

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 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 and Department for Education.</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</p>	5	3	15		15	Amber

	<p>in School and latest government advice. <i>Updates to any changes in School highlighted in Staff Meetings and/or emailed to Staff. All staff instructed to check their YMS email addresses before returning to School on Monday 2nd November for updates.</i></p> <p>Health survey sent out to staff requesting any information pertinent to returning to School in September.</p> <p>Monitoring travel and quarantine arrangements for pupils and staff. Providing evidence throughout holidays to parents, guardians and staff.</p> <p>COVID Actions Tracking Log kept updated.</p> <p>Emails sent to all staff and parents on Thursday 29th October 2020 requesting any updates regarding illness or previously unplanned travel over half term.</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.</p> <p>Staff must advise School of any travel outside of the UK at any time and especially within 14 days of return to School.</p> <p>Staff have been requested not to</p>	6	3	18		18	Amber

	<p>travel outside of England and not to visit areas under local lockdown during the October Half-Term break.</p> <p>The majority of boarding pupils will be remaining in the UK during the October Half-Term break either with family, friends or their UK Guardian.</p> <p>Arrangements for return to School after Christmas have been reviewed to allow those needing to isolate to spend time with their families at home.</p>						
<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 second half 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 arrangements considered. Risk is most present in terms of boarding house and cleaning for which there is limited 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> <p>Agency cleaning resources to be identified.</p> <p>Plan to enable school to close with 36</p>		Amber

	<p>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. Surface Pros have been provided to academic teaching staff.</p>				<p>hours notice to be put together by ROWP team should national lockdown or local Tier 3 measures be put in place.</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 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>Arrangements for return to School after Christmas have been reviewed to allow those needing to isolate to spend time with their families at home.</p> <p>Fund raising effort to be undertaken to enable purchase IT equipment for pupil use.</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>Previously scheduled Menuhin Hall events have been cancelled/postponed by the School.</p> <p>Access to performances by pupils via streaming made selectively available.</p> <p>A small number of events in late November/early December have been planned with limited audience numbers adhering to all current guidelines.</p> <p>Track & Trace QR code available in Menuhin Hall.</p>	6	1	6			Green

	COVID Safe requirements sent to attendees prior to concert.						
An outside hire may cancel their booking leading to loss of income to YMS.	Review current contract to ascertain position with current hires. Amend contract to limit future potential loss. Encouraged hirers to defer bookings to future dates.	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.	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.	4	2	8			GREEN
Financial and reputational risk if Menuhin Hall events do not recommence.	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 Some small events planned for end of 2020 to enable gradual reopening.	3	3	9			GREEN
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	3	2	6			GREEN

	cancelling or allowing event to go ahead Consider new ways of engaging in outside events e.g. remote performances / collaborations.						
Financial loss to the School (YMSE) if holiday courses are cancelled.	Courses cancelled for Summer 2020 and, Christmas 2020/21. Easter 2021 at risk. All courses rescheduled for Summer 2021 at present.	3	5	15	Consider any additional revenue opportunities for short, medium and long term.		Amber
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

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 Updated – Rev 03 by Alison Packman and Joanne Field	

Risk rating outcomes:

Severity of occurrence

Likelihood 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

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