

Risk Register - Other Major Risks - Covid-19									
Category	Sub category	Specific	A	B	C=A*B	Response (transfer, tolerate, treat, or terminate)	Control procedures and target date	Person(s) responsible for action	Date of next review
			Likelihood of occurring (5=high, 1=low)	Impact if occurs (5=high, 1=low)	Risk Score (RAG: R>10; A>6 <10; G<=5)				
1. Operational Risk	1.1 Staff/ students contract Covid-19	Covid-19 precautions are not followed leading to potential spread or outbreak.	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
		Very high risk students / staff members contracting Covid-19	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
		Risk of spread of infection to others on site.	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
		Risk that cleaning provision not sufficient to meet enhanced cleaning requirements.	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
		Building use restricted	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
	1.2 Buildings	Risk that social distancing guidance is not followed	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
		Bottlenecks a risk on entry into and out of classrooms	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
		Risk that buildings unsuitable to ensure robust social distancing	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
		Building use restrictions due to insufficient time for additional cleaning requirements to be completed.	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
		School could lapse/ fail to follow the latest national and/or LCC guidelines and advice on Covid-19.	2	5	10	Treat	Preventive-Jun-20	Trustees/Principal	Jul-20
		Risk that 2m social distancing displays not clearly emphasized around campus.	1	5	5	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
		Risk that hand sanitisers and soap dispensers are empty	1	5	5	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
		Risk that staff to student ratios in classrooms not followed	1	5	5	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
	1.3 Closure of buildings due to resource, maintenance;	Risk that existing statutory items may not support social distancing principles	2	5	10	Treat	Preventive-Jun-20	SLT/ Principal	Jul-20
		Risk that protocols not in place for maintenance providers to visit to undertake emergency repairs	2	5	10	Treat	Preventive-Jun-20	SLT/ Principal	Jul-20

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	supplies or routine issues	Potential spread of the virus from air conditioning and ventilation systems	2	5	10	Treat	Preventive-Jun-20	SLT/ Estates	Jul-20
		Potential spread of virus due to in-coming deliveries	2	5	10	Treat	Preventive-Jun-20	SLT/ Estates	Jul-20
	1.4 Lack of appropriate ICT equipment to support long term working from home and online learning for students.	Risk of not enough laptops and ICT equipment on loan to students and staff	3	3	9	Treat	Preventive-Jun-20	SLT-ICT	Jul-20
		Risk of not enough server capacity to accommodate volume of on-line usage from staff and students.	2	3	6	Treat	Preventive-Jun-20	SLT-ICT	Jul-20
	1.5 Financial implications of managing distance learning and free school meals	Risk that additional expenditure incurred in pandemic not recoverable from the DfE under exceptional expenses	1	3	3	Treat	Preventive-Jun-20	SLT-Finance	Jul-20
	1.6 Staffing	Staff are concerned / nervous about attending work during the pandemic (possible reluctance or refusal to attend work)	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs/HR	Jul-20
		Staff failing to report feeling unwell / attending school potentially spreading COVID-19	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs/HR	Jul-20
		Risk of ability to maintain social distancing for all staff members	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs/HR/ Principal	Jul-20
		Risk to mental health as a result of isolation and absence from the workplace/ school.	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs/HR	Jul-20
		Too many staff are sick/ self isolating to maintain safe student/ staff ratios	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs/HR	Jul-20

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		Risk of inadequate communication to staff on health and safety measures implemented in the workplace.	1	5	5	Treat	Preventive-Jun-20	SLT/HoDs/HR	Jul-20
		Risk that high risk and vulnerable staff are not dealt with appropriately.	1	5	5	Treat	Preventive-Jun-20	SLT/HoDs/HR	Jul-20
		Risk that mental health support and counselling services are not available	1	5	5	Treat	Preventive-Jun-20	SLT/HoDs/HR	Jul-20
		Risk that good hygiene practices not in place and visible for staff to see.	1	5	5	Treat	Preventive-Jun-20	SLT/HoDs/HR	Jul-20
	<b>1.7 Transport</b>	Risk of reduced student/ staff attendance due to lack of public transport	2	5	10	Tolerate	N/A	N/A	Jul-20
		Risk that school minibuses do not comply to safety guidelines (e.g. 2m; ventilation; cleaning wipes)	2	5	10	Treat	Preventive-Jun-20	SLT/ Estates	Jul-20
	<b>1.8 Teaching related risks</b>	Risk of large class sizes in order to manage social distancing	1	5	5	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
		Keep students at their desks in order to minimise physical contact	1	5	5	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
		Stagger breaks, lunch times and avoid group gathering	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
		Risk of guidelines not followed when using the toilet facilities	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
		Keep rooms well ventilated	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
		Keep students apart in order to observe social distancing (inside and outside buildings)	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20

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	<b>1.9 Suspected cases of COVID symptoms awaiting collection</b>	Risk that DfE guidelines not followed (student/ staff to be held in a separate room until collection; all staff in close contact with suspected case (within 2m) to self isolate until Covid-19 tests have taken place).	1	5	5	Treat	Preventive-Jun-20	SLT/ Pastoral	Jul-20
		Risk that staff member/student starts to show symptoms of COVID-19	2	5	10	Treat	Preventive-Jun-20	SLT/ Pastoral	Jul-20
		Risk that appropriate PPE not available for medical staff on treating suspected cases (e.g. face shields, surgical masks, cleaning wipes, hand sanitisers)	1	5	5	Treat	Preventive-Jun-20	SLT/ Medical	Jul-20
	<b>1.10 Social Distancing</b>	Risk that social distancing guidance is not understood	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20
		Risk that staff/students do not follow social distancing requirements/guidelines	2	5	10	Treat	Preventive-Jun-20	SLT/HoDs	Jul-20

**Total Score**

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

**Acceptable Risk - No further action**   < 6  
**Substantial Risk - Seek to improve**   > 6 and less than 10  
**Unacceptable Risk - Requires immediate action**   > 10