 

Background information

On 21 February the Prime Minister set out the next phase of the Government's COVID19 response. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains. The priority is to support schools to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances and mental and physical health.

School Opening

DfE guidance for schools during the coronavirus COVID 19 pandemic has been that schools are required to have a full school opening risk assessment which is regularly reviewed and updated, treating them as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

This risk assessment applies to:

- early years
- primary schools
- secondary schools (including sixth forms)
- special schools, special post-16 providers and alternative provision
- FE colleges
- infant, junior, middle, upper schools

Please note that this risk assessment has been created in line with the current guidance. It contains sample control measures that fit with the DfE system of controls. One size does not fit all, and schools should make this model risk assessment their own and reflect any local measures, particularly local HPT's guidance.

Guidance

This risk assessment has regard to all relevant guidance and legislation including, but not limited to, the following:

- The Health Protection (Notification) Regulations 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- DfE) 'Schools COVID-19 operational guidance'
- DfE 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'
- DfE (2021) 'Face coverings in education'
- 'Actions for out of school settings'

Control measures in **purple** indicate different measures are in place for different settings. Please choose the setting that applies and delete the others to make this reflect your school/setting.

- **All settings**
- **Early years**
- **Primary schools**
- **Secondary Schools & post 16 settings**
- **Special schools**
- **Wraparound and out of school providers**

See **UPDATED** sections.

Important

The DfE use the terms '**must**' and '**should**' throughout their guidance. The term '**must**' for when the person in question is legally required to do something and '**should**' when the advice set out should be followed unless there is a good reason not to.

Legislation and guidance

Health and Safety at Work Act etc. 1974

Management of H&S at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

DfE Actions for schools plus associated COVID 19 Guidance

Public Health England Guidance

N.B. All risk assessments referred to within this document have been revised and are available on our website www.jeannefairbrotherassociates.com

1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? <i>Have you followed the hierarchy of controls (eliminate, substitute etc)?</i>	Risk Score Consequence X Likelihood	4) Any further action. <i>This should be included in the action plan (5), below</i>
Failure to assess the risks of COVID 19 transmission in school. All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School has assessed the reasonably foreseeable risks of transmission of COVID 19 The risk assessment is regularly reviewed as circumstances in school and the public health advice changes. School monitors whether the controls in place are effective. 	3X2=6	
UPDATE Failing to have adequate outbreak management/contingency plans to allow for stepping measures up and down. All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School has a Coronavirus (COVID-19) Contingency Plan risk assessment. See RA 029B Contingency plan latest version (<i>also known as an outbreak management plan</i>) if restrictions need to be implemented due to COVID 19 variants outbreak. Remote education plans are in place for pupils who are self-isolating or shielding. School will continue to work with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise the setting to temporarily reintroduce some control measures. School will follow measures recommended by the Local Authority, Director of Public Health and local protection teams (HPTs) as part of the outbreak management responsibilities. <ul style="list-style-type: none"> Wirral schools contact Wirral LA Covid helpline 0151 666 3600 Email: covidschoolsupport@wirral.gov.uk 	3X2=6	
Communication All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School follows latest DfE, PHE & Gov.uk, Merseyside & Cheshire PH Team and LA guidance Latest version RA 029A Full Opening of school published to website & shared with unions, LA & governors. 	3X2=6 Review this	Updated risk assessment to be sent to governors, staff and available on website for parents.

		<ul style="list-style-type: none"> • Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function. • Regular staff briefings held to cover any changes to arrangements. • School has shared with all staff the measures in place and involved staff & the governing body in that process. • A record is kept of all visitors and contractors that come to the school site. 		
Wellbeing - staff & pupils All settings unless indicated	Staff & pupils exposed to mental health issues due to COVID 19	<ul style="list-style-type: none"> • <i>Staff are vigilant in discerning pupil mental health and report any concerns to the pastoral care leader.</i> • <i>The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic.</i> • <i>Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.</i> • <i>Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have.</i> • <i>Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have.</i> 	3X2=6	
UPDATED Face coverings All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	All settings unless indicated <ul style="list-style-type: none"> • All settings - Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. • Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. • School may be advised by a director of public health that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). School has contingency plans that cover this possibility. 	3X2=6	Inform staff that they can continue to wear face coverings in communal areas, if they wish to.

		<ul style="list-style-type: none"> • All settings – any staff who wish to wear a face covering in school will be supported to do so. 		
PPE All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Most staff in education, childcare and children's social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work. • Additional PPE for COVID-19 is only required in a very limited number of scenarios: <ul style="list-style-type: none"> ○ If a child, young person or student becomes ill with COVID 19 symptoms and only if close contact is necessary ○ when performing aerosol generating procedures AGP's • When working with pupils who cough, spit, vomit or require intimate care but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. • Staff are trained in correct use and disposal of PPE. 	3X2=6	
School fails to ensure good hygiene & cleaning standards in school to reduce risk of transmission. All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	Hand hygiene - <ul style="list-style-type: none"> • School will continue to ensure that staff & pupils maintain high standards of hand hygiene. • Suitable facilities are provided for individuals to wash/sanitise their hands regularly • Pupils are supervised, where appropriate, to use hand sanitizer safely. Respiratory hygiene <ul style="list-style-type: none"> • School emphasises the 'catch it, bin it, kill it' approach with bins & tissues available. Cleaning <ul style="list-style-type: none"> • School will maintain appropriate cleaning regimes, using standard products such as detergents with a focus on frequently touched areas. 	3X2=6	

		<ul style="list-style-type: none"> • Appropriate cleaning schedules are in place and include regular cleaning of areas and equipment • - Pupil tables are washed down at lunchtime to ensure that they are clean. • Additional cleaning hours during the school day to ensure that frequently touched surfaces and toilets/sink areas are cleaned regularly. 		
Gatherings (Meeting events) All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School has planned and risk assessed following the latest DfE/PHE guidance • <i>Assemblies – face to face from 28th February 2022.</i> • <i>Staggered starts, lunch and breaks to limit numbers do not need to take place.</i> • <i>Staff meetings in a larger, well-ventilated space.</i> • <i>Staffroom is well-ventilated.</i> • <i>Teaching or holding meetings in well-ventilated areas wherever possible,</i> • School has outbreak management plans in place to reintroduce temporary measures if it becomes necessary due to local outbreaks or increases in cases at the instruction of PHE Teams. See RA 029B Contingency Plan 	3X2=6	
Events in school All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School completes a separate risk assessment for any events held in school following the latest DfE/PHE guidance 	3X2=6	
UPDATE Ventilation - failure to ensure all occupied spaces are well ventilated. All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • When school is in operation, it is well ventilated with comfortable teaching environments. • When holding events where visitors are on site e.g. school plays, ventilation is increased. • School has competent ventilation engineers to help assess the systems in place and how to utilise them correctly. • Mechanical ventilation (using a fan to draw in or extract fresh air) is adjusted to increase the ventilation rate wherever possible and checked to confirm that normal 	3X2=6	

		<p>operation meets current guidance and that only fresh outside air is circulated.</p> <ul style="list-style-type: none"> • Systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. • All mechanical ventilation systems are maintained in accordance with the manufacturers' recommendations. • School opens external windows, doors & internal doors (if they are not fire doors and where safe to do so) to increase ventilation. • During colder weather, the need for increased ventilation while maintaining a comfortable temperature is balanced, opening higher vents, arranging seating away from draughts. (See HSE Balancing ventilation with keeping people warm) • In cooler weather to reduce thermal discomfort caused by increased ventilation, pupils can wear additional, suitable indoor items of clothing in addition to their usual uniform • Purging or airing rooms as frequently as possible to improve ventilation usually when the room is unoccupied. • Outside space will be used, where practical. <p>Co2 monitors are used to help identify where a space is poorly ventilated following manufacturers' instructions. School will test areas several times.</p> <ul style="list-style-type: none"> • Monitors are recalibrated according to manufacturer's instructions. <p>See The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak & CIBSE COVID advice provides more information.</p>		
<p>UPDATE Close contacts</p> <p>All settings unless indicated</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p>All settings</p> <ul style="list-style-type: none"> • From 24 February, routine contact tracing will end. Contacts will no longer be required to self-isolate or advised to take daily tests. 	3X2=6	

		<ul style="list-style-type: none"> • School will no longer ask fully vaccinated close contacts and those under the age of 18 to test daily for 7 days • Close contacts who are unvaccinated are no longer required to self-isolate. • Children and young people who usually attend an education or childcare setting and who live with someone who has COVID-19 should continue to attend the setting as normal. • Contacts are advised to take precautions to reduce risk to themselves and other people: <ul style="list-style-type: none"> ○ minimise contact with the person who has COVID-19 ○ work from home if you are able to do so ○ avoid contact with anyone you know who is at higher risk of becoming severely unwell if they are infected with COVID-19, especially those with a severely weakened immune system ○ limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces ○ wear a well-fitting face covering made with multiple layers or a surgical face mask in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people ○ pay close attention to the main symptoms of COVID-19. If you develop any of these symptoms, order a PCR test. You are advised to stay at home and avoid contact with other people while you are waiting for your test result ○ Follow this advice for 10 days after the day the person you live or stayed with symptoms started (or the day their test was taken if they did not have symptoms). 		
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<p>UPDATE Positive case unaware of new guidance</p> <p>All settings unless indicated</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p>All settings</p> <ul style="list-style-type: none"> • School continues to advise adults and children who test positive to stay at home and avoid contact with other people. After 5 days, they may choose to take a Lateral Flow Device (LFD) followed by another the next day - if both are negative, and they do not have a temperature, they can safely return to their normal routine. • School will encourage those testing positive for COVID-19 to inform their close contacts so that they can follow new guidance. • School advises those who test positive should avoid contact with anyone in an at-risk group: <ul style="list-style-type: none"> ○ older people ○ those who are pregnant ○ those who are unvaccinated ○ people of any age who have a severely weakened immune system ○ people of any age with certain long-term conditions • Positive cases who need to leave home while still infectious, should take the following steps to reduce the chance of passing on the infection to others: <ul style="list-style-type: none"> ○ wear a well-fitting face covering made with multiple layers or a surgical face mask ○ avoid close contact with anyone you know who is at higher risk of becoming severely unwell if they are infected with COVID-19, especially those with a severely weakened immune system ○ avoid crowded places. If you need to take public transport, avoid busy times, for example by using off peak services 	<p>3X2=6</p>	
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		<ul style="list-style-type: none"> ○ avoid large social gatherings and events, or anywhere that is poorly ventilated, crowded, or enclosed ○ limit close contact with other people outside your household as much as possible. Meet outside and try and stay at least 2 metres apart from them ○ take any exercise outdoors in places where you will not have contact with other people ○ be especially careful with your hand and respiratory hygiene 		
UPDATE Asymptomatic testing All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • All settings Staff and students in most education and childcare settings no longer require to carry out twice weekly asymptomatic testing. • If there's an outbreak in school, local directors of public health might advise testing for staff, and for pupils of secondary age and above, for a period of time • Special schools Staff and pupils in specialist special educational needs and disabilities (SEND) settings, alternative provision (AP), and SEND units in mainstream schools are advised to continue regular twice weekly testing 	3X2=6	

<p>UPDATE:</p> <p>School fails to follow public health advice on managing confirmed cases of COVID-19. Contingency Plan</p> <p>All settings unless indicated</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> School follows local public health advice and the headteacher contacts the DFE Helpline/local HP Team advice immediately in the event of a positive test to carry out a rapid risk assessment and identify appropriate next steps. <p><i>For most education and childcare settings</i></p> <p><i>The thresholds, detailed below, will be used by school/setting as an indication for when to seek public health advice if they are concerned:</i></p> <ul style="list-style-type: none"> <i>a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection</i> <i>evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19</i> <i>a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group.</i> <p>All settings</p> <ul style="list-style-type: none"> School/setting will seek public health and operational advice by phoning the DfE helpline (0800 046 8687, option 1), School/setting will work to contain any outbreak by following local HPT's advice <p>Wirral schools contact Wirral LA covid helpline 0151 666 3600. Email: covidschoolsupport@wirral.gov.uk</p>	<p>3 x 2=6</p>	
<p><u>New & expectant mothers</u></p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p>All settings</p> <ul style="list-style-type: none"> General advice on reducing risk of COVID-19 infection applies at all gestations these are included in the latest version RA 029A Full opening of school and RA 029B Contingency Plan An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest 	<p>3X2=6</p>	

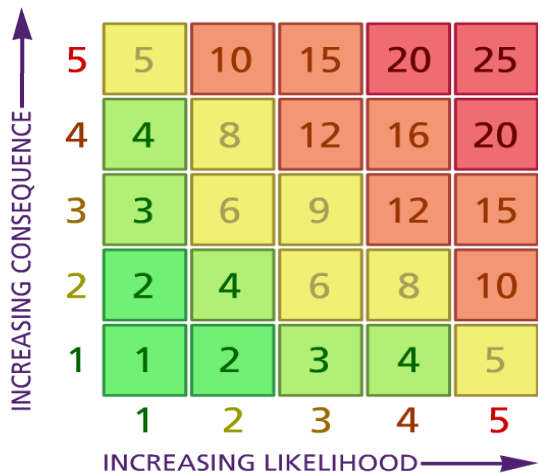
		<p>recommendations from DHSC, PHE & RCOG. See RA 026 New & Expectant member of staff.</p> <ul style="list-style-type: none"> • There is no longer a legal requirement to wear a face covering in school. School follows government guidance that suggests pregnant employees continue to wear a face covering in crowded and enclosed spaces where they may come into contact with other people they do not normally meet. • Pregnant workers are supported by school with appropriate risk mitigations in line with recommendations provided by the workplace risk assessment. • In line with guidance pregnant employees > 26 weeks <u>may</u> want to consider limiting close contact with people they do not normally meet with regularly. • School offers support by having individual discussions around pregnant workers concerns, pregnant workers are involved in the risk assessment process and school ensures they are satisfied that their continued working in the area does not put them or their baby at risk. • School makes sure the controls identified by the full school opening risk assessment e.g., adequate ventilation, good hygiene and cleaning, mask wearing where identified, are applied strictly. • Pregnant workers who continue to come into work should consider taking lateral flow tests regularly. • Pregnant workers should continue working only if the risk assessment advises it is safe to do so after suitable control measures have been put in place. • Staff who are in the below categories should take a more precautionary approach: <ul style="list-style-type: none"> ○ partially vaccinated or unvaccinated ○ >26 weeks pregnant and beyond, or ○ are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation 		
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		<ul style="list-style-type: none"> School will apply the same controls to pregnant pupils. Pregnant staff are encouraged to get vaccinated if possible. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains further advice on vaccination. School will respond to all changes to guidance for pregnant employees 		
<p>Previously shielding staff</p> <p>All settings unless indicated</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p>All settings</p> <ul style="list-style-type: none"> School is aware that staff previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again. School will discuss any concerns that previously considered CEV employees may have. Individuals previously identified as CEV are advised to continue to follow the guidance for people previously considered CEV Employees who have received personal advice from their specialist or clinician on additional precautions to take should continue to follow that advice and advise school. 	3X2=6	
<p>Previously shielding pupils</p> <p>All settings unless indicated</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p>All settings</p> <ul style="list-style-type: none"> School is aware that pupils previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again and should follow the same COVID-19 guidance as the rest of the population. Pupils who have received personal advice from their specialist or clinician on additional precautions to take should continue to follow that advice and discuss with school. 	3X2=6	
<p>UPDATE Contractors</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p>All settings</p> <ul style="list-style-type: none"> School has made all key contractors aware of the school's control measures and ways of working. [Scholl requests risk 	3X2=6	

		assessments from contractors working in school and supervises work on site		
UPDATE Transport All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> Staff and pupils follow wider advice on face coverings outside of school, including on transport to and from school 	3X2=6	
UPDATE Educational visits All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	All settings <ul style="list-style-type: none"> A full and thorough risk assessments in relation to all educational visits is carried out to ensure that any public health advice, or in-country advice of the international destination, especially in relation to vaccinations Contact Evolve for further assistance. lotc@edsential.co.uk or tel 0151 541 2170 Ex 4 	3X2=6	Educational visit (Y6) planned for 14 th -16 th March 2022. Risk assessment has already been completed via Evolve with covid-19 elements.
UPDATE Extracurricular activities & Out-of-school settings and wraparound provision - inadequate measures in place. All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School can provide all before and after-school educational activities and wraparound childcare for pupils Out-of-school settings and wraparound provisions are run in line with the latest current government guidance & system of controls. Out-of-school settings and wraparound childcare providers can offer provision to all children Out-of-school settings and wraparound childcare and other organised activities for children may take place in groups of any number. Out-of-school settings and wraparound – setting no longer limits the attendance of parents and carers at sessions. We ensure that parents' and carers' most up-to-date contact details are kept in case of an emergency. Out-of-school settings and wraparound educational visits can be undertaken in groups of any number and children no longer need to be kept in consistent groups. Schools that hire out their premises for use by third party wraparound care 	3X2=6	

		<ul style="list-style-type: none"> All settings Lettings can take place, a lettings agreement is completed, an induction is provided and school requests a risk assessment & insurance details. 		
UPDATE Curriculum - Music, drama, science & DT, and sporting activities All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	Music <ul style="list-style-type: none"> School & staff are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. School has completed RA 023 Music in schools COVID 19 (under review) and ensures the relevant protective measures are in place. Dance & Drama <ul style="list-style-type: none"> School completes risk assessments for Drama & Dance and ensures the relevant protective measures are in place. Sports <ul style="list-style-type: none"> There are no set restrictions on how many people can take part in sport and physical activity, indoors and outdoors. All forms of activities can take place without set restrictions. School will refer to national governing bodies' (NGBs) guidance where relevant. All sports facilities can open, including ancillary facilities. There are no indoor capacity limits, however venues may put in place some guidance or measures to manage their facility. Organised sport participation events such as races, rides and organised walks can take place outdoors with no capacity caps for participants or spectators. Science <ul style="list-style-type: none"> Follows latest guidance from CLEAPSS in addition to system of controls in school www.cleapss.org.uk DT	3X2=6	

		<ul style="list-style-type: none"> Follows latest guidance from CLEAPSS in addition to system of controls in school www.cleapss.org.uk 		
Protective measures in early years settings Additional measures for early years settings only	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	Additional measures for early years settings only <ul style="list-style-type: none"> The setting is not required to arrange children and staff in small, consistent groups. Children are supervised when washing their hands or using hand sanitiser. Disposable tissues are available and 'catch it, bin it, kill it' is encouraged through signage and prompting. Enhanced cleaning schedule is in place to include food preparation areas, dining areas and table coverings. Surfaces, toys, books, doors, sinks, toilets, and light switches are cleaned more regularly, using disinfectant. Activities that involve malleable materials for messy play, e.g. sand, mud, and water, are risk assessed. See RA 053 Sand & messy play <ul style="list-style-type: none"> Frequently touched surfaces, equipment, tools, and resources for messy play are thoroughly cleaned and dried before they are used by a different group. All items that are laundered are washed in line with government guidance and are not shared by pupils between washes. Supervised toothbrushing programmes are re-established using the dry brushing method following PHE advice. 	3X2=6	



Risk Rating	Action Required
20 - 25	Unacceptable – stop activity and make immediate improvements
10 - 16	Urgent action – take immediate action and stop activity, if necessary, maintain existing controls vigorously
5 - 9	Action – Improve within specific timescales
3 - 4	Monitor – but look to improve at review or if there is a significant change
1 - 2	Acceptable – no further action but ensure controls are maintained & reviewed

Likelihood:

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

Consequence:

5 – Catastrophic
4 – Major
3 – Moderate
2 – Minor
1 – Insignificant

- (1) List hazards ***something with the potential to cause harm*** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk ***the likelihood of harm arising*** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

(5) ACTION PLAN

		Responsible	Completed
1	Circulate the final version to all staff & stakeholders	HT	20.03.2022
2	Upload risk assessment to the school website for all parents.	HT	20.03.2022
3			
4			
5			
6			
7			
8			
9			
10			
	Action plan agreed by J.McAleny (20.03.2022)		