



Risk assessment for COVID-19 - educational settings from 1 st June				
Completed by: Lorraine Tomlinson		Date created: 13/05/2020 Date Last updated: 29.06.2020		
Next Review Date: 10 th June 2020		Manager approval		
Applicable to: All adults and children				
Hazard / Risk (without controls)	Who is at Risk?	Risk Low – Medium – High <i>see risk matrix table</i>	Control Measures	Residual Risk score Low – Medium - High
Spread of infection	Adults Children	High	<p><u>Hygiene practices and cleaning</u></p> <p><u>General hygiene</u></p> <ul style="list-style-type: none"> • Regularly communicate good hygiene practices to parents through a variety of media including Twitter, letters and the website • Apply catch it, bin it, kill it for coughs and colds. https://www.youtube.com/watch?v=BEJHHuT9_ig&feature=youtu.be • Posters to be displayed throughout school to support the education of staff, visitors and children • Cleaning products will be available in classrooms, staff rooms and shared areas i.e. photocopying room for staff to regularly clean areas • Classrooms will contain limited equipment so that fewer resources can be accessed, hence reducing the transmission of germs onto surfaces. • All soft furnishings, that cannot be washed daily, will be removed • Encourage children not to touch their mouth, eyes and nose • Everyone is advised to use a tissue or elbow when coughing or sneezing and to use a bin for tissue waste then wash hands with soap and water for 20 seconds and dry them thoroughly • Teachers need to explicitly teach pupil's health and hygiene arrangements such as proper handwashing, tissue disposal and toilet flushing • Teachers to wash surfaces before and after handling pupil's books. 	Medium



			<p><u>Handwashing and hand sanitising</u> https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none">• All washing areas to have soap/hand wash/gel available to use by staff and children. Staff to check this regularly.• All <u>staff and visitors</u> to wash hands on entry and exit from the building and if they sneeze or cough. Hand sanitiser to be placed in reception and regularly restocked and signage placed into reception area• Ensure reception has hand sanitiser available for visitors into school. Display signs and reception staff to request that visitors do this.• All adults and children to wash hands frequently throughout the day. Teachers will plan for children to wash their hands at the following key times (1) entry to the building, (2) before and after AM playtime when children have their snack (3) before lunch time (4) after lunch time• Increase the availability of hand washing and sanitising facilities throughout school, including reception.• Reinforce good hygiene with the children through lessons and information to parents.• Teachers to ensure children wash hands at key times throughout the day• All adults and children will be advised to change clothing at the end of each day in school. These clothes should be washed straight away. <p><u>General Cleaning services (Metro clean)</u></p> <ul style="list-style-type: none">• Increase in general cleaning services throughout the week• ‘Deep clean’ of the school prior to reopening• Some areas in school will be ‘closed’ and not used by anyone in school – signage will indicate this• The clear desk policy will be strictly adhered to, classrooms need to be decluttered to minimise surfaces and on occasions staff may be required to wipe down areas during the day and cleaning staff to thoroughly clean surfaces at the end of the day.• Cleaning duty rota for staff and cleaning team displayed in cleaning cupboard and staff room	
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			<p><u>Cleaning (school staff)</u></p> <ul style="list-style-type: none"> • Shared areas will be cleaned after use i.e. hall • Doors will be propped open where possible • Classrooms, rooms and corridors, whenever possible, will have windows open to allow the air to circulate • Resources will not be shared where possible. If they are shared, they must be cleaned after each use and before other children use them • A small COVID cleaning 'grab pack' will be available in each classroom. This will be easily accessible so that areas can be cleaned easily if needed (after illness of child/adult with COVID symptoms). This will be stored in the medical room in a locked cupboard. • All staff will carry out general cleaning duties (in line with normal duties) throughout the day in their designated area. Staff maybe required to wipe down surfaces and equipment throughout the day. • Support staff not specifically allocated to a class will routinely wipe areas they are working in. At 10.30am and 1.00pm a team of staff will clean down 'shared' spaces. This will be limited as there will be very little movement from out of allocated spaces. <p><u>Other</u></p> <ul style="list-style-type: none"> • Unnecessary items will be removed from classrooms and other learning environments – SLT to ensure this is done • soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed from classrooms 	
			<p><u>Limiting interactions between adults/children</u></p> <p><u>Social Distancing - general</u></p> <ul style="list-style-type: none"> • 2m guidance to be applied throughout the school setting i.e. with children, visitors, colleagues etc • Signs to be placed into school to remind adults and children of the rule. 	Medium



			<ul style="list-style-type: none">• Signs to be displayed outside the school to indicate social distancing for parents, highlighting methods to drop off and collect children• One way in and a different way out of the school office should be used where possible• Playgrounds will be marked out to show 2m spacing to parents• Only necessary visitors will be allowed into school. This would include, but is not exhaustive; social workers, police, VENN central staff• Where possible virtual methods will be used to communicate. (see virtual communication technologies below)• Staff in school will adhere to social distancing, where possible.• Main corridors will be designated into two with tape on the floor and all staff and pupils will walk on the left <p>School reopening timetable</p> <p>The following plan for the education of children from the 1st June will support social distancing guidance</p> <p>Currently in school there are two groups of (1) critical workers (2) vulnerable children – social workers and those identified by the school inclusion team (3) children with an EHCP</p> <ul style="list-style-type: none">A) KS1 group – (5 days a week) based in Y1 classroomB) KS2 group – (5 days a week) based in Y3/4LC's classroom <p>The following groups of children will be eligible to attend the school setting from 22nd June</p> <ul style="list-style-type: none">A) Nursery (FS1) Two mornings a week only based in FS1B) FS2 (Two days a week) based in FS2C) Y1 (Two days a week) based in Y2 classroom <p>From 29th June</p> <ul style="list-style-type: none">A) Y6 class (Monday and Tuesday) LB's classroomB) Y5 class (Thursday and Friday) JT's classroomC) Y2 pupils join Y1 bubble in Y2 classroom <p>All groups above will be split into 2 'classes' of 15 or less.</p>	
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			<p><u>Nursery children</u></p> <ul style="list-style-type: none">A) The outside area will be permanently opened to ease pressure in the classroom.B) The class will be one groups to come into school on Monday and Tuesday and will be taught in FS1 settingC) Group 1 - SR & FM(Mon, Tues)D) They will use the toilets in the classroomE) PPE equipment – aprons, gloves and masks – will be provided for staff who need to administer intimate care (for instance change nappies) <p><u>FS2 children</u></p> <ul style="list-style-type: none">F) The children will be taught in on group in FS2 roomG) The outside area will be permanently opened to ease pressure in the classroomH) Group 1 – NJ &KS (Thurs, Fri)I) They will use the toilets in the classroomJ) PPE equipment – aprons, gloves and masks – will be provided for staff who need to administer intimate care (for instance change nappies) <p><u>Year 1 and Year 2 children</u></p> <ul style="list-style-type: none">K) The children will be put in one groupL) They will be taught in the Year 2 classroom Group 1 – MN &TM (Mon, Tues)M) The children will have their playtime in KS1 playground – 10.30 – 10.45 amN) They will use the KS1 toilets <p><u>Year 6 children</u></p> <ul style="list-style-type: none">O) The children in Year 6 will be taught in LB’s classroom Group 1 – LB &PG – (Mon, Tues)P) They will use the KS2 playground for playtime – 10.30 – 10.45 amQ) They will use the toilets near the Y5/6 changing room <p><u>Year 5 children</u></p> <ul style="list-style-type: none">R) The children in Year 5 will be taught in JT’s classroom	
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			<p>Group 1 – LB & PG – (Thurs, Fri)</p> <p>S) They will use the KS2 playground for playtime – 10.30 – 10.45 am</p> <p>T) They will use the toilets near the Y5/6 changing room</p> <p><u>Children of critical workers/vulnerable children</u></p> <p>This children have been split into two year groups –</p> <p>KS1 year group. One group to use the Year 1 classroom plus shared area. GA to take the FS children in shared area for part of the day to have continuous provision</p> <p>U) Mon, Tues, Fri – GH and GA</p> <p>V) Wed, Fri – Shona and GA (where possible Thurs to be shared with GH)</p> <p>W) They will use the Year 1 and 2 toilets</p> <p>X) They will use the KS1 playground 10.15 am to 10.30am</p> <p>KS2 group. One group to use the 3/4LC classroom.</p> <p>v) Mon, Tues and alternate Wed – CS and CP and CF</p> <p>w) Thursday , Friday and alternate Wed – LC and CP and CF</p> <p>They will use the KS2 playground and the toilets in their corridor – 10.15 – 10.30 am</p> <table border="1" data-bbox="779 951 1912 1302"> <thead> <tr> <th data-bbox="779 951 943 1011"></th> <th data-bbox="943 951 1420 1011">Entry to the building</th> <th data-bbox="1420 951 1912 1011">Exit from the building</th> </tr> </thead> <tbody> <tr> <td data-bbox="779 1011 943 1161">F1</td> <td data-bbox="943 1011 1420 1161">Enter site through KS2 playground and into F1 playground Enter through Nursery door at 8.40am</td> <td data-bbox="1420 1011 1912 1161">Exit site from Nursery door through FS1 playground and out through KS2 playground at 2.30pm</td> </tr> <tr> <td data-bbox="779 1161 943 1302">F2</td> <td data-bbox="943 1161 1420 1302">Enter site through KS1 playground and into FS2 playground F2 LBA door 8.40am</td> <td data-bbox="1420 1161 1912 1302">Exit site from F2LBA classroom over KS1 playground and out through main gate 2.30pm</td> </tr> </tbody> </table>		Entry to the building	Exit from the building	F1	Enter site through KS2 playground and into F1 playground Enter through Nursery door at 8.40am	Exit site from Nursery door through FS1 playground and out through KS2 playground at 2.30pm	F2	Enter site through KS1 playground and into FS2 playground F2 LBA door 8.40am	Exit site from F2LBA classroom over KS1 playground and out through main gate 2.30pm	
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<p>Note that children of critical workers and vulnerable children can attend the school setting from 8.45 – 3.00 and therefore may be in class before other ‘groups’ start attending. Vulnerable children will not be identified as being vulnerable. Staff will not mention that their ‘hours’ in the school are different from other children in their year group.</p> <p><u>Children displaying COVID symptoms</u></p> <ul style="list-style-type: none"> • Removal of the child to the ‘medical’ (Old dojo room) room • PPE (gloves, apron and face mask) will be readily available in this room if the supporting adult needs to remain with the child to support his/her wellbeing • The child’s parents/carers will be contacted to collect the child • The child will remain in the room (if possible) until parents/carers arrive. • If the child needs the toilet whilst waiting to be collected, the child should be escorted to the disabled toilet, and a sign closing the toilet will be displayed until the room has been deep cleaned A window will be opened to ventilate the room, if possible 															



			<ul style="list-style-type: none">• The child will be escorted to the front office and taken home by the parent/carer.• The child will then be required to isolate for 14 days before returning to school.• If the child is tested for coronavirus and tests positive, other children and staff will be informed and isolation guidance followed (Use letter from DBC) https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection• The adult who has supported the child will be allowed to go home, shower and change their clothing or may wash hands and remove any protective equipment and remain at school at the discretion of the member of staff and a member of the leadership team. <p><u>Adults displaying COVID symptoms</u></p> <ul style="list-style-type: none">• Will go home straight away• Follow the isolation guidance and will take a test https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection• If the test returns as positive then the whole class plus any staff who work in the room will be asked to self-isolate for 14 days. (Use template letter from DBC)• If the tests returns as negative and the staff member feels well, they may return to the school. <p><u>Both</u></p> <ul style="list-style-type: none">• Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. <p><u>Staff medical assessment</u></p> <ul style="list-style-type: none">• Health questionnaire completed by all staff.	
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			<ul style="list-style-type: none">• Staff who identify themselves as clinically <u>extremely vulnerable</u> will not attend the school setting, unless agreed with HOS and risk assessment in place. Staff in this category will have a letter from their GP• Staff who identify themselves as <u>clinically vulnerable</u> will have an individual risk assessment completed by the AHT or HOS• Staff supporting dependents or living in households with another person who is 'clinically extremely vulnerable' will have a risk assessment completed to support them in returning to work. <p><u>Moving Around the School</u></p> <ul style="list-style-type: none">• Flow control will be applied to ensure no overcrowding in circulation spaces – clear signs will be placed both outside/inside the school building• Children will go to the toilet one at a time and they may be supervised by an adult to ensure hand washing guidance is followed• Apply the following guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings• In situations where child numbers are low, the school leader will decide whether staff can be sent home. If not, they will be directed to key tasks. <p><u>Dining Rooms/Lunchtimes</u></p> <ul style="list-style-type: none">• DRA's have been allocated to one group of children to minimise contact with other children.• Children will be allowed to bring a packed lunch into school• Dolce are providing hot and cold meal grab bags for those children who require a school lunch• These lunches will be collected by the Dining Room assistant and eaten in the classroom, supervised by the same DRA	
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			<ul style="list-style-type: none"> • Each DRA will clean their classrooms following lunch times whilst the children are washing their hands. • Children will go out onto the playground as a whole group with the same DRA supervising them.. • They will go onto the playgrounds as stated above. • For any minor injuries, the DRA for that group of children will administer the first aid on the playground, as normal. • For more serious injuries, a separate member of staff will administer first aid during lunchtime from the temporary medical room. • If necessary the DRA may need to close the playground whilst they accompany the child to the medical room and another adult will supervise the children in the classroom. <p><u>First Aid</u> First aid will now take place in different locations: Morning playtimes it is the responsibility of the TA supporting the teacher on the playground to administer minor first aid. Lunchtimes: FS1/FS2 – KC Mon/Tues location Entrance to the KS1 corridor/FS playground doors ? Wed/Thurs CP Fri Y1/KS1 Vul – Everyday KS (Entrance to the playground)</p> <p>Y6/KS2 Vul – FM Mon/Tues/Wed – FM - KD – Thurs/Fri</p>	
			<p><u>Closure of part of the school</u> The following areas will be closed</p> <ul style="list-style-type: none"> - Dining Hall (other than to collect the lunches) - Computer suite (at least for the first two weeks and then it will only be open to Year 6) 	Medium



			<ul style="list-style-type: none"> - Shared spaces will have limited access. Signage will indicate this i.e. front office – only 1 family in the school office at one time. This will also apply to adult toilets - The main staff room can accommodate 5 members of staff, seating area for staff will also be provided in the Hall 	
			<p><u>Personal Protective Equipment (PPE)</u></p> <p><u>Intimate care</u></p> <ul style="list-style-type: none"> • ‘routine’ PPE will be worn to deal with intimate care situations i.e. nappy changing (disposable gloves and apron) <p><u>Other</u></p> <p>A face mask, disposable gloves and apron are available for the following situations</p> <ul style="list-style-type: none"> • Child/adult displaying symptoms of coronavirus and has to remain in school for a period of time. The supporting adult will have access to PPE if needed • Perspex screen Has been place in the office area between office staff and visitors • Offices to be measured for possible PPE if 2m distance difficult to apply – a maximum of 3 people in the office 	Medium
			<p><u>Entry and exit to the school building</u></p> <ul style="list-style-type: none"> • See notes above regarding handwashing, PPE and limiting interactions • Parents and carers will drop off and collect children according to the rota detailed above • Children will start and end the day at ‘staggered’ times • A sign will be displayed in reception that states that only one family/visitor should be present in the reception area at any one time. 	Medium
			<p><u>Virtual communication technologies</u></p> <ul style="list-style-type: none"> • MS Teams to be used for all meetings, where possible • Zoom will be used for Virtual Circle time with Y2, Y3, Y4 and Y5 children only as these groups are not eligible to attend school (unless meet the criteria above) - see Zoom risk assessment) • If other software is to be used, please get authorisation from HOS first. 	Medium



			<p>COVID-19 symptom identification and reporting</p> <ul style="list-style-type: none"> • Symptoms guidance https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#symptoms • Any child displaying signs of COVID-19 should be isolated immediately, parents contacted and arrangements made for them to go home. • Any adult displaying signs should go home immediately • Details of the child/adult displaying symptoms of COVID-19 will be emailed to the admin team/school business manager. • Staff with symptoms should be tested https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested 	Medium
Negative effects on Mental Health and Wellbeing		High	<p>Staff</p> <ul style="list-style-type: none"> • Share the VENN Wellbeing policy and refer staff to the support section • Weekly Zoom quiz • Weekly health and wellbeing checks on staff in school by daily ‘team leader’ • Health and wellbeing check for all staff as part of mid-year appraisals all staff • Weekly briefing • Weekly meetings for leaders with H&W of staff an agenda item • Support from VENN HR partner, Lynsey Cook • Regular contact with absent staff from the school setting by a senior member of staff. <p>Children</p> <ul style="list-style-type: none"> • PSHE, Health and wellbeing resources to be shared with children through the academy website, twitter and weekly welfare call to parents • Zoom virtual circle time for children not eligible to attend school (Y2 – Y5) • Weekly wellbeing calls to all parents (all children not attending) • The curriculum for all children will focus on SEMH • Behaviour lead to be available to talk to children where necessary or if they are identified as a concern by a member of staff 	Medium
Communication issues		Medium	<p>Staff</p>	Low



			<ul style="list-style-type: none"> • Weekly Monday briefing (8.30am) through FED briefing available to all staff in office 365. • Weekly/fortnightly leadership meetings, led by team leader, minutes available in office 365 • Sharing of leader personal mobile number for staff to contact if needed (Lorraine Tomlinson – 07741 583585 or Sarah Hall 07702 639599) • School closure folder set up in office 365, which includes details of home working tasks and other resources • Continued drive towards a reduction in emails. Where possible information to be shared through Monday briefing. <p>Parents</p> <ul style="list-style-type: none"> • ml-admin@vennacademy.org email address and the number academy telephone number to be used by parents to communicate with teachers and school leaders • Twitter, academy website, text, email and telephone calls will be used by staff to communicate with parents • Any parental concerns will be dealt with promptly, with a response made within 48 hours by the appropriate adult. • Staff email addresses <u>will not</u> be communicated to parents • A letter will be sent to parents explaining the school reopening plans • During welfare calls to all parents/pupils to find out their intentions regarding return to school – this will help to inform staffing numbers for working in classrooms • In the phone calls to vulnerable children, parents will actively be encouraged to send their children back to school with flexible hours if necessary 	
Decline in educational standards through reduced learning opportunities		High	<p>Educational provision for children attending the school setting</p> <p>Only the following groups of children will be allowed to attend the school setting</p> <ul style="list-style-type: none"> • children of critical workers https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision • Children who are vulnerable and have a social worker • Children identified by the safeguarding team as being vulnerable • Children with an EHCP 	



			<ul style="list-style-type: none"> • Nursery, F2, Y1 and Y6 children <p><u>Teaching Timetables for T&L of children attending the school setting</u> Children will only have access to the following areas whilst in school</p> <p>Allocated classroom</p> <ul style="list-style-type: none"> • Limited movement on corridors • Allocated outdoor area for each year group – this will be accessed on rota where possible • Y6 will have access to the cloakroom toilets when on the playground. • Where possible, children will access the outdoor area through their classroom door. • SEMH will form part of the teaching timetable • PE will take place outdoors where possible • Outdoor learning will form part of the timetable, with outdoor being accessed on rota if necessary. • Children will bring in their own named pencil cases, where possible, as resources will not be shared. If children do not have these, they will be provided by the school. <p><u>Educational provision for children NOT eligible to attend the school setting OR are unable to due to criteria set out by the government i.e. extremely vulnerable</u></p> <ul style="list-style-type: none"> • Educational resources for these children will continue as before 1st June, with some focus on SEMH • Weekly home learning resources will be made available through the academy website • Weekly purple mash activities (minimum of 3 per week) will be set by the teacher and comments made in response, which the child can view. • Weekly tweets, texts and uploads to the academy website will take place to share home learning resources. • Welfare calls will continue to be made – Y2 by CS and Y3 and Y4 by GH 	
Health and safety whilst in school			<ul style="list-style-type: none"> • All adults will sign in as normal at the front office when they enter and exit the building • A member of first aid will be on site at all times 	



			<ul style="list-style-type: none"> F1, F2, Y1 and Y6 children can be registered on paper. Any other groups will also be registered on paper as this will be a mixed class of children from Y2 – Y5. This should be sent to the school office by 9am Normal evacuation procedures apply Fire doors will be open during the day to ensure no one has to touch door handles. However, these will be closed at the end of the school day until the morning. 	
Head of School Executive Head	Name Name	Lorraine Tomlinson Sarah Hall	Signature: <i>Lorraine Tomlinson</i> Signature : <i>Sarah Hall</i>	Date 20.05.20 Date 20 05 20

		Consequence				
		What is the result of exposure to the hazard?				
		1 Insignificant First aid only	2 Minor Medical attention	3 Moderate Increased medical attention	4 Major Severe health crisis	5 Extreme Severe injury or death
Likelihood of occurrence	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Almost certain	5	10	15	20	25

Legend: Low Medium High