

RISK ASSESSMENT FORM

Assessors Name: Banjo Aromolaran	Date of Assessment: 21 st May 2020 Date of Review: August 2020	Activity/Task: Using School post COVID-19 pandemic lock-down
Alternative Education Provision	School: Right Choice Independent Special School	Management Team: Dawn Brown (Operations Manager) Trevor Brown (Off-site/Post-16 Coordinator) Banjo Aromolaran (Director)

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes	<p>MT to check latest Government guidance on a daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>All e-learning up to date:</p> <ul style="list-style-type: none"> Handwashing Infection Control Sharing is not always caring <p>Good handwashing technique taught to pupils and staff. Handwashing: http://www.safety4business.com/courses/HHR01A/index.htm</p> <p>Staff and pupils to wash hands more frequently including:-</p> <ul style="list-style-type: none"> before leaving home on arrival at school 	<p>Likelihood: likely</p> <p>Consequence: School closure</p> <p>Risk Level: High</p>	<p>Safety of children and staff remain paramount.</p> <p>Reduce On-site numbers limit – spread of infection</p> <p>Limited numbers using the facility on days allocated to allow social distancing and use of space in building, toilets, first aid, play areas therefore operating on a Rota system for all NC Years.</p> <p>Reduced classroom size to allow for 2 metre social distancing where possible between children in different NC Year Groups.</p> <p>Social distancing supported but cannot be instilled, therefore reduced numbers in classes. When social distancing cannot</p>	<p>Likelihood: likely</p> <p>Consequence: School closure</p> <p>Risk Level: Med</p>	All staff Parents Pupils	Upon staff opening

- after using the toilet
- after breaks and activities
- before food preparation
- before eating, including snacks
- before leaving school
- After coughing or sneezing
- Sanitiser can be used but should not be a replacement for good hand washing.

Coughs or sneezes should be caught in a tissue. Tissues and bins to dispose of tissues provided.

Regular cleaning schedule in place including spot cleaning of highly used areas e.g. handles, toilet areas.

Social distancing of at least 2m to be observed when planning the learning activities and supervising pupils.

be implemented this is communicated honestly to parents, referral agencies. Etc.

On entering classroom or workspace good hygiene maintained:

- Before break and after break
- Before lunch and after lunch
- Before going home
- After visiting the toilet
- Must be for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach

Reduce spread of infection/ Adaptations to learning

Children to practice on return to school lining up to hand in personal effects

Wiping down of equipment after use

Being outside is less likely to pass on the virus, so teachers are encouraged to plan learning outside, liaising with colleagues to maintain social distancing and to avoid groups mixing in any way

Learning planning needs to take into account that children cannot move freely around the classroom

There is a need to ensure we provide a range of well-being activities

Children in school to take part in a daily physical activity each day – liaise with other groups so not using the same space

A home learning timetable will continue to be set for all year groups – this will be very similar to what is being undertaken in the school setting

Pupils who are not attending school, will continue with the home-learning.

				<p>Reduce spread of infection/ Cleaning School closed for deep clean on Wednesdays- classrooms and communal areas</p> <p>List of deep clean list provided for cleaners and site manager - pupil/ staff toilets, door handles</p> <p>Daily cleaning for classes- classes list – focus on chairs tables, touch points,</p> <p>Staff to clean resources and wipe down tables</p> <p>Equipment for cleaning hard surfaces in class classes sprays, buckets, washing up liquid, blue roll and cloths</p> <p>Pedal bins in every class. Disposable tissues catch it, bin it</p>			
Shortage of staff	Students & Staff	Some staff working from home to attend to those students not taking up the Back to School programme	<p>Likelihood: very likely</p> <p>Consequence: Partial closure / reduced provision</p> <p>Risk Level: Nil</p>	<p>Some contingency in terms of staff not allocated to classes.</p> <p>Classes are smaller sized and can grow up to 15 but with no social distancing.</p> <p>Will need to review plan for provision to year groups if staffing changes</p>	<p>Likelihood: very likely</p> <p>Consequence: Partial closure / reduced provision</p> <p>Risk Level: Nil</p>		

Safeguarding	Vulnerable children	All students deemed vulnerable due to their learning disabilities, hence risk and risk controls apply to all	<p>Likelihood: very likely</p> <p>Consequence: N/A</p> <p>Risk Level: High</p>	<p>Nominated member of staff in each day of the week</p> <p>Report any concerns to Operations Manager.</p>	<p>Likelihood: fairly likely</p> <p>Consequence: N/A</p> <p>Risk Level: Med</p>	Staff	Ongoing
Virus entering premises	Staff, Students & Contractors and their families.	<p>Parents & Staff issued with guidance on daily checks to undertake before bringing their child to school.</p> <p>Contractors asked health check questions on arrival.</p>	<p>Likelihood: very likely</p> <p>Consequence: School closure</p> <p>Risk Level: High</p>	<p>Visitors to the school will be restricted, only essential visitors will be allowed (no volunteers).</p> <p>Signing in will be completed by school staff only</p> <p>The foyer floor will be marked to indicate where visitors need to stand to adhere to social distancing</p> <p>Queries by parents should be by email or by phone – no parents on site [unless dropping off, collecting]</p> <p>Reduce spread infection prior to coming to school /Preparing children before coming to school</p> <p>Parent Home School- see attached document-</p> <p>No extremely vulnerable children</p>	<p>Likelihood: fairly likely</p> <p>Consequence: Partial closure</p> <p>Risk Level: Med</p>	Staff / Parents	

				<p>health checks before leaving home -</p> <p>Not bringing anything from home</p> <p>Advice given to parents before return to school in how to practice handwashing</p> <p>Social distancing at home E-Bug</p>			
Students with additional needs (Behavior issues or violence and aggression)	Staff and other students	<p>School Policies (H&S, Safeguarding, Code of Conduct etc).</p> <p>Use an area which could prevent easy contact with children that are prone to violent behaviour? - Area needs to be suitable and safe for the child.</p> <p>Children to be screened prior to attending school for any symptoms? - Temperatures to be taken before entering site.</p> <p>Clothing worn by staff to be considered such as long sleeves and robust clothing e.g. denim</p> <p>Use appropriate PPE if required due to violent behaviour by children -arm guards are recommended if biting is likely and if spitting is also an issue face/eye/mouth protection would be recommended.</p>	<p>Likelihood: very likely</p> <p>Consequence: exclusion from on-site activities</p> <p>Risk Level: High</p>	<p>Behaviour review policy- children biting, spitting will be reviewed as cannot compromise safety</p> <p>Children to be screened prior to attending school for any symptoms by parents</p> <p>Temperatures to be taken before entering site by staff</p> <p>Clothing worn by staff to be considered such as long sleeves and robust clothing e.g. denim – at teachers discretion</p> <p>Use appropriate PPE if required due to violent behaviour by children -arm guards are recommended if biting is likely and if spitting is also an issue face/eye/mouth protection would be recommended- risk assessment to be</p>	<p>Likelihood: fairly likely</p> <p>Consequence: exclusion from on-site activities</p> <p>Risk Level: Med</p>	All staff pupils and parents	

		<p>Apron and gloves to also be considered.</p> <p>First Aid box to be easily accessible and with relevant equipment and supplies.</p>		<p>completed and if possess risk to high will not be allowed to access provision</p>			
<p>Clothing</p>	<p>Staff, Students & Contractors and their families.</p>	<p>Uniform policy (staff and students) to be amended so that all clothing can be washed after each day (e.g. no blazers, ties etc.).</p> <p>Staff to change their clothing before leaving school. Clothes to be bagged for transport and washed at 40°C immediately once at home (can be washed with other clothes).</p>	<p>Likelihood: very likely</p> <p>Consequence: N/A</p> <p>Risk Level: N/A</p>	<p>Children wear clean clothes everyday to school. No obligation to wear uniform</p> <p>Children to wear appropriate rubber soled shoes or trainers.</p> <p>Parents to check government guidance</p>	<p>Likelihood: very likely</p> <p>Consequence: N/A</p> <p>Risk Level: N/A</p>	<p>Parents & Staff</p>	
<p>Arrival & Departure</p>	<p>Staff/Students/parents/carers</p>	<p>Health check questions to be asked before child enters premises (government guidance).</p> <p>Class Groups to arrive depart at designated times.</p> <p>2m social distancing to be advised to parents and enforced on pupils and staff (markings on ground to show students where to stand and wait.</p> <p>Staff to wear disposable gloves to open/close gate (if not automatic). Hands to be washed after glove disposal.</p> <p>Hand sanitiser to be used at entry and exit points.</p>	<p>Likelihood: very likely</p> <p>Consequence: N/A</p> <p>Risk Level: N/A</p>	<p>Entrance points clearly labeled for parents to enter and leave so allowing no cross over and allow for 2 metres social distancing. Cones o Markings</p> <p>Only one adult will be allowed on site to collect the pupil where necessary.</p> <p>Upon collection, they will be asked to leave immediately (parents cannot stand and chat from a distance)</p> <p>If a parent is waiting for a second child, they should return to the designated</p>	<p>Likelihood: very likely</p> <p>Consequence: N/A</p> <p>Risk Level: N/A</p>		

		<p>Parent/carer not to enter the building. A 2m handover area in place.</p> <p>Parents/carers reminded to observe social distancing of 2m when collecting and dropping pupils to and from. Area marked out on flooring.</p>		<p>marked space with the first child, who must stay close to them at all times</p> <p>If parents do not adhere to these social distancing rules, individual measures will need to be taken</p> <p>Reduce spread of infection across parents and different year groups.</p> <p>Staggered starting at finishing times to allow for reduced numbers on street to allow distancing of 2 metres (cones to be placed as well as cleaning of rooms and resources by staff allowing cleaners to focus on wider areas (Toilets corridors, handles)</p> <p>One- way system for parents coming into schools gates marked as entry points for entrance and exit with Year group or key worker label</p>			
Classrooms	Staff/students	Classes to be divided into groups and allocated set desks spaced out at 2m minimum (mark desks in use/not in use). 2 staff member per group (T/As may need to manage learning if insufficient teachers are	<p>Likelihood: very likely</p> <p>Consequence: N/A</p> <p>Risk Level: N/A</p>	<p>Reduce spread infection/ Classroom Organisation</p> <p>Classrooms measured and Classrooms organised with tables with one seat spaced 2metres from centre point.</p>	<p>Likelihood: very likely</p> <p>Consequence: N/A</p> <p>Risk Level:</p>		

		<p>available) Own equipment only Windows to be opened to maximise ventilation.</p> <p>Books used by pupils must be placed in quarantine for 3 days before being returned for use by another pupil. (e.g. put books into a box and store securely for 3 days).</p>		<p>Hand sanitizer in every class for emergency use.</p> <p>Each child to have their own resource pack including pencils, whiteboards, scissors, glue stick, colored pencils etc – name labels for children’s packs</p> <p>Limited use of resources in all classes outdoor area and classrooms to allow for cleaning and limit risk of spreading infection to include all soft furnishings, and intricate difficult to clean resources.</p> <p>All resources to be kept in trays in individual classes</p> <p>Students to put coats on back of chairs</p> <p>School resources not to be taken home – wiped and kept in trays</p>	N/A		
NC Years	Staff/students	<p>Classes to be divided into groups to attend on different days or morning/afternoon sessions. Maximum group size. Members of Groups should not transfer to another group.</p> <p>Equipment available must be</p>	<p>Likelihood: very likely</p> <p>Consequence: exclusion from activities on site</p> <p>Risk Level: High</p>	<p>Each NC Year Group to stay within the allocated and no swapping of groups or classes.</p> <p>Limited use of resources in all classes outdoor area and classrooms to allow</p>	<p>Likelihood: very likely</p> <p>Consequence: exclusion from activities on site</p> <p>Risk Level:</p>		

		<p>capable of being quickly disinfected. Remove all fabrics etc. from area.</p> <p>Disinfection of all surfaces & equipment must be undertaken between sessions.</p> <p>Hands must be washed immediately after contact with a child. Apply moisturiser to hands.</p> <p>Staff to carry disinfectant wipes to clean handles on discarded equipment.</p> <p>Equipment where hand contact is required and many students can use in turn should be removed.</p> <p>Wipe plastic surfaces with detergent after each session</p> <p>Students to be encouraged to wash hands regularly and apply moisturiser (to be provided by parents for allergy reasons).</p>		for cleaning and limit risk of spreading infection to include all soft furnishings, and intricate difficult to clean resources.	Med		
Transmission between groups	Everyone	Classes will remain in designated room at all times unless it is their allocated break-time or for toilet use. Supervisors will continue to supervise the same groups throughout the time covered by this assessment. Cover staff will maintain minimum of 2m social distancing.	<p>Likelihood: very likely</p> <p>Consequence: exclusion from activities on site</p> <p>Risk Level: High</p>	<p>Building Preparation/ Movement around the school</p> <p>Signs for contractors / visitors</p> <p>Corridors measured at just under 2 metres so need to operate a one- way system (reduced numbers in school / reduced traffic)</p>	<p>Likelihood: very likely</p> <p>Consequence: exclusion from activities on site</p> <p>Risk Level: med</p>		

				<p>Signage to be placed around school to indicate one way system</p> <p>Signs for contractors / visitors</p> <p>Some areas out of use –</p> <ul style="list-style-type: none"> • Hair & Beauty • Play Room • Thamesmead Leisure Centre • Off-site Provision <p>Posters in each class & around main entrances re safe distancing etc</p> <p>Doors and windows propped open unless fire doors – ventilation</p>			
Staff & Student Competence	Anyone in building	<p>Staff to receive briefing and complete hand washing e-learning; Students to receive briefing and watch handwashing e-learning.</p> <p>Good handwashing technique taught to pupils and staff. Handwashing: http://www.safety4business.com/courses/HHR01A/index.htm</p> <p>Staff and pupils to wash hands more frequently including:-</p>	<p>Likelihood: very likely</p> <p>Consequence: N/A</p> <p>Risk Level: N/A</p>				

		<ul style="list-style-type: none"> • before leaving home • on arrival at school • after using the toilet • after breaks and activities • before food preparation • before eating, including snacks • before leaving school • After coughing or sneezing • Sanitiser can be used but should not be a replacement for good hand washing. <p>Regular checks made to ensure a good supply of soap and paper handtowels are available at hand washing areas and toilets</p>					
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	<p>In addition to general items listed in section above.</p> <p>Staff to complete:</p> <ul style="list-style-type: none"> • Infection Prevention & Control e-learning; • Putting on and taking off PPE e-learning; • Competence Quiz. 	<p>Likelihood: very likely</p> <p>Consequence: N/A</p> <p>Risk Level: N/A</p>			RC	
Play/Sport/Exercise	Staff/Students	<p>Social distancing must be maintained during all play/sport/exercise sessions. Class Groups will be rostered so access to outside areas is restricted to one group at a time.</p> <p>Any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session.</p>		Riverside Strolls	No equipment to be used	RC	

Lunch	Staff/students/Catering staff	Students to wash hands before eating. Students to lunch served by group with social distancing in effect.		<p>Reduce spread infection/ Lunchtime and Playtime</p> <p>Snack brought in from home in a disposable sandwich bag each day.</p> <p>All children to bring in own sanitized water bottle.</p> <p>Cooked lunch to be provided to children.</p> <p>Lunch to be served by group</p> <p>Children to eat lunch in zoned area at set time for group</p> <p>Staggered lunches for staffroom and staff use.</p> <p>Cleaning sprays to clean staffroom after use.</p> <p>Staff to bring in own cups, plates if wanted.</p>			
Emergency evacuation	Staff/students/caterers	Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation. This will be reviewed and amended accordingly.		New plan to use in the interim based on groups (see attached)			
First Aid & administration of medicines	Staff/Students	Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings).		First aid boxes in classroom for minor scratches etc Gloves, masks, aprons for staff in classes by class			

If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat they are to wear disposable aprons, gloves, face shield etc (see also PPE competence, hand to mucous membrane transfer, and PPE transfer sections of r/a)

Temperature checks with Non-Contact Forehead infrared Thermometer .

Coughs or sneezes should be caught in a tissue. Tissues and bins to dispose of tissues provided.
The Staff on site are aware of who the first aider is and how to contact them.

Staff to be made aware of the location of first aid boxes.

Any staff using PPE must undertake training and complete the quiz – safe use

Staff to be trained and provided relevant information on how to use PPE.

<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/

leader.
First aider in office full PPE clothing for any COVID cases,
Observe 2 metre social distancing wear possible.

Gloves, masks, face shields if needed

Children staff with new and continuous cough, loss of taste or smell, fever to be sent home.

		<p>875212/Taking off PPE for non - aerosol generating procedures quick guide.pdf</p> <p>The Staff on site are aware of who the first aider is and how to contact them.</p> <p>Staff to be made aware of the location of first aid boxes.</p>						
Student Behaviour	Anyone in building	Review risk assessments relating to individual behaviour. Any students with known patterns of misbehaviour which involve not following instructions should not be admitted to school during this period of restriction due to risk of infection transfer.		As LA advice				
Access/egress in building	Staff/Students/Contractors	<p>Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable. One way systems to be introduced where internal routes have to be used. In exceptional circumstances two-way systems may be in place with screens following risk assessment approved by H&S Team.</p> <p>Class Group members to walk at 2m distancing.</p> <p>Markings at 2m intervals in</p>		Route plan				

		corridors & key areas (e.g. toilets, assembly points, stairwells, fire & meet & greet).					
Toilets	Staff/Students/Contractors	<p>Where practicable Student Groups to be allocated a set of toilets for their sole use.</p> <p>Liquid anti-bacterial soap and paper towels to be provided.</p> <p>Everyone to wash hands and apply moisturiser (students' parents to supply for allergy reasons) upon return to classroom.</p> <p>Where toilet facilities are used by more than 1 group, additional controls to be implemented to ensure social distancing (e.g. taking sinks/w/cs out of use, access control etc.)</p>		<p>Reduce spread infection/ Toileting</p> <p>Spray – toilet flushes with sanitiser after use by adult on supervision</p> <p>Hand washing supervised – all children taught procedure in school.</p> <p>Social distancing</p>			
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	<p>Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets.</p> <p>Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.</p>					
Surface transfer	Staff, Students & Contractors	<p>Regular cleaning schedule in place Hourly spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.</p>		<p>School closed on for deep clean on Wednesday.</p> <p>Regular cleaning and sanitation of resources throughout the day and</p>			

		Rotation of classrooms where space allows to allow time for any virus present on surfaces to die before re-use.		end of day as appropriate School closed early to allow this.			
Contractors working on site	Staff, Students & Contractors	<p>Only essential maintenance work or essential repairs (e.g. school has no lighting).</p> <p>Contractors to work out of school hours where possible.</p> <p>Contractors not to work in classrooms when occupied by class group.</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p>		<p>Signs for those visiting the school and any contractors that come to the school including food suppliers.</p> <p>All contractors visit limited unless necessary.</p> <p>All booked ahead of time and in diary –</p>			
Transfer of virus onto/off PPE	Staff and potential onwards transfer	<p>Any staff using PPE must undertake training and complete the quiz – safe use</p> <p>Staff to be trained and provided relevant information on how to use PPE.</p> <p>https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/875212/Taking_off_PPE_for_non-aerosol_generating_procedures</p>		If all guidelines followed strictly by staff and training completed then risk is limited.	All staff		

		<p>quick_guide.pdf</p> <p>Wash hands before handling PPE.</p> <p>Out on & remove PPE in specified order.</p> <p>After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry.</p> <p>Wash hands at end of processes.</p>					
Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature) then they should go home and follow the Government guidance on staying at home https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area identified for this use.</p> <p>If a confirmed case of COVID-19</p>	<p>Likelihood: very likely</p> <p>Consequence: infection transmission</p> <p>Risk Level: High</p>	<p>Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection.</p> <p>A mask should be put on the person who is suspected of Covid-19 (unless age or SEND does not allow for this).</p> <p>If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p> <p>Isolation of the area where</p>	<p>Likelihood: very likely</p> <p>Consequence:</p> <p>Risk Level: Med</p>		

		<p>is declared to the School then the School should seek further advice from the Health & safety Team.</p> <p>Coughs or sneezes should be caught in a tissue. Tissues and bins to dispose of tissues provided.</p>		<p>the person has been in contact and deep cleaning of the area (specialised).</p> <p>Person infected off for school immediately and Those in contact to isolate 14 days</p> <p>No visitors to the school unless agreed – temperature checked.</p> <p>All parent contact via email and phone</p> <p>Testing of staff and pupils for suspected cases.</p> <p>Signs for contractors / visitors</p>			
BAME	Staff & Students	Scientific evidence to suggest BAME groups at increased risk	<p>Likelihood: likely</p> <p>Consequence: risk of infection</p> <p>Risk Level: High</p>	Those who identify as BAME made aware of any increased risks and given the opportunity to work away from the frontline.	<p>Likelihood: fairly likely</p> <p>Consequence: Risk of infection</p> <p>Risk Level: med</p>	All staff,	Date of opening
Those with specified health conditions	Staff/pupils	Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice and self isolate for a period of 12 weeks. Those who are extremely vulnerable and with shielding letter.	<p>Likelihood: likely</p> <p>Consequence: risk of infection</p> <p>Risk Level: High</p>	Those staff / pupils in extremely vulnerable category Should not be in school.	<p>Likelihood: very likely</p> <p>Consequence: Risk of infection</p> <p>Risk Level:</p>		

		Children in this extremely vulnerable category should also not use the setting parents own discretion as to other children who present as vulnerable		Staff with specified medical conditions which make them vulnerable to be given alternative away from frontline School will risk assess other cases staff cases on individual basis in line with HR guidance	High		
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Review date: August 2020

Date communicated to staff: 01/09/2020

Is a safe system of work required Yes

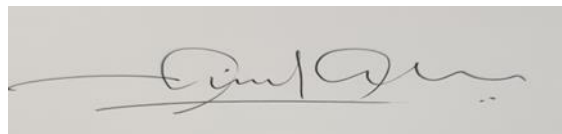
If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

		LIKELIHOOD						
		1	2	3	4	5		
CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	

Signed:

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "E. J. ...".

Position: Head of School

Date: 24th August 2020