

## WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

## RISK ASSESSMENT - PART B

- This risk assessment is a flexible and fluid document, subject to amendments after consultation with staff, Trustees and Governors, Unions and the Local Authority.

This risk assessment has been completed with reference to government guidance on COVID-19, education and childcare settings and social distancing.

<b>Location or address</b> Peninsula MAT / Weatherhead High School Breck Road Wallasey CH44 3HS		<b>Date</b> 14.08.20		<b>Assessment</b>	
<b>Activity or situation:</b>		<b>Reviewed:</b> As of 29.09.20 As of 23.10.20		<b>Signature:</b>	
<b>(1) Hazard</b>	<b>(2) Who may be harmed and how</b>	<b>(3) What controls exist to reduce risk</b>		<b>Risk 1-25</b>	<b>(4) What action could you take to further reduce risk</b>
<p><b>1. Staff shortages</b></p> <p><b>a) Illness due to covid 19 related (short term absence)</b></p> <p>Illness due to an unrelated health issue</p> <p>Individuals vulnerable to serious infection coming into school</p> <p>Other Covid health categories i.e. staff who unlikely to be able to attend work in the medium to long term</p>	Staff and students	<p>Each member of staff has been contacted and the school has a full understanding of the health status and availability for work of the 150+employees.</p> <p>It is evident that the vast majority of staff are fit and well enough to attend work.</p> <p>Where necessary, special arrangements have been made for cases such as shielding employees.</p> <p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and students are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the</p>		<p><b>L1</b></p> <p><b>C4</b></p> <p><b>R4</b></p>	<p>In order to reduce risk, suitable, qualified teaching assistants will be deployed to help both with individuals and groups as needed.</p> <p><b>We are recruiting additional supply teachers.</b></p> <p><b>There may be a point where, as a consequence of staff shortages, the school will need to send a proportion of students home.</b></p>



WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

RISK ASSESSMENT - PART B

<p>i.e. Shielded employee / live in household with shielded person / employee who is clinically vulnerable</p>		<p>safest possible on-site roles where it's possible to maintain social distancing.</p> <p>Where appropriate, individual Risk Assessments will be completed.</p> <p>In the first three weeks of the Autumn Term, the school did not have to deal with any significant staff shortages. The situation as of 29.09.20 is now changing and there are an increasing number of staff who are off school with illness or self-isolating.</p>		
<p><b>2. Lack of social distancing travelling to and from school</b></p>	<p>Students and staff</p>	<p>We will be encouraging students to either walk, cycle, or be driven to school and avoid public transport if at all possible.</p> <p>Where possible separate cycle racks will be allocated for different year groups</p> <p>Parents and their children will be given clear information regarding the importance of maintaining social distancing when travelling to and from school.</p> <p>The school will ensure that entrance points are manned and that at the end of the school session, staff will ensure that students do not congregate.</p> <p>Information regarding social distancing will be emphasised to parents and carers by the provision of an individual reminder email the day before students are expected into school.</p>	<p><b>L3</b></p> <p><b>C4</b></p> <p><b>R12</b></p>	



WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

RISK ASSESSMENT - PART B

		<p>For dedicated school transport (ie buses, mini buses, LA taxis), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>In addition, Bus operators have confirmed the following:</p> <ul style="list-style-type: none"> <li>• there will be no social distancing on dedicated school bus services only on local service bus journeys.</li> <li>• After each journey all handrails will be disinfected by each operator.</li> <li>• All students will be required to wear a face covering.</li> <li>• Hand Sanitiser will not be provided.</li> <li>• There will be no school mini bus provision until further notice</li> </ul> <p>Parents/carers who need to drop off and pick up students will be told through messages and signage:-</p> <ul style="list-style-type: none"> <li>• Their allocated Year group start and finish times, with different groups being given different times</li> <li>• The protocols for minimising adult to adult contact are such that we have a dedicated entrance for staff and minimise contact during the day. Visitors are only allowed in school by appointment.</li> </ul>		
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WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

RISK ASSESSMENT - PART B

		<ul style="list-style-type: none"> <li>• That only one parent/carer should attend meetings</li> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> <p>Any student wearing any sort of face coverings in school will be expected to bring a plastic bag with them to put their mask in, if they are no longer using it.</p> <p>Students will be made aware that they must not touch the front of the covering during use or removal.</p> <p>Students will be made aware of how to wear face masks correctly.</p> <p>Staff travelling on public transport to follow government guidance; wear masks, try and maintain social distancing &amp; wash hands and sanitise upon arrival to work.</p> <p>Most students are making their way to school without using public transport. It is evident, that social distancing and maintenance of 'bubbles' is not possible on public transport – some parents are rightly concerned, but the school is unable to manage the transport system on the Wirral.</p>		
<p><b>3. Lack of social distancing at drop-off and pick-up point.</b></p>	<p>All staff, students, contractors, and visitors</p>	<p>The school car park will be closed to all parents and visitors, except in exceptional circumstances and with prior approval from the Headteacher. Drop off and access points will be along Breck Road.</p> <p>All available student entrances to the school from Breck Road will be open and students will enter the school and</p>	<p><b>L2</b> <b>C3</b> <b>R6</b></p>	<p>We will inform young people, parents, carers or any visitors, such as suppliers, not to enter the school setting if they or any of their household are displaying any symptoms of coronavirus. This will be communicated by email, posters, texts etc.</p>

## WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

## RISK ASSESSMENT - PART B

		<p>proceed to their base. Staff will be available to manage the movement of students into and within the building.</p> <p>In relation to visitors to the school, only those people with pre-arranged appointments will be admitted and they access school by the pedestrian side gate. Parents will be informed that Reception will not be open to visitors and they can communicate via email or telephone only.</p> <p>A database of Attendance will be maintained and it will be clear to see which students and which staff have had contact within the bubble.</p> <p><b>This aspect of our precautionary arrangements is working well and parents and visitors have accepted the new arrangements.</b></p>		<p>Signage will be clear at the entrance and exit points. We will clearly indicate that only students can access the building. Entrance points will be manned</p> <p>All the plans will be made available to staff and shared and discussed</p> <p>A staff briefing will be provided regarding expectations and protocols for arriving and leaving school – this will include clearly defined locations that are to be used on arrival at school. Each member of staff will have defined classroom, toilet and rest areas</p>
<b>4. Lack of social distancing of children during classes</b>	Staff and students	<p>No fire doors will be wedged open – normal procedures will apply for all fire safety doors.</p> <p>Wherever possible, staff will maintain 2m social distance with students. At KS3, students will be taught in Year Group and Form Group bubbles, students will have their own table space in each classroom.</p> <p>Classroom doors and windows will be left open to ensure airflow.</p> <p>At KS4/KS5, students will be taught in their Year Group/Teaching Group bubble. Classroom desks will be cleaned after each lesson – cleaners in the main will undertake this task and the process will be supplemented by students using cleaning wipes. The students will, in the</p>	<b>L2 C4 R8</b>	<p>Parents and carers will be made aware of the proposed classroom activities and the actions to minimise risk</p>



WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

RISK ASSESSMENT - PART B

		<p>main, be in Teaching Groups that are small enough to allow social distancing.</p> <p>Wherever possible, students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 students, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Students will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies. <b>We are no longer operating in relation to the above. Singing only takes place in an outdoor environment and no musical activity such as playing wind or brass instruments, is currently taking place in the school.</b></p> <p>PE will take place wherever possible. When practical PE lessons resume, students may arrive in school in sports clothes or bring in trainers to wear with their uniform. For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between students will be maximised as much as possible.</p> <p>Staff will work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This won't always be possible, but close</p>		
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WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

RISK ASSESSMENT - PART B

		<p>face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any students with complex needs or who needs close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be briefed to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for students with SEND will provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene</p> <p>On arrival at the bubble, students will be informed of the routine for the session and toileting arrangements.</p> <p>In each classroom, hand gel will be available and prior to the session starting, all students are to clean hands using the gel. They will also be given advice regarding their allocated toilet facility and the need for good hygiene and hand washing.</p> <p>No cloakrooms or lockers will be used.</p> <p>Staff will wear face visors and they will be provided by the school.</p> <p>In order for 'Track &amp; Trace' to be possible, seating plans are recorded for each lesson. The school and staff will</p>		
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WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

RISK ASSESSMENT - PART B

		maintain best possible accuracy of these records. On occasions, it may not always be possible to guarantee accuracy, especially when the school is forced to make last minute changes, such as deployment of supply teachers. Each week, there are 2283 lessons delivered at WHS.		
<b>5. Lack of social distancing during break &amp; lunch time and lunch time provisions</b>	Staff and students	<p>Breaktime will be taken within the pod bubble. Students will be advised to bring in their own snack and drink for break time.</p> <p>The vast majority of students will be assigned a lunch break designated base, where they will have a packed lunch (the school will be providing packed lunches for FSM students). Each bubble will have a defined area for social distance recreation. 6th Form students will, in the main, be expected to leave the building during lunch time – whenever this is not possible, predetermined areas will define their Year Group base.</p> <p>Enhanced supervision of students may require staff redeployment/additional role/responsibilities.</p>	L2 C3 R6	
<b>6. Lack of safe distancing in staff areas</b>	Staff	<p>We will allocate staff to specific areas of the school for any rest period.</p> <p>Social distancing in all areas will be maintained.</p> <p>Throughout the school, there will be sanitisers etc for staff to use.</p>	L2 C3 R6	PPE in the form of Visors will be available for all staff.



WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

RISK ASSESSMENT - PART B

<p><b>7. Inadequate cleaning of areas following displays of suspected COVID symptoms</b></p>	<p>Staff and students</p>	<p>The school will follow all Government and LA advice and update as the situation develops.</p> <p>If a child becomes unwell with suspected symptoms, they will be moved to AX02 (PE Block) where they will be isolated behind a closed door. Staff will supervise at a safe distance – in the foyer area. (When staff are in this situation, PPE will be worn). A separate bathroom will be allocated for the student if needed. We will have to use this same room in the unusual event of more than one student showing signs of illness.</p> <p>The Isolation Room and the allocated toilet will be cleaned and disinfected once the child has left the premises.</p> <p>Parents will be informed of the procedure in relation to securing a test for their child. The school will inform parents of children from the bubble that a child has shown symptoms and that we have advised testing to take place. We expect to know the results of this testing within the next few days and will advise parents of the outcomes – socially distancing will have been maintained within the school and are providing this information to help parents to make any decisions at home. As soon as a test result is known, the following action will take place:-</p> <ol style="list-style-type: none"> <li>1. Result – <b>Negative</b> – No action</li> <li>2. Result – <b>Positive</b> – All members of the bubble to be contacted (parents and students) and advised regarding the result. Public Health will advise as to if they will then need to self-isolate and/or be tested. The teachers that have been in contact with the bubble may also need to self-isolate and may need</li> </ol>	<p>L2 C4 R8</p>	
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WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

RISK ASSESSMENT - PART B

		<p>testing. We will take advice on a 'real time' basis from Public Health England and Wirral Public Health.</p> <p>As of 29.09.20, no members of staff have been asked to isolate as a consequence of students or staff testing positive.</p> <p>The classroom and areas that have been visited by any members of the bubble will be cleaned and disinfected.</p> <p>The School Business Manager will discuss in detail the cleaning plans with the cleaning contractors.</p> <p>Staff showing symptoms will be sent home immediately. Testing will be arranged for them and the parents of the children who have had any contact will also be informed initially, if there is a suspected case, and further information will follow as required.</p>		
<p><b>8. Inadequate cleaning of premises (general)</b></p>	<p>Staff and students</p>	<p>We will be using cleaning products that offer disinfecting qualities.</p> <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>● Banisters</li> <li>● Classroom desks and tables</li> <li>● Toilets facilities (including taps and flush buttons)</li> <li>● Door and window handles</li> </ul>	<p>L1</p> <p>C3</p> <p>R3</p>	



WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

RISK ASSESSMENT - PART B

		<ul style="list-style-type: none"> <li>● Furniture</li> <li>● Light switches</li> <li>● Reception desks</li> </ul> <p>The Learning Resource Centre will not be used as a library in the first instance.</p> <p>Staff and students are encouraged to clean the following in accordance with our current safety protocols:</p> <ul style="list-style-type: none"> <li>● Teaching and learning aids</li> <li>● Books and games and other classroom-based resources</li> <li>● Computer equipment (including keyboards and mouse)</li> <li>● Sports equipment</li> <li>● Childcare equipment</li> <li>● Telephones</li> <li>● Outdoor play equipment</li> </ul> <p>Items that need laundering (e.g. towels) will be washed regularly in accordance with the manufacturer’s instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be:</p>		
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WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

RISK ASSESSMENT - PART B

		<ul style="list-style-type: none"> <li>● Cleaned frequently and meticulously, and always between groups using them</li> </ul> <p>The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development. Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>● Restricted to one user</li> </ul> <p>Wherever possible, shared classrooms, halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms presents whilst in school, a deep clean will take place of the surfaces within the areas that they were located in using the appropriate disinfection by a member of the cleaning team.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p> <p>We have been involved with ongoing discussions with PFI contractors SPIE, in relation to all aspects of premises management, hygiene, cleaning etc</p>		
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## WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

## RISK ASSESSMENT - PART B

<p><b>9. Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors and push pads</b></p> <p>Changes to emergency fire procedures – uncertainty of staff and students due to working at different locations to normal and changes in evacuation routes</p>	Staff and students	<p>The school has reviewed its Fire Risk Assessment and all arrangements are in place.</p> <p>Caretakers and SPIE staff are aware of arrangements.</p> <p>No wedges or other devices are to be used to keep open fire doors in corridors.</p> <p>A briefing Information Sheet has been provided for staff and at the start of the year, practise fire drills will be arranged, students will be advised of arrangements.</p>	<p><b>L1</b></p> <p><b>C4</b></p> <p><b>R4</b></p>	<p>A Fire drill test will be to test arrangements. It will be possible to evacuate and keep the distancing requirement.</p>
<p><b>10. Risk of transmission through contact with school resources</b></p>	Staff and students	<p>We will keep the number of shared resources that are used by students to a minimum and any shared resources will be cleaned after individual use. Students will be supplied with paper and pens if necessary and they will be taken home by them at the end of the day.</p> <p>Wherever possible, staff are encouraged to set and mark work online. This may not always be possible and on occasions, staff will need to take in student books for marking and may take the marking off-site. Good practice is to ensure that staff follow hand washing hygiene procedures.</p>	<p><b>L2</b></p> <p><b>C4</b></p> <p><b>R8</b></p>	



WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

RISK ASSESSMENT - PART B

<p><b>11. Spreading infection due to excessive contact and mixing between students and staff around and outside of the school</b></p>	<p>Staff and students</p>	<p>Students will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>For students who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these students safe.</p> <p>Student groups will have staggered timetables, including for start and finish times and segregated areas for break and lunch times, to avoid too many students being in one place at the same time.</p> <p>Students will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at a capacity to allow groups to keep apart when using them. They will be cleaned between each use.</p> <p>Wherever possible, toilet use will be managed to avoid crowding.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. Staff will be assigned to bases.</p> <p>Visitors to the site, including contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>No domestic educational visits will take place in the Autumn term.</p> <p>Breakfast/After School Club opening will be considered and reviewed after the first half term of opening.</p>	<p>L2 C4 R8</p>	
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## WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

## RISK ASSESSMENT - PART B

		All arrangements in this area are working well and students have shown great maturity and coped really well with the many challenges faced.		
<b>12. Risk of transmission through first aid procedures</b>	Staff and students	<p>The risk is to be minimised by reducing the movement and activity around the building. Lunch and break times to be taken in bubbles.</p> <p>They will have break time in the room of their bubble.</p> <p>An updated First Aid Procedure has been produced. Minor ailments can be dealt with using 2m rule. When this is not possible, the First Aider must use PPE as indicated in our additional First Aid Notice.</p> <p>Training has been provided for the First Aid Team.</p>	L2 C4 R8	
<b>13. Inadequate assessment of transmission risk between SEND students and staff</b>	Staff and students	The Student Services Team and SENCo will undertake an assessment of risk for every student in a bubble/pod.		
<b>14. Spreading infection due to excessive contact and mixing in meetings</b>	Staff	<p>All whole staff briefings will be conducted by zoom.</p> <p>Meetings between staff can take place as long as social distancing of 2m is adhered to where possible</p> <p>Where possible all meetings with parents, carers, visitors and governors by telephone and video conferencing as appropriate.</p>	L1 C4 R4	

## WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

## RISK ASSESSMENT - PART B

		Where this isn't possible, essential meetings will be conducted in a room large enough to allow for social distancing.		
<b>15. Stress and mental health issues</b>	Staff and students	<p>Staff will be signposted for support via HR Manager or SLT for bespoke services that may include mental health support or to access professional services in relation to key issues eg bereavement. Staff will continue to be supported via our existing HR channels throughout this period.</p> <p>Assistant Headteacher (Well-being) will continue to offer guidance and resources during this uncertain climate. These will continue to be shared on a regular basis to assist staff.</p> <p>SLT and middle leaders will continue to provide regular support remotely for their designated teams and colleagues. Communication protocols will continue to ensure staff are kept up to date with decisions and protocols to alleviate anxiety.</p> <p>Students will be supported by the school through the Student Services team and also signposted to external agencies eg bereavement, counselling etc.</p>	<b>L2</b> <b>C4</b> <b>R8</b>	The school's HR Manager will facilitate any external support as needed, this may include support from our Occupational Health Provider FOHCUS.
<b>16. Inadequate building management and routine inspections</b>	Staff and students	All routine inspections will have been completed prior to the additional opening arrangements. The school has been open, so all hygiene and electro/mechanical inspections will have been covered.	<b>L1</b> <b>C4</b> <b>R4</b>	<p>If a lift has to be used, then it has to be disinfected after use.</p> <p>Staff and students with accessibility restrictions will be positioned in area where</p>

## WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

## RISK ASSESSMENT - PART B

				using the lift will not be required and follow lift protocol for emergencies only
<b>17. General student behaviour / issues, including restraint</b>	Staff and students	<p>Students and parents will be reminded of the expected level of behaviour at school. This will include the need to follow all rules regarding social distancing and general school safety protocols. Incidents of behaviour that could cause alarm eg deliberate coughing etc, will be dealt with on an individual basis and may well result in a student being excluded from the building.</p> <p>All staff teaching a pod/bubble will have access to emergency SLT support in the event of an incident. SLT will arrive at the classroom wearing PPE. Students in the area of the incident will be moved to another location. Restraint will only ever be applied if in line with the arrangements of our existing school policy.</p> <p><b>Student behaviour has been excellent.</b></p>	<b>L2</b> <b>C4</b> <b>R8</b>	
<b>18. Dispensing medicines to children</b>	Students and staff	A trained member of staff will be on site each day and will be able to administer medication as necessary.	<b>L1</b> <b>C2</b> <b>R2</b>	A reminder will be given to staff regarding procedures
<b>19. Black, Asian &amp; Minority Ethnic (BAME)</b>	Staff and students	<p>The school will identify and hold discussions with any staff who may be vulnerable and conduct an individual risk assessment.</p> <p>We will take advice and discuss any issues with parents of children who may need additional protection, however, current evidence shows that young people are at a much lower risk than adults.</p>	<b>L2</b> <b>C5</b> <b>R10</b>	Use our occupational Health Service to provide bespoke support as needed.



WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

RISK ASSESSMENT - PART B

<p><b>20. External Examinations</b></p>	<p>Staff and students</p>	<p>The school will follow all guidelines for ensuring we have a covid secure environment for external examinations and social distancing will be maintained between Yr12 and Yr13 students where possible and also between invigilators and students.</p> <p>Toilet facilities will be allocated for these students.</p> <p>Students will wear face masks at all times unless seated at their exam desks.</p> <p>All invigilators to wear visors at all times ( additional face mask optional).</p> <p>If students are self isolating and unable to sit the exam they will need to sit in the summer series.</p>	<p>L1 C3 R3</p>	<p>All students have had letters with regards to covid protocols during these examinations</p>
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**\*There is a separate document for managing the risk of reputational damage to the school during these times.**

Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

WEATHERHEAD HIGH SCHOOL OPENING SEPTEMBER 2020

RISK ASSESSMENT - PART B



**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

List hazards **something with the potential to cause harm** here

List groups of people who are especially at risk from the significant hazards which you have identified

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.