

<b>Hazard (Who, What, How)</b>	<b>Safety control measures</b>	<b>Severity of occurrence</b>  (with current control measures)	<b>Likelihood of occurrence</b>  (with current control measures)	<b>Risk Rating</b>  (Severity x Likelihood)	<b>Additional safety control measures to reduce risk rating lower if required</b>	<b>New risk rating</b>  (severity x Likelihood)	<b>Residual Risk classification after additional measures</b>
Risk of outbreak of contagious disease amongst either pupils or staff	<p>See outbreak of contagious disease Risk assessment 0012 Rev 01.</p> <p>Staff and pupils who consent are taking part in the Asymptomatic Testing Programme, which sees pupils and staff testing twice weekly for COVID-19.</p> <p>Register of test results kept to support contact tracing and to monitor risk profile across the school.</p> <p>Request for staff and pupils to share vaccination status with school if they are willing.</p> <p>Implement Contingency Framework depending on numbers with suspected/confirmed infection.</p>	5	5	25		25	<b>Red</b>
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	<p>Follow latest Government COVID-19 guidance to Schools..</p> <p>Monitor guidance/best practice from the HSE, Boarding Schools</p>	5	2	10		10	<b>Green</b>

<p>publicity and/or visits from regulatory bodies (e.g. HSE, PHE, ISI etc)</p>	<p>Association, ISBA and the Independent Schools Council.</p> <p>Detailed discussions involving LT, Hall Manager and Compliance to discuss necessary changes.          Discussion with Governing Body as needed.</p> <p>Prepare statements to deliver to the media and put on website.          (Templates available from Government sources to be modified as necessary)</p> <p>Advise staff, pupils and parents to respect individual's privacy and not to discuss with press – direct back to Head.</p> <p>Nurse, Director of Pastoral Care or Head of Boarding to co-ordinate with PHE / Local HPT/ DfE.</p> <p>Monitoring travel and quarantine arrangements for pupils and staff before, during and after holiday periods.</p> <p>Provide updated information to parents, guardians, staff and where appropriate, supporters/customers of Menuhin Hall.</p>						
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<p>If Pupils or staff become infected with Covid 19 after a holiday, trip or performance, 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.</p> <p>Staff must advise their Line Manager, of any -travel outside of the UK at any time and especially within 14 days of return to School. Includes any regular work commitments so that current restrictions can be checked prior to any travel being undertaken.</p> <p>All pupils must complete an onsite LFD test before returning to School and being admitted.</p> <p>Staff are requested to complete an LFD test in the 24 hours preceding their return to School.</p> <p>Pupils not allowed to leave school site accept to return to parents/guardians or undergo medical treatment/testing etc.</p> <p>If School is informed that they have attended an event/venue where there has been a confirmed case, School Nurse to be informed immediately. Contingency Framework to be implemented.</p>	6	3	18		18	Amber
<p>If Staff are unable to return to school through travel restrictions / need for self-isolation / child care needs, this may impact on pupil's education, school</p>	<p>Staff must inform their Line Manager as soon as possible. Line Manager must inform HR</p>	4	4	16			Red

<p>operations, pupil and/or staff welfare, and levels of concern amongst school community.</p>	<p>(and School Nurse if person is self-isolating)</p> <p>If staff need to isolate due to being identified as a close contact of a positive COVID staff member, or pupil they must be informed by School urgently and leave the premises immediately. Telephone handover to Line Manager to take place ASAP. Staff to be supported by Line Manager and/or HR as necessary.</p> <p>Delegation of authority matrix completed. Potential staff cover arrangements considered. Risk is most present in terms of boarding house, catering and cleaning. Additional cleaner hired to increase number to 7</p> <p>Boarding staff have completed basic Food Hygiene training. Bursary team have received instruction in Laundry and housekeeping tasks.</p> <p>Food stores to be kept fully stocked and plan in place for 'easy to prepare' meals in event of catering staff absences.</p> <p>Non-essential meetings cancelled to free-up time to cover other roles.</p> <p>Ensure all staff, parents and pupils are communicated with in a</p>				<p>List of staff willing and able to take on alternative duties to cover for staff needing to isolate to be drawn-up and any appropriate training or instruction given ASAP.</p> <p>Discussion with building contractors on capacity to carry out urgent maintenance tasks.</p>		
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	<p>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. Surface Pros have been provided to teaching staff and a number of Admin staff.</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>Almost 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 10 days on arrival in UK are also logged.</p> <p>Continue with providing remote education including enhanced provision via whiteboards in classroom and Microsoft Surface Pros for all teaching staff to facilitate blended learning where required.</p>	3	2	6			GREEN

	<p>Ensure all staff, parents and pupils are communicated with in a timely manner with as much information as possible.</p> <p>Surface Pros provided by the School to those pupils most in need of devices to improve access to remote learning provision.</p> <p>Staff advised of the names of pupils who are accessing education remotely along with their physical location (to facilitate lesson planning for different time zones)</p> <p>Pupils returning from 'Red List' countries have been offered opportunity to quarantine at School. See separate Risk Assessment 018 Rev. 2</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>Access to performances by pupils via streaming made selectively available.</p> <p>Track &amp; Trace QR code available in Menuhin Hall.</p> <p>Information about any recent COVID cases in School and safety precautions to be taken to be sent to attendees prior to concert.</p>	6	1	6	<p>Review of allocated seating to allow for additional social distancing between audience members and/or performers to be considered.</p> <p>Consider modifying programme to omit singing etc. as necessary depending on government</p>		Green

					guidelines/requirements.		
An outside hire may cancel their booking leading to loss of income to YMS.	<p>Review current contract to ascertain position with current hires. Amend contract to limit future potential loss. Encouraged hirers to defer bookings to future dates.</p> <p>Request artists performing at the Menuhin Hall to carry out an LFD test within the 24 hours prior to performing.</p>	3	3	9			GREEN
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 or pupils.	<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
Financial and reputational risk if Menuhin Hall events for 2021/22 are suspended again or have significantly reduced audience numbers.	<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. Carry out dynamic risk assessments as conditions change ahead of any event.</p>	3	3	9			GREEN

	Potential for delay in Friends Membership renewal income / cancellations Consider innovative ways to generate revenue, engage audience members and provide performance opportunities for pupils and staff (e.g. outdoor performances, hiring options etc.)						
Financial risk if outside events eg. Wigmore, Sloane Square have to be cancelled	Calculate possible financial exposure versus potential risk to pupils, staff or audience members. Consider reputational risk of cancelling or allowing event to go ahead Continue to consider new ways of engaging in outside events e.g. remote performances / collaborations.	3	3	9			Green
Financial loss to the School (YMSE) if holiday courses are cancelled.	Consider 'exclusive use' for school facilities where applicable and not to the detriment of pupils.  No holiday courses are booked until Summer 2022.	1	5	5	Consider any additional revenue opportunities for short, medium and long term hire.		Green
Difficulty in paying school fees and/or flight and quarantine costs 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.	4	3	12			Amber



	<p>Engaged external assessment company to provide means-tested bursary application review. Individual parents directed to apply for funding from School COVID Hardship Fund.</p>						
<p>Introduction of COVID-19 into school by visitor, potential pupil or contractor.</p>	<p>Visitors to school are still limited with majority of meetings being carried out via Teams. If meeting in person is necessary, then contact period to be limited and majority of meeting held outdoors with Social Distancing maintained.</p> <p>Potential Pupils may visit School however duration of visit should be limited. Where an experience of boarding is a necessary part of selection process, pupil must undertake LFD testing prior to visit.</p> <p>Contractors will only work on site where essential maintenance or repairs are required. When working on site they are to maintain social distancing from pupils and limit contact with pupils and staff.</p>	<p>4</p>	<p>3</p>	<p>12</p>			<p>Green</p>

<b>Risk Assessment reviews:</b>	
Written by: R Tanner and Alison Packman	Reviewed & Approved at each Revision 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 Updated – Rev 03 by Alison Packman and Joanne Field Updated – Rev 04 by Alison Packman Updated – Rev 05 by Alison Packman Updated – Rev 06 by Alison Packman Updated – Rev 07 by Melanie Bloor-Black Updated – Rev 08 by Alison Packman	

**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
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

Likelihood of occurrence	
Almost certain	5
Very likely	4
Possible	3
Unlikely	2
Rare	1

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

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