

Hazard (Who, What, How)	Safety control measures	Severity of occurrence (with current control measures)	Likelihood of occurrence (with current control measures)	Risk Rating (Severity x Likelihood)	Additional safety control measures to reduce risk rating lower if required	New risk rating (severity x Likelihood)	Residual Risk classification after additional measures
<p>Risk of outbreak of contagious disease amongst either pupils or staff</p> <p>Full reopening of School, including Boarding Provision (Tier 1) will introduce the risk of COVID-19 infection in the School.</p>	<p>See outbreak of contagious disease Risk assessment 0012</p> <p>Refer to "Staff Guidance for Re-opening September 2020" for further details.</p>	5	3	15		15	Amber
<p>If Pupils and/or Staff are infected with Covid 19 there is a risk of providing insufficient or inappropriate action or instruction from Leadership, adverse publicity and/or visits from regulatory bodies (e.g. HSE, PHE, ISI etc)</p>	<p>Follow Covid 19 guidance from Public Health England.</p> <p>Monitor guidance from the Boarding Schools Association and the Independent Schools Council. (See Covid 19 guidance notes JF/AP).</p> <p>Prepared statements to deliver to the media and put on website.</p> <p>Advise staff, pupils and parents to respect individual's privacy and not to discuss with press – direct back to Head.</p> <p>Head of Pastoral Care to co-ordinate with PHE.</p> <p>INSET training (06/09/20) on COVID-19 prevention measures in School and latest government advice.</p> <p>Healthy survey sent out to staff requesting any information pertinent to returning to School.</p> <p>Monitoring travel and quarantine</p>	5	3	15		15	Amber

	<p>arrangements for pupils and staff. Providing evidence throughout summer holidays to parents, guardians and staff. COIVD Actions Tracking Log kept updated. Health & Travel questionnaire sent to pupils which must be returned by weekend 5/6th September prior to acceptance back in School.</p>						
<p>If Pupils or staff become infected with Covid 19 after a holiday, business trip or performance outside of the UK, there is a risk of onward transmission to other members of the school population.</p>	<p>Follow PHE guidance and daily monitoring of effected countries and zones. Staff must advise School of any travel outside of the UK at any time and especially within 14 days of return to School.</p>	6	3	18		18	Amber
<p>If Staff are unable to return to school through travel restrictions or need for self-isolation this may impact on pupil's education and levels of concern amongst school community</p>	<p>Warning advice given to staff about travel to areas of higher risk. Staff advised by Head that they are all expected to return to School for start of Autumn term and must make suitable arrangements to complete any necessary quarantine prior to that date.</p> <p>If staff need to isolate due to members of household being symptomatic, Line Manager must be informed.</p> <p>Delegation of authority matrix completed. Potential staff cover</p>	4	3	12	<p>Identify opportunity for cross-training staff e.g. Food Hygiene to support catering (some staff have already completed training); exam invigilation for non-teaching staff</p> <p>Provide Remote learning, teaching and working policy to pupils, staff and parents.</p>		Amber

	<p>arrangements considered. Risk is most present in terms of boarding house and catering cover for which there is limited cover available or long-lead in time to get additional agency support.</p> <p>Non-essential meetings cancelled to free-up time to cover other roles.</p> <p>Ensure all staff and pupils are communicated with in a timely manner with as much information as possible.</p> <p>Ensure staff are aware of payment arrangements if they need to isolate – consider impact on self-employed staff.</p> <p>Working from home arrangements for relevant staff include training in access to Microsoft 365 Teams, VPN links, DSE type information.</p>						
<p>If Pupils are unable to return to school through travel restrictions or self-isolation there may be an impact on pupil's education and levels of concern amongst school community</p>	<p>Warning advice given to pupils about travel to areas of higher risk.</p> <p>Every pupil now has a guardian in place willing to take them for isolation period, even if symptomatic. Names and locations of each guardian accommodating pupils who are quarantining for 14 days on arrival in UK are also logged.</p>	3	3	9			GREEN

	<p>Continue with providing remote education including enhance provision via whiteboards in classroom and Microsoft Surface Pros for all teaching staff to facilitate blended learning.</p> <p>Ensure all staff and pupils are communicated with in a timely manner with as much information as possible</p>						
<p>A substantial proportion of audiences attending events at the Menuhin Hall are categorised as more at risk from Covid-19 which may increase the impact on their health.</p>	<p>Menuhin Hall events have been cancelled/postponed by the School.</p> <p>Access to performances by pupils via streaming made selectively available.</p>	6	1	6			Green
<p>It may be necessary for the School to cancel bookings made to hire the Menuhin Hall which would lead to a loss of income to the School and potentially the course arranger, inconvenience to the hirer leading to relationship damage and reputational loss.</p>	<p>Review current contract to ascertain position with current hires.</p> <p>Amend contract to limit future potential loss.</p> <p>Consider our insurance provision to cover lost income and claims for consequential loss from hirers.</p> <p>Consider risk to staff of continuing with individual hire arrangements. New risk assessment created to cover Hall hirers which is made available to them. Mitigation measures detailed in RA-15.</p>	3	5	15			Amber

<p>An outside hire may cancel their booking leading to loss of income to YMS.</p>	<p>Review current contract to ascertain position with current hires. Amend contract to limit future potential loss. Consider our insurance provision to cover lost income.</p>	3	5	15			Amber
<p>YMS has limited control and knowledge of who outside hirers bring to the Menuhin Hall and therefore there is a risk that there may be guests from higher risk areas in the Hall leading to a potential source of infection coming into contact with YMS staff</p>	<p>Review list of confirmed hire agreements. Contact confirmed bookings to ask them not to attend if they have been to an effected area or in close contact with someone with the virus. Ask them to ensure that this is made to clear to all in their party. Consider potential refund policy for these circumstances. See also RA-15.</p>	4	2	8			GREEN
<p>Financial and reputational risk if Menuhin Hall events do not recommence.</p>	<p>Calculate possible financial exposure versus potential risk to pupils, staff or audience members. Consider reputational risk of cancelling or allowing event to go ahead. Potential for delay in Friends Membership renewal income / cancellations</p>	3	3	9			GREEN
<p>Financial risk if outside events eg. Wigmore, Sloane Square have to be cancelled</p>	<p>Calculate possible financial exposure versus potential risk to pupils, staff or audience members. Consider reputational risk of cancelling or allowing event to go ahead Consider new ways of engaging in outside events e.g. remote performances / collaborations.</p>	3	2	6			GREEN

Difficulty in paying school fees may be experienced by some parents and / or loss of bursary and other charitable donations which support student funds.	Review cashflow plans with a variety of models to test sensitivity. Consider potential remedies including financial support from Government, banks, increased donations, reduced expenditure areas etc. Engage external assessment company to provide means-tested bursary application review. Individual parents directed to apply for funding from School COVID Hardship Fund.	4	3	12			Amber
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Risk Assessment reviews:	
Written by: R Tanner and Alison Packman	Reviewed & Approved by: Leadership Team
Updated – Rev 01 by Alison Packman on behalf of Leadership Team (16/03/2020)	
Updated – Rev 02 by Alison Packman and Joanne Field	

Risk rating outcomes:

Severity of occurrence	
Multiple Fatalities / £1m+/Permanent School closure or extended period of closure in term-time (more than 1 week) / catastrophic reputational damage	6
Single Fatality / £500,000+/ Temporary School closure in term time (less than 1 week) / serious reputational damage	5
Major injury or multiple moderate injuries (e.g. loss of senses/loss of limb/severe burns etc.) / £100,000+/ disruption to normal school activity / significant reputational damage	4
Moderate injury (e.g. broken bones, non-permanent scarring etc/ £10,000+/ major disruption to individual's School timetable / short-term reputational damage or localised serious reputational damage	3

Likelihood of occurrence	
Almost certain	5
Very likely	4
Possible	3

Minor injury (e.g. cut requiring stitches, severe bruising etc) / £1,000+/minor disruption to individual's School timetable / little reputational damage	2
Insignificant injury (e.g. minor cuts and bruises etc.)/ up to £1,000 / little or no disruption to individual's School timetable / no reputational damage	1

Unlikely	2
Rare	1

1 – 5	No additional controls required, monitor the activity/location to ensure that the safety control measures are maintained
6 – 12	Monitoring is required to ensure that the safety control measures are maintained. Consideration may be given to any further control measures that are cost effective or no additional cost burden.
13 – 16	Efforts should be made to reduce the risk rating further, however the costs of prevention should be carefully measured and justified
17 – 30	Activities should not be started or continued until the risk has been reduced to a level that is as low as is reasonably practicable, seek further competent advice.

RISK RATING Severity of occurrence	Likelihood				
	5	4	3	2	1
6	30	24	18	12	6
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1