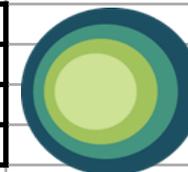


RISK ASSESSMENT: Whole School - National Lockdown - January 2021

Establishment Name	School
Persons at risk	Adults and pupils
Date of assessment	Jan-21
Review Date	Weekly



Truro and Penwith
Academy Trust

Description Of Hazard	Current Control Methods (Including Safe Working Practice)	Severity	Likelihood	Risk
Evacuation procedures during reduced occupancy of the school	Fire risk assessment and evacuation routes to be reviewed, and evacuation procedures updated as required. Please review the impact social distancing measures may have on escape routes, access to emergency equipment and fire equipment (such as extinguishers). Consider how reduced staffing may impact on pupils requiring a PEEP	Death	Very Unlikely	Low 5
Premises not checked to ensure it is safe to open	Complete the re-opening checklist and ensure all issues are actioned	Major Injury/Long Term Absence	Unlikely	Low 8
Lack of up to date information for staff	Organise daily staff briefings including any health and safety updates. These should be held in the largest possible space. Avoid face to face meetings in confined and poorly ventilated rooms.	Major Injury/Long Term Absence	Very Unlikely	Low 4
Lack of up to date information for students and parents/guardians	Newsletter to be sent to all parents/guardians before the school opens. Weekly updates on school website and FB page. Ensure all contact details are up to date. Communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible.	Major Injury/Long Term Absence	Very Unlikely	Low 4
Failure to maintain supervision levels if staffing levels drop	Long-term contingency plans should be put in place. Staffing levels to be checked each day by SLT to ensure that the school does not drop below a safe operational threshold of staffing. Plans to respond to increased sickness levels or shielding staff are in place.	Major Injury/Long Term Absence	Unlikely	Low 8

Staff who are identified as clinically extremely vulnerable (and have received a shielding letter) coming into contact with Coronavirus	Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace. Staff who are identified as clinically extremely vulnerable should follow the published guidance. Staff should talk to their employers about how they will be supported, including to work from home.	Death	Very Unlikely	Low 5
Students who are identified as shielded or clinically extremely vulnerable coming into contact with Coronavirus	Schools should proactively communicate with parents to remind them to inform the school of any vulnerable students. This should be done daily at first. Each to be assessed on a case by case basis. Clinically extremely vulnerable pupils are advised not to attend school.	Major Injury/Long Term Absence	Very Unlikely	Low 4
Staff who had previously been identified as clinically vulnerable coming into contact with Coronavirus	Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the measures in this risk assessment to minimise the risks of transmission. If staff are concerned, including those who may be clinically vulnerable or who believe they may be at possible increased risk from coronavirus, line managers should discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.	Major Injury/Long Term Absence	Unlikely	Low 8
Staff or students who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site	Assessed on a case by case basis and government guidance followed. People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend school but should ensure they maintain good prevention practice in the school and home settings.	Major Injury/Long Term Absence	Very Unlikely	Low 4

	<p>Member of staff displaying symptoms of Coronavirus</p>	<p>Staff reminded at briefings of the requirements to immediately isolate if displaying symptoms and to get tested. Ensure that staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home and advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. All suspected cases should be immediately reported to John Eddy and Bonnie Wright Insert link to guidance. Schools, staff and parents should be ready to provide information required for Test & Trace purposes i.e. details of recent contacts</p>	<p>Major Injury/Long Term Absence</p>	<p>Unlikely</p>	<p>Low 8</p>
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Student displaying symptoms of Coronavirus	<p>Ensure that pupils do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance.. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. Staff providing support to be provided with PPE. Areas used by student to be thoroughly cleaned. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. All suspected cases should be immediately reported to John Eddy or Bonnie Wright. Schools, staff and parents should be ready to provide information required for Test & Trace purposes i.e. details of recent contacts.</p>		Major Injury/Long Term Absence	Unlikely	Low 8
Social distancing not observed in staff areas	<p>Consider removing furniture in the staffroom to promote distancing. Lessons and break time to be staggered to reduce the likelihood of staff all using staff areas at once. Staff gathering in confined spaces must be avoided at all times. Ideally, adults should maintain 2 metre distance from each other. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p>		Major Injury/Long Term Absence	Unlikely	Low 8

	<p>Social distancing not maintained at school gate or drop off/pick up point</p>	<p>Additional supervision to be provided at gate and/or drop off/pick up point. Stagger opening and closing times. Use tape or cones to demarcate the waiting area. Display signage prominently within school and on the outside of buildings to encourage social distancing (employ multiple-language signage where necessary). Communicate to parents that only one parent should drop off or pick up students. Limit parent vehicular access to car parks to essential car-users only -this will require active management at drop-off and pick-up times and potential pre-arrangements to be made - implications for the impact on local; residents resultant from increased on-street parking should be considered on an individual school basis. Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed</p>	<p>Major Injury/Long Term Absence</p>	<p>Very Unlikely</p>	<p>Low 4</p>
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	<p>Social distancing not maintained during home-to-school transport if transport is boarded directly from school premises</p>	<p>Use of public transport by pupils, particularly in peak times, should be kept to an absolute minimum. Consider staggered start times to enable more journeys to take place outside of peak hours. Encourage parents, staff and pupils to walk or cycle to school if at all possible. Consider using 'walking buses' (a supervised group of children being walked to, or from, school), or working with the local authority to promote safe cycling routes .Additional supervision to be provided at gate and/or drop off/pick up point. Consider school parking arrangement to reduce congestion. Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop off and pick up arrangements. Display signage prominently within school and on the outside of buildings to encourage social distancing (employ multiple-language signage where necessary). Schools must obtain copies of the Covid-19 risk assessments provided by their school transport provider. Please refer to the TPAT Covid-19 School Transport Policy for further information. For schools providing their own school transport, exiting RA's should be amended to include Covid control measures. It is important to consider:</p> <ul style="list-style-type: none"> - how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school - use of hand sanitiser upon boarding and/or disembarking - additional cleaning of vehicles - organised queuing and boarding where possible - distancing within vehicles wherever possible - the use of face coverings for children (except those under the age of 11), where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. 	<p>Major Injury/Long Term Absence</p>	<p>Very Unlikely</p>	<p>Low 4</p>
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Social distancing not maintained by students before school starts	Parents to be instructed not to allow students to attend before school starts. Students to be directed straight to classrooms. Stagger opening and closing times. Use tape or cones to demarcate the route to classrooms. Display signage prominently within school and on the outside of buildings to encourage social distancing (employ multiple-language signage where necessary).	Major Injury/Long Term Absence	Unlikely	Low 8
Social distancing not maintained in school corridors	Groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. For use of communal areas, complete the Communal Areas Risk Assessment.	Major Injury/Long Term Absence	Unlikely	Low 8
Social distancing not maintained in classrooms	Class sizes to be kept as small as possible. Excess tables and chairs to be removed. Chairs and tables to be spaced out. Staff and pupils should remain within their own groups. Use tape to demarcate zones within the classroom. Visualisers and whiteboards should be kept clear with a clearly identified teaching zone. Students should be allocated their own chairs/tables and should only use these. Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.. Staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Seat pupils side by side and facing forwards, rather than face to face or side on.	Major Injury/Long Term Absence	Unlikely	Low 8

Social distancing not maintained during break-times and lunchtimes	Break and lunchtimes to be taken in class groups to minimise mixing. Supervision to be provided. Stagger breaks and lunchtimes to reduce cross-contamination. Schools must have copies of their catering provider's Covid-19 Risk Assessment. Outdoor playground equipment should be more frequently cleaned and only used by 1 bubble at a time. This would also apply to resources used inside and outside by wraparound care providers. Complete Playground and Equipment Risk Assessment.	Major Injury/Long Term Absence	Unlikely	Low 8
Social distancing not maintained during meals	Lunch times to be staggered to reduce numbers in one space. Less tables put out and spaced further apart. Supervision to be provided. Stagger mealtimes. Surfaces in the dining hall should be cleaned between groups. Refer to Communal Areas Risk Assessment.	Major Injury/Long Term Absence	Unlikely	Low 8
Social distancing not maintained during physical activities (PE etc)	No activities that require contact or proximity. Equipment can be used but must be cleaned between groups. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Support social distancing with signage, barriers, floor markings and staff supervision. Refer to Use of Changing Rooms Risk Assessment	Major Injury/Long Term Absence	Unlikely	Low 8
Moving and handling of furniture to facilitate social distancing	Site team to move equipment where required. Ask for additional help if need by contacting external assistance. Speak to Trust for advice.	Reportable Condition	Unlikely	Low 6
Storage of furniture or equipment removed from classrooms workspaces and other areas	Unused classrooms to be used for extra storage space. All tables and chairs to be stacked safely	Major Injury/Long Term Absence	Very Unlikely	Low 4

Lack of hand washing facilities	Toilets and classrooms have hand washing facilities. Instruct the children where to wash hands and how to socially space. All hand wash areas to be provided with soap dispensers and will be checked twice daily. Paper towels to be provided. Classrooms without sinks should have supplies of hand sanitiser and dry foaming soap (no water required).	Major Injury/Long Term Absence	Unlikely	Low 8
Over-use or mis-use of hand sanitiser	Hand sanitiser available at reception for visitors and for staff in the kitchen, staffroom and offices etc. Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. Alcohol-based hand sanitisers should be stored away from all heat and ignition sources, including sparks; open flames; any type of electrical outlets, switches, or equipment. Alcohol-based hand sanitiser products should be stored in secure locations that do not experience hot temperatures.	Reportable Condition	Very Unlikely	Low 3
Staff and students not washing hands frequently	School to ensure that pupils and staff clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	Major Injury/Long Term Absence	Unlikely	Low 8
Cross contamination of used tissues etc	Pedal bins with liners in each classroom. This must be emptied at least once daily. All waste should be double bagged and placed in schools normal refuse bins. As with hand cleaning, ensure younger children and those with complex needs are assisted and all pupils understand that this is now part of how school operates. The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene. https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus	Major Injury/Long Term Absence	Unlikely	Low 8

	Disposal of potentially contaminated waste	Bin liners double bagged and stored safely for disposal. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Major Injury/Long Term Absence	Unlikely	Low 8
	Cross contamination from sharing equipment	Equipment sharing to be discouraged as much as possible. Each classroom to be provided with sanitising wipes to clean equipment between usage. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	Major Injury/Long Term Absence	Unlikely	Low 8
	Cross contamination from sharing personal possessions (water bottles, toys etc.)	Students to bring own water bottles. Sharing of personal possessions not permitted. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.	Major Injury/Long Term Absence	Unlikely	Low 8

	Cross contamination from contact with frequently touched surfaces (door handles, hand rails, tables etc)	.Put in place a cleaning schedule that ensures cleaning is generally enhanced and includes: - more frequent cleaning of rooms and shared areas that are used by different groups - frequently touched surfaces being cleaned more often than normal Public Health England has published revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	Major Injury/Long Term Absence	Unlikely	Low 8
	Cross contamination from use of welfare facilities - toilets, sinks, water fountains etc.	Toilets and sinks etc. to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it. Recommission water fountains where applicable. Ensure they have been flushed in accordance with Legionella regulations. This should be recorded on the Premises Checklist. Public Health England has published revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	Major Injury/Long Term Absence	Unlikely	Low 8
	Cross contamination from food served on the premises	Catering staff or companies to update their hygiene risk assessments to take account of Coronavirus. Use single use containers where possible. School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19) https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 . Complete 'Re-opening of School Canteen Risk Assessment'	Major Injury/Long Term Absence	Very Unlikely	Low 4

	Cross contamination from parcel and mail deliveries	<p>Consideration given to the arrangements for any deliveries. Deliveries dropped off in foyer.</p> <p>Clear signage – restrict numbers of visitors in office/foyer</p> <p>Encourage communication with school to be phone/electronic where possible.</p> <p>Post to be left 48 hours where possible unless entitled urgent. Staff encouraged to wear PPE when handling mail initially.</p>	Major Injury/Long Term Absence	Very Unlikely	Low 4
	Lack of appropriate cleaning materials and personal protective equipment for school staff including cleaning and catering staff	<p>PPE requirements understood and appropriate supplies in place.</p> <p>Long term approach to obtaining adequate PPE supplies in place.</p> <p>Internal cleaning and catering staff to be provided with disposable gloves and aprons or ensure their fabric PPE is washed daily. External providers should have equipped their staff as necessary. Refer to their risk assessments.</p>	Major Injury/Long Term Absence	Very Unlikely	Low 4
	Visitors to the school site including externally employed adults delivering learning in school	<p>Any visitors to site including parents and contractors should only attend site if pre-arranged. Visitors required to hand-sanitise at reception, on entry and exit and must be signed in and out. Schools should have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term. Schools should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p>	Major Injury/Long Term Absence	Very Unlikely	Low 4
	Provision of first aid (including paediatric first aid where appropriate) support to students	<p>Disposable gloves etc. available in first aid kit. Utilise First Aid grab bags. Grab bag to include body fluid spillage kits and disposable apron and face mask.</p>	Major Injury/Long Term Absence	Unlikely	Low 8

Providing care (dispensing medicines etc) for students with medical needs	Disposable gloves etc. available in first aid kit where appropriate. Care plan reviewed if appropriate and updated alongside current government guidelines. Any child who is unwell with symptoms of any kind should not attend school.	Major Injury/Long Term Absence	Unlikely	Low 8
Providing care for students with specific care needs (support for toileting etc)	Disposable gloves etc. available in first aid kit where appropriate. Care plan reviewed if appropriate and updated alongside current government guidelines. Any child who is unwell with symptoms of any kind should not attend school.	Major Injury/Long Term Absence	Unlikely	Low 8
Providing care for students with specific emotional or behavioural needs	Individual risk assessment and care plan to be reviewed and updated. PPE to be provided where required. More information on PPE use can be found in the https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe-guidance .	Major Injury/Long Term Absence	Unlikely	Low 8
Staff mental health issues	Management to promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and to offer whatever support they can to help.	Major Injury/Long Term Absence	Unlikely	Low 8
Staff transport to/from school	Public transport should be avoided. If unavoidable, face coverings must be worn. Remind staff about the heightened risk when using fuel stations before attending work. Using gloves or tissues when filling cars up with fuel can reduce the risk of the spread of Covid19. Always wash hand as soon as staff get to school.	Major Injury/Long Term Absence	Unlikely	Low 8
Foreign Travel	Ensure that no pupils or staff come to school if they have returned from certain countries within the last 14 days. Visit https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors for up to date information.	Major Injury/Long Term Absence	Unlikely	Low 8

	Face coverings on school (transport)	In accordance with advice from PHE, from the autumn term, the recommendation is that children and young people aged 11 and over wear a face covering when travelling on dedicated transport. This does not apply to people who are exempt from wearing a face covering on public transport. Schools should have a process for children and young people to remove face coverings when they arrive at school. This should enable them to wash their hands immediately on arrival (as is the case for all pupils) and then wash their hands again after removing their face covering. Disposable face coverings should be disposed of in a covered bin. They should not be put in a recycling bin. Children should keep reusable face coverings in a plastic bag they can take home with them.	Major Injury/Long Term Absence	Unlikely	Low 8
	Face coverings at school (employees)	Under national lockdown, in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools and in early years settings	Major Injury/Long Term Absence	Unlikely	Low 8
NOTES & APPROVAL					
	Assessor	Martin Higgs			
	TPAT H&S Manager	John Eddy			
	Trip/Activity Leader				
	Headteacher/EVC	Martin Higgs			
	Year Group/s				
	Activity/Trip				
	Date	11/01/2021			

Yes					

Yes					
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Yes					
Yes					

Yes					
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Yes					
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Yes					
Yes					
Yes					

Yes					

Yes					

Yes					
Yes					
Yes					

Yes					
Yes					
Yes					

Yes					

Yes					

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

- 9) Engage with the NHS Test and Trace process.
- 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

SE
CATAGORY
Minor incident
Minor Injury
Moderate Injury
Major Injury
Death

SEVERITY EXAMPLES AND SCORES	
EXAMPLES	SCORE
No time off. No injury or insignificant injuries or health effects	1
Up to 3 days off. Cuts, bruises, irritation requiring first aid only	2
More serious injuries or ill health e.g. sprains, cuts requiring stiches, back injuries, musculoskeletal disorders, short term stress	3
Long term time off work. Broken limbs, amputations, long term health problems, loss of consciousness, lung disease work related	4
Injury leading to death at the time or soon after the incident, or eventually, as with certain occupational diseases such as Asbestosis or work related cancers	5

The Severity score is multiplied

Low risk activities deemed acceptable. Medium risk activities only to proceed

LOW (SCORE 1 TO 8)	
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LIK
CATAGORY
Very unlikely
Unlikely
Likely
Very likely
Certain

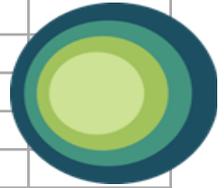
lied by the Likelihood score to pro

ed if parents have specifically been informed

RISK SCORE SEVERITY

MEDIUM (SCORE 9 TO 15)

Risk Assessment Instructions



Severity and Likelihood

1. To change any of the categories for both severity and likelihood, click on the first part of the cell. Click on this arrow and choose your level. Once both severity and likelihood are entered, a Risk base will appear.
2. For the 'Are Control Methods adequate', again click on the cell to make the arrow appear and the cell will change depending on your answer.

Inserting a Return in a cell

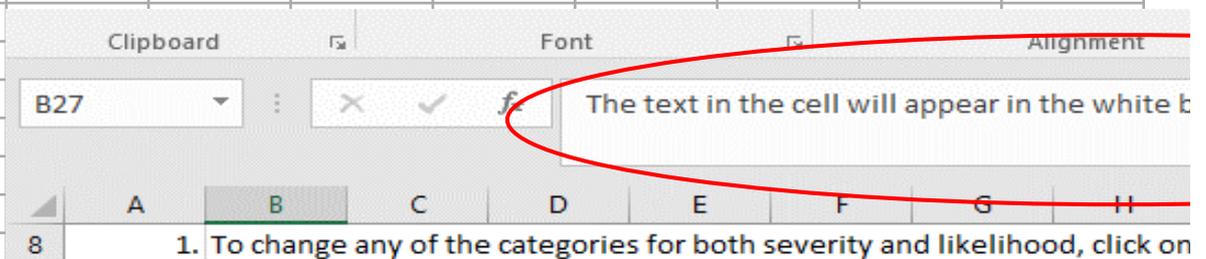
1. To insert a line return within a cell, you'll need to press Alt & Enter not just Enter as this will not work.

Creating a new line on the end of the risk assessment

1. Click in the last box on the last line and press 'Tab'

Copy and pasting from another excel document to this one

1. Click on the cell in the excel document that you want to copy from, this highlights the cell.
2. The text in the cell will appear in the white box below the menus at the top, as shown in the picture below.



3. Highlight this text by left clicking the mouse at the start of the text. When you still have the mouse button pressed, drag the mouse to the end of the text.
4. As soon as you let go of the mouse button, the text will remain highlighted. If not try and highlight the text again.
5. Now click on the "Home" menu on the toolbar at the top. On this new menu click on the "Copy" button.
6. Open the excel RA spreadsheet. Click on the cell where you would like to paste the copied text into.
7. Now click on the "Home" menu on the toolbar at the top, and this time click on the "Paste" option.

Truro and Penwith
Academy Trust

Number

Box below the menus at the top

J K

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		likelihood	severity	
	1	Very Unlikely	Minor Injury, No time off	
	2	Unlikely	Injury and up to 3 days off	
	3	Likely	Reportable Condition	
	4	Very Likely	Major Injury/Long Term Absence	
	5	Certain	Death	
		Yes		
		No		

risk		
High 16-26	Medium 9-15	Low 1-8