



Risk Assessment Form – v52

Description of the task/activity:	Covid-19 Contingency framework updated 21 st January 2022 Travel guidance updated 24th February 2022 DfE Schools COVID-19 operational guidance Updated 24 th February 2022 School based teaching, administrative and premises staff. School visitors and contractors	Location:	TFA Campus
Name of person(s) completing assessment:	Will Mackintosh	Job title(s):	Principal for and on behalf of the Trust Executive
Local reference no:	n/a	Risk Register No:	n/a
Date of this assessment:	24th February 2022	Date of signing:	24th February 2022
Date of next Review:	Review required if there is a significant change or Government guidance changes.	Signed by (Department Manager):	



Risk Assessment Form – v52

What is the hazard?	Who/what could be harmed and how?	Initial Risk Rating (H/M/L)	What effective control measures are currently in place?	Residual Risk Rating (H/M/L)	Are additional controls required (Yes/No)
Being infected by the Coronavirus	Staff, students and visitors		<p><u>Overview</u></p> <p>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.</p> <p>Our priority is 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, mental and physical health.</p> <p><u>Tracing close contacts and isolation</u></p> <p>Public health advice for People with COVID-19 and their contacts changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended</p> <p><u>When an individual develops COVID-19 symptoms or has a positive test:</u></p> <p>From 24th February schools will follow the published UKHSA guidance</p>	4	



Risk Assessment Form – v52

			<p>The legal requirement to self-isolate has ended but up until 1st April the government still advises people who test positive to stay at home. Adults and children who test positive are advised to stay at home and avoid contact with other people for at least five full days and then continue to follow the guidance until they have received two negative test results on consecutive days.</p> <p>Please see section 4 (page 7) for more information.</p> <p><u>Face coverings</u></p> <p>Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas.</p> <p>Staff and students may continue to wear face coverings in classrooms and communal areas if they wish.</p> <p><u>In circumstances where face coverings are recommended</u></p> <p>If we have a substantial increase in the number of positive cases, a director of public health might advise us that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). Our outbreak management plans will cover this possibility.</p> <p>In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p>		
--	--	--	--	--	--



Risk Assessment Form – v52

			<p>The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.</p> <p>No student will be denied education on the grounds of whether they are, or are not, wearing a face covering.</p> <p><u>Stepping measures up and down</u> The school will have a contingency/outbreak management plan outlining how we would operate if there were an outbreak in the school or local area.</p> <p>We will consider taking extra action if the number of positive cases substantially increases as per the contingency framework and our contingency/outbreak management plan.</p>		
--	--	--	---	--	--



Risk Assessment Form – v52

			<p>The Local Authority, Director of public health and PHE health protection teams will recommend measures as appropriate and as described in the contingency framework.</p> <p><u>Control Measures</u></p> <p>We will:</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for all <p>Students and staff will be encouraged to regularly wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>We will continue to encourage staff and students to maintain good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <p>Use of personal PPE – most staff in school will not require personal protective equipment (PPE) beyond what they would normally need for their work.</p> <ol style="list-style-type: none"> 2. Maintain appropriate cleaning regimes, using standard products such as detergents <p>We will maintain an appropriate cleaning schedule ensuring that all surfaces likely to be touched in areas used by staff or students are cleaned regularly with detergents. Toilets in use will be cleaned daily.</p> <ol style="list-style-type: none"> 3. Keep occupied spaces well ventilated <p>All windows that can be opened will be opened in any room that is being used and door wedges used to ensure doors, as long</p>		
--	--	--	--	--	--



Risk Assessment Form – v52

	<p>Staff in pupil or public-facing roles</p> <p>Risk from environmental exposure, exposure to persons,</p>		<p>as they are not fire doors, are propped open to encourage circulation of air. Staff using rooms with doors wedged open to remove wedges in the event of a fire alarm.</p> <p>In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks or when the room is empty to purge the air in the space.</p> <ul style="list-style-type: none"> • Open high level windows in preference to low level to reduce draughts • Increase ventilation while spaces are unoccupied <p>We can continue using most types of air conditioning systems as normal but, if there is a centralised ventilations system that removes and circulates air to different rooms then the user must turn off recirculation and use a fresh air supply.</p> <p>Mechanical ventilation systems will be adjusted to increase the ventilation rate where possible and adjusted to fresh air (or if not then operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</p> <p><u>When an individual develops COVID-19 symptoms or has a positive test:</u></p> <p>From Thursday 24 February, the Government will remove the legal requirement to self-isolate following a positive test. Until 1st April adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days, and then continue to follow the guidance</p>		
--	---	--	---	--	--



Risk Assessment Form – v52

	<p>transmission from touching contaminated objects</p>		<p>until they have received 2 negative test results on consecutive days.</p> <ul style="list-style-type: none"> • The school should be notified • Staff and students should not come into school • If anyone in school develops symptoms, however mild, they will be sent home and follow public health advice <p>Staff and students will be told to self-isolate if:</p> <ul style="list-style-type: none"> • They have any symptoms of COVID-19 (a high temperature, a new, continuous cough or a loss of or change to their sense of smell or taste • They have tested positive for COVID-19 • They are required to quarantine if arriving from England from abroad if required by any travel restrictions in operation <p>Staff must book a test on the day on which symptoms are reported. Confirmation of this to be sent to Will Mackintosh. Failure to book a test on the day symptoms are reported may mean that absence is unpaid.</p> <p>Staff or students do not need to take a PCR test if they have already taken an LFD test and the result was positive.</p> <p>Individuals may now take LFD tests from day 5 of their self-isolation period. The first test must be taken no earlier than day 5 of the self-isolation period and tests must be taken 24 hours apart. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation.</p>		
--	--	--	--	--	--



Risk Assessment Form – v52

			<p>If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting immediately. We would expect all staff to take day 5 and day 6 tests in the early morning of each of those days so that if negative they can attend work at their normal starting time on day 6. If the day 5 test is positive but the day 6 and 7 tests are negative, then staff can return to work immediately after the negative day 7 test. The same applies for two consecutive negative tests up to day 10.</p> <p>Anyone who is unable to take LFD tests or who continues to test positive will need to complete the full 10-day period of self-isolation.</p> <p>You should not take any more LFD tests after the 10th day of your isolation period, and you may stop self-isolating after this day. This is because you are unlikely to be infectious after the 10th day of your isolation period. Even if you have a positive LFD test result on the 10th day of your self-isolation period you should not take any more LFD tests after this day and you should end your self-isolation.</p> <p>You do not need to take a PCR test if you have already taken an LFD test and the result was positive.</p> <p>Staff are expected to provide evidence to the school that they have reported the positive LFD test result on https://www.gov.uk/report-covid19-result. The confirmatory text message should be emailed to Will Mackintosh</p> <p>Students or staff reporting to the medical room with symptoms must have names and contact details recorded and a follow up contact made to confirm that the individual has booked a test</p>		
--	--	--	---	--	--



Risk Assessment Form – v52

			<p>and instructed not to attend school until the results of the test have been confirmed. Staff and parents will be told to inform the school immediately of the results of the test.</p> <p>From August 16th 2021 children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case</p> <p>Staff or students over the age of 18 will still be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. The period of self-isolation remains as 10 days from the date of close contact.</p> <p>Anyone with symptoms should avoid public transport and wherever possible be collected from school by a member of their family or household if they do not drive.</p> <p>Contactless thermometers will be available for any member of staff or student who feels unwell when in school and they will be isolated and sent home if showing a high temperature.</p> <p>Reception and medical staff will be trained on responding to a suspected case of COVID-19 and also how to use PPE if required.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Any rooms they use should be cleaned after they have left.</p>		
--	--	--	---	--	--



Risk Assessment Form – v52

			<p>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p><u>Staff</u></p> <p>Staff are expected to provide evidence to the school that they have reported the positive LFD test result on https://www.gov.uk/report-covid19-result The confirmatory text message should be emailed to Will Mackintosh</p> <p><u>Students.</u></p> <p>Student absence due to suspected or confirmed cases of coronavirus should continue to be reported to the school</p> <p><u>All</u></p> <p>Students or staff reporting to the medical room with symptoms must have names and contact details recorded and a follow up contact made to confirm that the individual has booked a test and instructed not to attend school until the results of the tests have been confirmed. Staff and parents will be told to inform the school immediately of the results of the test.</p> <p>Anyone with symptoms should avoid public transport and wherever possible be collected from school by a member of their family or household if they do not drive.</p> <p>Contactless thermometers will be available for any member of staff or student who feels unwell when in school and they will be isolated and sent home if showing a high temperature.</p>		
--	--	--	--	--	--



Risk Assessment Form – v52

			<p>Reception and medical staff will be trained on responding to a suspected case of COVID-19 and also how to use PPE if required.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Any rooms they use should be cleaned after they have left.</p> <p>In addition, the Government will:</p> <ul style="list-style-type: none"> • No longer ask fully vaccinated close contacts and those aged under 18 to test daily for 7 days and remove the legal requirement for close contacts who are not fully vaccinated to self-isolate. • End routine contact tracing. Contacts will no longer be required to self-isolate or advised to take daily tests. Staff, children and young people should attend their education settings as usual. This includes staff who have been in close contact within their household, unless they are able to work from home. • End the legal obligation for individuals to tell their employers when they are required to self-isolate. <p><u>Remote Education</u></p>		
--	--	--	--	--	--



Risk Assessment Form – v52

			<p>We will maintain our capacity to deliver high quality remote education for the 2021/2022 academic year for any student unable to attend school.</p> <p><u>School workforce</u></p> <p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread.</p> <p>Staff who are pregnant</p> <p>We will follow this specific guidance for pregnant employees. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains further advice on vaccination.</p> <p>Our workplace risk assessment will consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. We will also consider the needs of pregnant pupils</p> <p>Until the 1st of April, where close contacts cannot be limited in the workplace, staff pregnant at 28 weeks plus will be advised to work remotely.</p> <p>Pregnant women can attend the workplace if this is supported by the risk assessment.</p> <p><u>Educational visits</u></p>		
--	--	--	---	--	--



Risk Assessment Form – v52

			<p>We will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of the risk assessment.</p> <p><u>Travel and quarantine</u></p> <p>All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice.</p> <p>Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</p> <p>Guidance for staff is on page 21.</p> <p><u>Welcoming children back to school</u></p> <p>In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others.</p> <p>If a parent or carer insists on a pupil attending school where they have a confirmed or suspected case of COVID-19, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p> <p><u>Contingency Framework Outbreak Management Plan</u></p> <p>Local authorities, Directors of Public Health (DsPH) and Health Protection Teams (HPTs) can recommend measures described here in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. Where there is a need to address more</p>		
--	--	--	---	--	--



Risk Assessment Form – v52

			<p>widespread issue across an area, ministers will take decisions on an area-by-area basis.</p> <p>The government has made it a national priority that education and childcare settings should continue to operate as normal as possible during the coronavirus (COVID-19) pandemic.</p> <p>Measures affecting education and childcare may be necessary in some circumstances,</p> <p>for example:</p> <ul style="list-style-type: none"> • to help manage a COVID-19 outbreak within a setting • as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community • to prevent unsustainable pressure on the NHS <p>Any restrictions will be kept under review and will be lifted as soon as the public health and scientific advice says it is appropriate to do so. The guiding principle for any decision making will be that any restrictions to attendance on site are kept to a minimum.</p> <p>Attendance restrictions will only ever be considered as a last resort. Where measures include attendance restrictions, the DfE may advise on any groups that should be prioritised.</p> <p><u>School contingency/outbreak management plan</u> When we will consider extra action We will seek public health advice when either of the following thresholds is reached first:</p>		
--	--	--	--	--	--



Risk Assessment Form – v52

			<ul style="list-style-type: none"> • 5 children, pupils, students, or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or • 10% of children, pupils, students, or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>In general, the trigger for pupils will be five cases within any of the following:</p> <ul style="list-style-type: none"> • a form group or subject class • a friendship group mixing at breaktimes • a sports team • a group in an after-school activity within a 10-day period. <p>We will immediately:</p> <ol style="list-style-type: none"> 1. Contact local the local public health HPT (Health Protection Team) for advice 2. Re-introduce enhanced cleaning/Zoono treatment of regularly touched surfaces 3. Consider suspending assemblies for the year group concerned <p>We will seek public health advice if a pupil or staff member is admitted to hospital with COVID-19 using the DfE helpline (0800 046 8687 option 1)</p> <p>A director of public health or a HPT may provide advice to reflect the local situation and extra actions in addition to those above may be recommended. We will be prepared to introduce the following measures if advised:</p>		
--	--	--	---	--	--

Risk Assessment Form – v52



			<p>Testing</p> <ul style="list-style-type: none"> • If Asymptomatic Testing Sites (ATS) are re-introduced the main hall will be set up for testing as per January 2022 and agency staff re-employed to manage the testing site. SLT will schedule tests as appropriate to minimise any disruption to learning. • If advised to increase the use of home testing for staff and students, we will communicate with parents and children to encourage this. • In addition to regular twice-weekly LFD testing, local health teams may advise additional LFD testing at our school. For example, if a student is identified as a close contact, they may be asked to take daily LFD tests while they wait for their PCR test result. In this scenario, they should continue to attend school as long as their LFD test results remain negative. We may also be advised to conduct a one-off round of LFD testing or daily testing for a group or cohort where case numbers are very high. This should be done for a minimum of 5 days, increasing to 7 days as necessary to ensure the final LFD test is taken on a school day. <p>Face coverings</p> <ul style="list-style-type: none"> • If advised we will notify staff, students, and parents that face coverings should be temporarily worn more widely in the setting. This may include face coverings in communal areas (for students) and/or classrooms (for both students and staff). <p>Shielding</p> <ul style="list-style-type: none"> • Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again. 		
--	--	--	---	--	--



Risk Assessment Form – v52

			<ul style="list-style-type: none"> Individuals previously identified as CEV are advised to continue to follow the guidance on how to stay safe and help prevent the spread of COVID-19. Individuals should consider advice from their health professional on whether additional precautions are right for them. <p>Other measures</p> <ul style="list-style-type: none"> Residential educational visits may be limited if advised Open days may be limited or cancelled as advised Transition or open days may be limited or cancelled as advised Parental attendance in school may be limited or cancelled as advised Performances may be limited or cancelled as advised Assemblies may be suspended Lunchtime may be shortened to restrict mixing BCS may be taught as a 'bubble' <p>Attendance restrictions Attendance restrictions will only be considered as a last resort.</p> <p>If advised to limit attendance, we will follow the guidance below:</p> <p>In all circumstances, priority should continue to be given to vulnerable children and children of critical workers to attend school. If public health advice is to stop on-site provision for these groups, we will discuss alternative arrangements with the local authority.</p> <p>On site provision should be offered to:</p> <ul style="list-style-type: none"> those with a social worker those with an Education, Health and Care Plan 		
--	--	--	---	--	--



Risk Assessment Form – v52

			<ul style="list-style-type: none"> • a group of children considered locally, including by settings and local authorities, to be 'otherwise vulnerable' <p>Guidance on children of critical workers and vulnerable children who can access school or education settings has been updated to include a broader definition of children classified as vulnerable. In addition to the above, this list now includes:</p> <ul style="list-style-type: none"> • children known to children's social care services in the past • children whose home circumstances might be particularly challenging because of domestic abuse, parental offending, adult mental health issues, and drug and alcohol addiction <p>Where measures include attendance restrictions, DfE may advise on any other groups that should be prioritised. We will ensure that high quality remote education is provided to all pupils or students not attending.</p> <p>Workforce</p> <p>We will continue to implement the system of controls set out in our guidance. We will explain to staff the measures we are putting in place to reduce risks to staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment.</p> <p>We will have regard to the guidance on <u>clinically extremely vulnerable individuals</u>.</p> <p>We will consider if the coronavirus (COVID-19) education contingency framework offers more opportunities for staff to work at home, given reduced numbers of students on site and the use of remote education for students scheduled to be at home.</p>		
--	--	--	--	--	--



Risk Assessment Form – v52

			<p>School meals The school will provide meal options for all pupils who are in school, and meals will be available free of charge to pupils who meet the free school meals eligibility criteria.</p> <p>We will also continue to provide free school meals via the voucher scheme for eligible pupils who are not attending school where they:</p> <ul style="list-style-type: none"> • are self-isolating • have had symptoms or a positive test result themselves • are a close contact of someone who has coronavirus (COVID-19) • are not attending as a result of implementation of local restrictions advised by government <p>Remote education provision</p> <p>A full programme of remote education will be provided to all students not attending school immediately following any restrictions on attendance.</p> <p>Safeguarding and designated safeguarding leads</p> <p>There will be no change to local multi-agency safeguarding arrangements, which remain the responsibility of the 3 safeguarding partners:</p> <ul style="list-style-type: none"> • local authorities • clinical commissioning groups • chief officers of police <p>If attendance restrictions are needed, all local safeguarding partners will be vigilant and responsive to all safeguarding</p>		
--	--	--	---	--	--



Risk Assessment Form – v52

			<p>threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely.</p> <p>Vulnerable children and young people</p> <p>Where vulnerable children and young people are absent, we will:</p> <ul style="list-style-type: none"> • follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns • encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person’s attendance would be appropriate • focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home • have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so <p>If we have to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children and young people with the local authority.</p> <p>Transport</p> <p>Transport services to education settings will continue to be provided as normal where children are attending education settings.</p> <p>Educational visits</p>		
--	--	--	---	--	--



Risk Assessment Form – v52

			<p>Any attendance restrictions will be reflected in the visits risk assessment, and we will consider carefully if the educational visit is still appropriate and safe. Only children who are attending the setting should go on an educational visit. We will consult the health and safety guidance on educational visits when considering visits.</p>		
	<p>Staff taking leave</p>		<p><u>Travel to England from another country during coronavirus</u></p> <p><u>Fully vaccinated</u></p> <ul style="list-style-type: none"> • You will need to complete a passenger locator form before you travel to England. You need to do this 48 hours before you arrive in England. • You will not need to take a COVID-19 test before you travel to England or after you arrive. • You will not need to quarantine when you arrive. <p>There are different rules if you have been in a red list country or territory in the 10 days before you arrive in England. There are currently no countries or territories on the red list.</p> <p><u>If you are not fully vaccinated</u></p> <ul style="list-style-type: none"> • You will need to show proof of a negative COVID-19 test – test to be taken in the 2 days before you travel to England. • You will need to book and pay for a COVID-19 PCR test – to be taken after you arrive in England (you will need to book the PCR test before you travel) • You will need to complete a passenger locator form 48 hours before you arrive in England. 		



Risk Assessment Form – v52

			<p>You will not need to quarantine unless the result of the PCR test is positive.</p> <p>There are different rules if you have been in a red list country or territory in the 10 days before you arrive in England. There are currently no countries or territories on the red list.</p> <p>As would usually be the case, staff will need to be available to work in school during term time.</p> <p>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting or changes to the rules for travel to England from another country.</p> <p>Depending on the circumstances any period of self-isolation due to quarantine or lockdown measures in places visited may be unpaid.</p>		
--	--	--	--	--	--

Risk Assessment Form – v52

Risk Rating Matrix

		Impact				
		1. Very Low	2. Low	3. Moderate	4. High	5. Very High
Likelihood of Harm	5. Almost Certain	5	10	15	20	25
	4. Likely	4	8	12	16	20
	3. Possible	3	6	9	12	15
	2. Unlikely	2	4	6	8	10
	1. Rare	1	2	3	4	5

Matrix to calculate the likelihood and impact should the hazard be realised.

RAG Rating Matrix

Risk Rating	Possible Action to be Taken
LOW (<4)	<ul style="list-style-type: none"> Department manager may accept risk Manage by routine processes Any costs to be funded within Directorate Hazard to be reviewed and updated at least annually.
MEDIUM (5-10)	<ul style="list-style-type: none"> Management action required to control risk as soon as reasonably practicable Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level Reviewed and updated at least every 6 months to ensure controls remain effective May necessitate bids for central funding.
HIGH (>12)	<ul style="list-style-type: none"> Immediate senior management action required to further control risk May halt work/task while additional controls are applied Copy of the risk assessment sent to Risk and Insurance Manager for inclusion on to the Corporate Risk Register Responsible Director to give priority for action/funding Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level To be reviewed and updated at least every month to ensure controls remain effective.

Note:
 Inform the Risk and Insurance Manager of all **Medium** and **High** tasks (residual)
 Inform Strategic Health and Safety Board of all **High** rated tasks (>12 (residual))