

# COVID-19 Health & Safety Risk Assessment

In preparing this risk assessment guidance has been taken from North Tyneside council health & safety as our paid professional advisers. This includes using their inspection checklist to assist with identifying the control measures to reduce the risk of workplace infections.

Site:	St Thomas More RC Academy
Site Address:	Lynn Road, North Shields
Inspection Undertaken by: A Gollings	Date: 11.09.2020
Report to: D Watson	11.09.2020

## Current status/ Overview

St Thomas More RC Academy is currently open to students. This risk assessment captures current working arrangements.

The timetable of current expected working arrangements are as follows (with all future dates remaining subject to confirmation and satisfaction of the Government's five key tests):

Monday 7th September, in line with current government guidance, we have all staff (c.165) and students (c.1610) back in school.

Should a positive diagnosis from someone attending school, local outbreak or local lockdown occur, advice will be sought from Public Health England Health Protection team and the Local Authority. This is likely to result in some/all students and staff not attending school and some form of distance learning. A blended learning model may be implemented whereby some students attend school whilst the others receive home learning, on a 2 week rotational cycle.

Note- This risk assessment captures the key measures in place to combat risks associated with the Coronavirus. Additional documentation, guidance, letters and working plans/schedules supplement this document and provide staff, students, parents and visitors further details as necessary.



		<ul style="list-style-type: none"> <li>• Students &amp; staff monitored closely and any showing signs of symptoms sent home asap and strongly advised to get a test and self isolate.</li> <li>• If a student presents with COVID 19 symptoms in school, then the individual will be isolated (2m from others, outside unless weather is extreme) and parents / guardians informed. If they need to be supervised then person supervising will wear appropriate PPE. They will be advised not to return to school until the test is undertaken and outcome known.</li> <li>• Public Health England will be contacted for all positive cases (by the HT, DHT or Director of Finance &amp; Support services) and their advice strictly followed (0300 303 8596 option 1 to get further support or advice).</li> <li>• If test comes back as positive, we will then work with that person to identify contacts (in line with PHE/ Dept for Health definitions) and advise those staff as necessary.</li> <li>• We will inform all staff of the situation by email and what to do if you feel you meet the criteria and have not been asked to isolate.</li> <li>• First aid guidance has been provided to first aiders and PPE provided.</li> </ul>			<ul style="list-style-type: none"> <li>• Effective infection control including hygiene measures</li> <li>• Specific or individual risk assessment findings</li> <li>• Wellbeing points</li> <li>• To be vigilant and report concerns about their own, a colleague's or a pupil's symptoms to their line manager or headteacher immediately</li> </ul>			
					<p>Ongoing communications with parents including:</p> <ul style="list-style-type: none"> <li>• Risks and symptoms of COVID19</li> <li>• Advice regarding self-isolation of those showing signs or symptoms</li> <li>• Social distancing measures</li> <li>• Modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)</li> <li>• not to come to school for any reason unless this has been specifically agreed by appointment</li> <li>• Which children should come to school</li> <li>• How education is happening remotely</li> <li>• Student wellbeing</li> </ul>	HT	Ongoing	
					<p>Ongoing communications with all students including:</p> <ul style="list-style-type: none"> <li>• Risks and symptoms of COVID19</li> <li>• Advice regarding self-isolation of those showing signs or symptoms</li> <li>• Social distancing measures (2m; no sharing equipment etc)</li> <li>• Emergency procedures (i.e. first aid, fire)</li> <li>• Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)</li> <li>• Recommendations on transport to and from school</li> <li>• Education resources and what they should be working on from home</li> <li>• How to maintain good mental health and wellbeing</li> </ul>	HT/PRO	Ongoing	

	<p><b>Premises Management</b>  New handwashing facilities installed on service road for all students to use on arrival.  All staff and students are required to wear a face covering or visor in communal areas e.g. Main reception, all corridors and the service road where students arrive. Students are required to wear these in the dining hall unless seated and eating.  Once in the classroom students should remove face coverings.  Students with a medical need that prevents them wearing a face covering are allowed to do so once liaising with the Head of year.  All staff have been provided with a face visor and are encouraged to wear these in classrooms and offices.  All staff work areas assessed to ensure appropriate safe spacing and no hotdesking is required. This has led to additional rooms in school being adopted as staff work areas (to ensure spacing).  All staff asked to maintain a clear desk policy and reminded of this periodically.  Signs on doors to staff areas &amp; meeting rooms indicate maximum room capacity.  Floor tape or paint in place in the dining hall, at sixth form gate and service road, in reception, all classrooms to indicate 2m distances  All classrooms assessed for maximum occupancy and strict controls in place regarding movement of desks and chairs.  Natural ventilation encouraged. Doors (that are not fire doors) open with a wedge to prevent touching handles - but closed when vacating a room to maintain fire safety. Staff emailed a reminder on fire procedures and wedging doors regularly.  Where team working is required, or face to face meetings, these are conducted in the largest room available, spread out and kept to the minimal time necessary.  Rooms in use have been emptied of unrequired items to reduce surfaces.  Antibacterial wipes provided for every classroom so teachers' computers, desk etc can be cleaned on changeover.  Signs in place around school in prominent positions reminding of the need to maintain distance and wash hands regularly.  All cleaners wearing hi vis jackets with "Maintain social distancing" written on them as another reminder to everyone to adhere to this as much as possible.  Signs at reception advising all visitors of the situation and not to enter if they believe they may have the virus, plus floor markings remind people of space.  All soft furnishings removed from reception and appropriate signage in place.  Signs to wash hands in place on all printers and in reprographics.  Work undertaken to support internal and external student "Zones" with additional barriers, corridor separation, fence openings, floor markings for Year 7 dining, Sixth form outside seating etc.  All staff emailed 15 June and reminded in September re good standards of hygiene in the offices, specifically:  1. Maintain a clear desk policy. Keep sinks and work surfaces as clear as possible. Declutter.  2. Use only the pc/work area you have been assigned.</p> <p>No showers to be used. Changing rooms used on an alternating basis throughout the school day and a dedicated cleaner assigned to clean the changing rooms throughout the day.  Normal weekly staff briefing ceased and delivered by email.  Staff encouraged to voice any concerns they have to DoF or leadership team and to challenge others who are not following social distancing rules.</p>	2	5	10	<p><b>Premises Management</b>  Monitoring adherence to arrangements</p>	2	5	10	Leadership team Facilities team	daily
	<p><b>Cleaning</b> shift patterns reviewed regularly to ensure need is met..  Daily cleaning has been ongoing since March. Areas not in use were closed off, meaning cleaning over the summer was focused and intensive in those areas in use. All areas previously closed were cleaned again just before students returned in September.  All cleaners and caretakers advised to focus on surfaces that can be touched and report any shortage of soap and sanitiser asap. Focus on cleaning of dining hall, door handles, light switches, keyboards toilets etc  Waste baskets regularly emptied – at least daily.  Soap in all toilets. Increased stock of soap/sanitiser to anticipate higher use and possible longer lead times. (Stored in secure and cool environments to reduce fire risk) Cleaners to monitor and report usage to Facilities manager/ DoF. Any member of staff may report lack of sanitiser via the Every system if needed.  Signs in toilets asking people to wash hands. Signs in place on toilets to limit numbers of people in these areas at any one time.  For September onwards cleaners work mainly before and after school day to ensure a full clean but also limit contact with students. This is supplemented with over 70 hours of additional cleaning a week by:  1. 1 additional daytime cleaner (9.05 to 2.05pm), focussed upon toilets and door handles/light switches across school.  2. 1 additional daytime cleaner (10.05 to 2.05pm), focussed upon PE changing areas.</p>				Maintain ongoing assessment/inspection of cleaning standards				DoF	daily

	<p>3. 4 x Lunchtime cleaners working 12am to 2.21pm. Focussed upon the dining areas, flexi rooms and sixth form. This will be reviewed weekly and increased if and when necessary.</p> <p>Cleaners wear hi vis jackets with reminders to social distance on the back, plus face visors at all times. This cleaning is supplemented with technicians cleaning surfaces in the flexi rooms in between year group usage. As staff have been instructed no hot desking instruction in office spaces this reduces potential for shared contact points. All staff areas and classrooms have been supplied with antibacterial wipes for staff to use throughout the day.</p> <p>Hand sanitiser (min 60% alcohol) in fixed point wall dispenser units around school as follows:</p> <ul style="list-style-type: none"> <li>• Reception (2 points)</li> <li>• Dining hall (3 points)</li> <li>• Communal (and supervised) areas (which don't have a sink) - Service road and sixth form entrances, Training suite, SEN staff office, Ambrose area, Sixth form library (near tutors office), Sixth form entrance, Main Library, within each Music room, all CP rooms, C10, T14 and dining hall.</li> </ul> <p>Hand sanitizer in bottles is in every other room.  Appropriate signage and COSHH for new products being used in school (e.g. sanitiser)  Staff and students will be allowed to bring their own hand sanitizer for personal use - but students should be expected to share this with staff should they be asked to do so.  Staff to be instructed to refrain from bringing in their own cleaning products as this would require COSHH assessment and control.</p> <p><b>People Management - organisation/ instruction for students</b>  Staff and students advised they need to wear facemasks in indoor communal areas around school (except classrooms and when eating). All staff supplied with a clear visor that they are encouraged to wear in the classroom.  All unnecessary school visits cancelled, or meetings made using ICT e.g. Google Meet, Microsoft teams.  All teachers advised to limit use of printers in classrooms to only that which is strictly necessary - and signs in place to advise handwashing/sanitiser after every use.  Pupils, students, staff and visitors advised in email, briefings and through form tutors to wash their hands before leaving home, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food. Students shown videos of handwashing in form groups.</p> <p><b>Uniform and Equipment</b>  Students in normal full uniform in line with DfE guidance that regular washing of uniform is appropriate.  To minimise sharing of equipment, students advised (in letter before Summer break) to have their own basic equipment: School bag, planner, reusable water bottle, reading book (Years 7-9), pencil case including, 2x black/blue pens, pink pen, pencil, ruler, rubber, calculator.  This is supplemented with additional equipment that remains within the specific student zone.</p> <p><b>Student Conduct and Behaviour</b>  Changes to Student Behaviour policy made to reflect new routines and expectations (shared via a letter to all parents/carers during the summer and via the school website and reiterated on the first day of students returning). Student Council/ School ambassadors will be consulted with and used to champion the new procedures and rules with other students.</p> <p><b>Attendance</b>  School attendance is mandatory from the beginning of the autumn term. Usual rules on school attendance will apply, including:</p> <ol style="list-style-type: none"> <li>parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;</li> <li>schools' responsibilities to record attendance and follow up absence</li> <li>the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct</li> </ol>			<p>Maintain ongoing assessment</p> <p>Maintain ongoing assessment issuing reminders when necessary</p> <p>Maintain ongoing assessment issuing reminders when necessary</p>		<p>Facilities mgr</p> <p>HT/DHT</p> <p>HT/DHT</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>
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	<p><b>Arrival &amp; Leaving school</b>  All parents student advised of the following:  Students encouraged to avoid public transport if possible. e.g. walking, cycling etc. If students decide to cycle in, they can use the main school bike shed and the old bike store will also be opened up for us.  Parking for parents pick up and drop off has been secured from North Tyneside Squash club which will alleviate any congestion issues at the entrance to school.  School buses run at as per timetable (but with reduced capacity of circa 70% normal). Students must wear face coverings on public transport. As capacity on buses will be reduced, we are monitoring the situation closely and may have to introduce ways of prioritising need, to ensure those who need to use the bus the most (including for example those who travel the furthest) are able to do so.  Increased staff supervision at start of day, breaks, lunches and at the end of the day.  There will be no changes to the start time for any year groups as students already arrive in a steady stream from about 8.00am so to impose any artificial changes would probably increase the numbers of students congregating and coming in at once rather than reduce them.  Year 8-11 students (from 3rd Sept): Students enter via the service road. Staff will be present to supervise their arrival and filter them towards a newly installed handwashing facility (hot water &amp; soap) so all students wash hands on arrival. Sanitiser is also there if it is needed. Staff will then signpost the students to their designated outdoor zone.  Year 7, 12 &amp; 13 students will arrive and leave via the sixth form gate. Students directed by supervising staff to use hand sanitizers as soon as they arrive at the gate. Sanitiser is also present at the entrance to the sixth form building.  Handwashing is available for these students in the 6th form common room, form classrooms (year 7) and toilet areas.  At the end of the day year groups will be dismissed in a staggered fashion (between 2.55 and 3.05) to minimise numbers leaving the school site at once. Buses will be supervised as normal to remind students regarding appropriate behaviour.</p>		<p>We continue to talk to Nexus and monitor travel arrangements and will advise all parents as soon as possible if any changes are necessary.</p>		DoF	Fortnightly
	<p><b>Zones and Lessons</b>  Each year group (Year 12 and 13 will be combined) have an allocated zone of rooms where lessons will take place. Due to the numbers of rooms needed, some specialist rooms such as Science labs and Music rooms are used for general teaching. Students will move between rooms within the zones but not generally out of their zone.  This approach means we maintain the normal lesson and timetable structure and subjects will be taught in the groups they would be normally. Teachers teach across year groups as normal and move between zones. Within classrooms and moving around the site, students are expected to maintain distance between each other as far as possible, observing the one way systems in the Maths area.  Students seat places in each class are recorded using Classcharts, meaning contacts within lessons are controlled and minimised.  All staff have been encouraged to move between zones as little as possible e.g. caretaking or ICT duties will be undertaken at times when students are not in school as much as possible.  Teachers are expected to maintain two metres distance from students during lessons and if they do need to be closer, to keep the time to an absolute minimum (seconds not minutes). Markings have been placed in rooms to assist with signalling this expectation.  Some practical rooms have been kept as flexible spaces to allow for KS4 and 5 practical lessons to continue.  For some subjects, other than the different location of lessons, the curriculum can be delivered relatively normally but for practical subjects at KS3 this is not possible, at least for the first half term.  Task-based risk assessments should be conducted before each activity to include any specific COVID-19 control measures (e.g table tennis, cooking, art, PE etc). Shared equipment will be avoided (e.g. PE rackets, books etc) unless it is certain this kit can be cleaned in between users. Cleaning products have been provided to staff for this purpose.  School minibuses are not in use (other than by caretakers to ensure they remain in working order).  Assemblies held as infrequently as possible - but when necessary (to ensure consistent message) they will be delivered strictly in year groups for as short a time period as possible.  School clubs are available - but only within student zones and no student mixing between year groups.</p>		<p>Maintain ongoing assessment</p>			
	<p><b>Breaks and Lunchtimes</b>  Lesson times should be as close to normal as possible other than taking five minutes from some lessons to allow transition arrangements for break/lunch/end of the day to operate smoothly.  Outside areas of the school site have been zoned to ensure year groups don't mix. Year groups have specific toilets allocated for them for their breaks and lunchtimes.</p>		<p>Maintain ongoing assessment</p>			

		<p>Dining hall only in use for 1 year group at a time and cleaned in between year groups by additional cleaners. Year 8 students go to lunch up to 20 mins early to ensure sufficient time for cleaning before next year group. New hotwater &amp; soap handwashing facility in use on entrance to dining hall in addition to sanitiser. Additional staff in attendance to ensure this is used by all students before lunch.</p> <p>Year 7 students use the lower dance studio and main hall for their lunch. They will be directed to handwashing before lunch in their classrooms (mainly science labs with sinks). Sixth form use this service point after Year 7 students have left. The school has worked closely with the catering provider Mellors to ensure their arrangements meet with the national requirements regarding food preparation.</p> <p>Tills will be in use, but wiped after each use.</p> <p>Single use wood/plastic cutlery used instead of reusable metal, but kept to a minimum.</p> <p>One way in, one way out system in place for the dining hall.</p> <p>All students will be allowed to eat lunch outside in their designated zone from Tuesday 15th September (whether they have brought this from home or bought it in one of the dining halls) to reduce unnecessary contacts in the dining hall..</p>									
Contracting Covid 19	Contractor: By being in school they may contract the virus from other people in school or from contaminated surfaces	<p>As above, plus: Discretionary works rescheduled as much as possible to non term times to limit contacts. Ongoing essential maintenance &amp; testing continues, but with safe systems of work.</p> <p>If works are necessary contractors scheduled for before 8am or after 3.15pm when student and staff numbers on site are lower - unless they are required to attend a situation that poses an immediate risk to others.</p> <p>Major capital works e.g. Dining hall extension in fenced off part of school and kept separate from staff/students. RAMS required from all contractors before their attendance to capture Coronavirus considerations.</p> <p>All contractors are reminded of the site rules upon arrival (symptoms, social distancing and hand washing) and asked to keep their time on site to only that which is strictly necessary. Then supervised whilst on site.</p>	2	5	10	Ongoing monitoring by Director of Finance & Facilities manager	2	5	10	DoF/ Facilities manager	Weekly or more frequently if necessary
Contracting Covid 19	Visitors: By being in school they may contract the virus from other people in school or from contaminated surfaces	<p>Reduce visitors by cancelling all events and non urgent appointments. e.g. Parents evenings, Open evening, Governors meetings, exam results days, interschool events/fixtures and lettings etc from 17th March until further notice.</p> <p>All lettings cancelled until further notice..</p> <p>Parents advised not to come to school without appointment. To use phone or email.</p> <p>Use of telephone, email, Google Meet, Microsoft teams etc promoted and adopted in preference to physical meetings (inc Governor meetings).</p> <p>After considering these options, if the meeting needs to happen, then keep attendees to only those people necessary, keeping the time as brief as possible. Meetings should be scheduled for after 3.15pm if possible, or at the front part of school near the main entrance where visitors will not be required to walk through student zones.</p> <p>A well ventilated and clean room should be used that enables all attendees to maintain 2m distances.</p> <p>Where visitors are required they will enter via reception and sign in as normal. In reception they will be directed towards:</p> <ul style="list-style-type: none"> <li>• Signage prominent on entry - advice on not entering if ill</li> <li>• Sanitiser in reception.</li> <li>• Soap in all toilets.</li> <li>• Signs in toilets asking people to wash hands.</li> </ul> <p>Visitors are responsible for their own assessment of the conditions and may wear their own PPE if they feel it is necessary. Visitors will be supervised by the person they are visiting (more than normal) and advised to maintain appropriate distances with others in school.</p> <p>Visitor lanyards used on a rotational basis so no lanyard used by 2 different visitors within 3 days.</p>	1	5	5	Monitor practice.	1	5	5	HT, DoF	Weekly or more frequently if necessary
Contracting Covid 19	Staff: By visiting others staff may contract the virus from other people	<p>Home visits avoided.</p> <p>Separate risk assessments carried out for Home school liaison post and for the Assistant HT visiting primary schools re transition.</p>	1	5	5	Nothing further.	1	5	5	DoF	Easter 2020

Contracting Covid 19	Students Staff: By being away together on trips may contract the virus from unsafe environments	All school trips from 17th March through to 31st August 2020 cancelled (including the November Iceland trip) No further trips planned until further notice. Refunds provided electronically (so it doesn't require a visit to school)	1	5	5	Complete outstanding refunds.  Monitor arrangements for when potential future may start again.	1	5	5	Trip leaders, DoF/ C Hegarty	Review when government advice changes
Contracting Covid 19	Staff and/or students become complacent with new measures and adherence to expected protocols slip	All staff were given full guidance on new expectations and procedures during training days of 1st & 2nd September. This is supplemented by regular specific emails to all staff to clarify and reiterate messages until these become fully embedded. A FAQ was circulated to all staff on 11th September 2020 to provide clarification. All students informed of the new rules and expectations on the morning of their first day back in school in early September. Regular reminders to students in form time, lessons, during supervision in breaks/lunch.	1	5	5	Monitor  School student council and student ambassadors will be used to promote and reinforce the requirements.	1	5	5	All staff  Asst HT (LH)	As necessary  Over this half term
Education and learning not supported	Students: Education and learning not supported	Recognition that teaching and learning will be the best it can be, but is likely to be compromised in the current arrangements. All HoDs reviewing curriculum delivery to ensure this is managed appropriately in the circumstances. Recognition learning gaps may be inconsistent across pupil groupings and therefore: a. All departments have a recovery curriculum in place which will be deployed over the Autumn term. Gaps in learning are assessed and addressed in teachers' planning. b. Plans for intervention are in place for those pupils who have fallen behind in their learning.  Teachers provided additional guidance during INSET days and ongoing CPD in relation to effective remote learning strategies. HoDs located in each new zone to ensure visibility and support for the students. Additional support for students through catch up funding and national tutoring programme. Student access to ICT reviewed and appropriate strategies in place to address gaps should they be required in the event of a future shutdown (building upon the immediate responsive arrangements put in place since Easter 2020).	2	4	8	Continuous improvement and refinement of plans - ready to introduce remote or blended learning if and when required.  Staff schedules and working arrangements to be reviewed as and when necessary depending upon potential shut down measures imposed.	2	4	8	RLK/HOYS/T eachers	As necessary
Vulnerable students and families not supported during response	Students and families: Vulnerable students and families not supported during response	All FSM students continue to have access to a hot meal each day using either the dining hall or the Lower dance studio service points. HoDs relocated into each new zone to ensure visibility and support for the students in their year group. Attendance from September 2020 monitored closely and prompt contact made with any students absent to ensure support is appropriate, with increased awareness of pupils psychological needs.  Year 7 given particular attention and support as it is recognised the normal transition arrangements were significantly disrupted. Records of vulnerable learners maintained so they can be identified and supported in the event of potential future closure.	3	4	12	Monitor take up of FSM and follow up with students who don't appear to be accessing their entitlement to encourage use. .  Maintain ongoing assessment  Ongoing assessment	3	4	12	DoF with HOYS  Leadership team Asst HT (LH) plus HOY7	During Sept  Daily Daily
Reputational risk	STM Academy and senior leaders: Reputational risk of appearing to not respond appropriately to the virus	Headteacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. Headteacher continues to work with North Tyneside Council, other HTs and Director of Public health to ensure we are employing all good ideas locally. Links with regional colleagues and unions in place to "sense check" our approach and ensure our strategy is understood and adopted. The HT regularly updates the Chair of Governors, Governor with oversight of Health & Safety and Governing body informed of developments.	1	5	5	Maintain ongoing assessment and liaison with Governors.	1	5	5	HT	Daily

Statutory compliance is not maintained due to new measures, contractor availability or workload	Students, Employees, Visitors and Contractors – at risk if change in circumstances has not been properly assessed and managed	All routine planned and preventative measures continue to be recorded in our “Every” system ensuring no dates are missed. Fire evacuation routes, procedures and signage have been reviewed to ensure they are in line with guidelines. The evacuation routine is described in the staff handbook issued to all staff. Staff have been reminded that they should familiarise themselves with their nearest escape - especially if teaching in rooms that they are unfamiliar with. The main objective if the fire alarm sounds is to exit the building without delay via your nearest route and go to their first evacuation point. These are indicated on the fire action posters in every classroom near the door. If the evacuation point means taking students into a different zone staff advised that the first and overriding priority must be to get themselves and any students out of the building safely as quickly as possible. Once out of the building they should keep the students together in good order and as much as possible avoid mixing with any other year groups. First aiders advised to maintain social distancing, but if not possible and necessary they must use appropriate PPE (gloves and face guard). Review procedures and risk assessments around all departmental activities e.g. trampoline, food tech, science to ensure these are only undertaken if it is safe to do so. (i.e. maintaining distance, maintain hygiene, cleaning surfaces etc). This may include the need to rephrase curriculum delivery across the year, or adopt new ways of delivery. e.g. PE will be taught outside as much as possible with non contact sports in line with national guidelines.	2	5	10	Monitor curriculum delivery to ensure this remains appropriate	2	5	10	Leadership team	Weekly or more frequently if necessary
Financial impact of closure and additional measures to combat the virus	STM Academy: Extra costs of cleaning, contractor costs, cancellation of trips, or loss of income. Possible reduced financial control/scrutiny. Potential delays paying suppliers and employees.	Contracts in place to limit claims. Liaise closely with main contractors e.g. catering and cleaning to mitigate cost impact, whilst ensuring business continuity. No trips/visits planned for time being. Manage wrap up of existing trips planned pre virus e.g. Iceland, German exchange, School production etc. Monitor national advice regarding expectations of our social responsibilities and funding e.g. FSM arrangements, contractor payments etc. All orders continue to follow established purchasing approval levels and mechanisms. Monitor additional costs incurred so these can be reported to HT and Governors as part of regular budget monitoring and ensure the risk of unfunded costs are understood. This will enable potential claims for additional costs can be fully understood and submitted promptly.	4	3	12	Maintain ongoing assessment	4	3	12	DoF	Daily

Review date:	To be reviewed 25 Sept 2020
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## Risk rating calculator

Likelihood that the hazardous event will occur:		Consequence of the hazardous event should it occur:	
1	Very unlikely	1	Insignificant – no injury, no reputational damage
2	Unlikely	2	Minor – Minor injuries requiring first aid, some individual parents/staff upset
3	Fairly likely	3	Moderate – Up to three days absence, many parents/staff/stakeholders upset with STM and/or damage to STM reputation
4	Likely	4	Major – More than seven days absence, Local negative headlines
5	Very likely	5	Catastrophic – Death, significant national negative headlines

## Risk Matrix

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Consequence						

Risk rating:	Action:
20-25	STOP – Stop activity and take immediate action
10-16	ACTION – Improve within specified timescales
4-9	MONITOR – Look to improve at the next review or if there is a significant change
1-3	NO ACTION – No further action but ensure controls are maintained and reviewed