

# Significant Findings of Risk Assessment

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| Site / Premises: Inglehurst Junior School   | Assessment Carried Out By             | Assessment Serial Number: <b>003 – 09/07/20</b> |                       |                    |
| Department:   | Name: Jo Lowe                         | Date Reviewed:                                  | Date for Next Review: | Reviewed By (Name) |
| <b>Activity / Process:</b><br>School activities during COVID 19 outbreak - For the return to School after half term in October 2020 <del>September 2020</del><br><b>Updated November 2020 to reflect the current high levels of COVID-19 in Leicester, and the National lockdown.</b><br><b>Updated January 2021 to reflect current high levels of COVID-19 including the new strain identified in Dec 2020, Tier 4 status in Leicester and Union advice (NEU / Unison) that primary schools are not safe to open.</b><br><b>Schools are shut to all but key worker and vulnerable children from 5<sup>th</sup> January until Feb half term at least. Teaching staff and TAs will be working on a rota basis (one week in school, one working from home) from January 11<sup>th</sup>.</b> <ul style="list-style-type: none"> <li>During this evolving situation please monitor and follow government guidance given in the web links below</li> <li>All normal working practices should be assumed to continue unless they need to be changed for the duration.</li> </ul> | Signature:                            | 10.07.20  | 11.09.20              | J. Lowe            |
|   | Responsible Manager / Team Leader etc | 13.09.20  | 25.09.20              | J. Lowe            |
|   | Name: Sharon Downes                   | 16.10.20  | 06.11.20              | J. Lowe            |
|   | Signature:                            | 08.11.20  | 20.11.20              | J. Lowe            |
|   |                                       | 27.11.20  | 04.01.21              | J. Lowe            |
|   |                                       | 05.01.21  | 15.01.21              | J. Lowe            |
|   |                                       | 15.01.21  | 29.01.12              |                    |
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## Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

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| General Principles of Control | There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of, <ul style="list-style-type: none"><li>Avoiding contact with those who have symptoms.</li><li>Frequent hand cleaning &amp; good Respiratory hygiene practices.</li><li>Regular Cleaning of settings.</li><li>Minimising contact &amp; mixing (with a strong focus on group/class separation).</li></ul> Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously. |                            |  | The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. However, the School will support any individual who chooses to wear one. Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance |                   |  |   |                 |                  |  |
|                               | What are the Hazards?<br>(What can go wrong)  | Who might be Harmed & How? | Existing Control Measures<br>(What are you already doing to manage the hazards/risks?) | Risk Rating with controls in place  |                   |  | Additional Controls Required<br>(Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions. | Action By Who ? | Action By When ? | Additional Action Completed (Initials) |
|                               |   |                            | Likelihood   | Impact / Severity   | Risk Rating Score |  |   |                 |                  |  |

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| <b>Catching or Spreading COVID 19</b> | Staff,<br>Pupils,<br>Visitors | <p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p> <p>Maintain 2m social distancing. See below for Group arrangements.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels which should be disposed of into the bins provided. Staff and children to sanitise hands on entry to the school.</p> <p>Tissues will be provided for employees and children, along with lidded bins for their disposal.</p> <p>All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands.</p> <p>If a tissue is not available coughing or sneezing into the crook of the elbow, and washing hands afterwards is an acceptable alternative.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>Individual risk assessments for vulnerable staff (e.g. asthmatic, pregnant, BAME) have not been routinely written as measures have not been planned for that are above and beyond those in place for all. However, if a member of staff feels they need an individual risk assessment, they are invited to raise this with a member of SLT so an individual risk assessment can be put in place.</p> <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p> <p>Ensure frequent hand washing / sanitising is carried out by all persons throughout the day, including before &amp; after eating, after sneezing &amp; coughing or using tissues. After washing, hands should then be dried using disposable towels, which should be disposed of into the lidded bins provided.</p> | 3 | 4 | 12 | <p>All staff responsible for ensuring that a member of the premises team is made aware if supplies (soap, sanitiser, tissues etc) are running low.</p> <p>Pregnant and BAME staff previously working from home are expected to return to work in the new academic year.</p> | All persons in school | ASAP, ongoing |  |
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|  |  | <p>For children, regular hand washing / sanitising includes washing / sanitising their hands on arrival, after breaks, before and after lunch, after using the toilet and when changing rooms (Younger children &amp; SEN pupils may need additional support &amp; encouragement or supervision for this).</p> <p>Clear signage and information is to be displayed reminding all persons of social distancing, hygiene and hand washing requirements.<br/>This information should also be easily understandable to young children where necessary.</p> <p>Persons who are living with a person in the Shielding Category (but who are not ill themselves) should only be permitted to enter the School if stringent COVID 19 control measures can be implemented and if they fully understand them.</p> <p>Parents, contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment). Visitors in school to be discouraged and only on site if strictly necessary. Visitors in school will be required to wear a mask whilst onsite.</p> <p>Contingency plans are in place to provide online learning for pupils who are self-isolating or whose class teacher is self-isolating should this become necessary.</p> <p>This risk assessment and any safe systems of work must be communicated to staff before they start work, and be available in school. Staff will sign to say they have read, understood and will comply.</p> <p>A system is in place to monitor which people are on site at one time (info collected by office staff) and where they are (no congregating). Visitors to wear masks for the duration of their time onsite.</p> <p>Records are kept of classes, groups &amp; staff and their close contacts, so that these can be provided to the Local Public Health Team if required.</p> <p>Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees</p> |  |  |  |  |  | <p>By 'self-isolating pupils' we mean those who have been instructed by the school or medical professionals to self-isolate. Work will not be routinely provided for children whose parents choose to keep them at home as an added precaution.</p> |  |  |  |
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|  |                         | <p>may have directly related to their health, and to provide appropriate support.</p> <p>Managers / SLT are to keep in regular contact with and monitor the wellbeing of Staff not currently working on the site.</p> <p><b>Clinically Extremely Vulnerable &amp; Clinically Vulnerable Staff (including Pregnancy)</b> From 17th August 2020 it is envisaged these Staff are able to return to work, provided that they are able to return to a workplace where the Government safety guidance has been implemented in full, and an individual risk assessment has been carried out where additional safeguards are deemed necessary and can be put into place.</p> <p>Where strict social distancing measures cannot be adopted, these Staff should be offered the opportunity of working from home.</p> <p>The first option for Clinically Extremely Vulnerable Staff should however be to work from home, rather than attending the school.</p> <p><b>Shielding Children</b> Generally, children who were shielding can return to school, however, those under the care of a specialist medical professional should follow medical advice regarding any potential return.</p> <p><i>Although persons from the Black, Asian &amp; Minority Ethnic (BAME) community, or those who possess other recognised high risk factors, are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group.</i></p> <p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> |   |   |   | <p>Charlotte Christie is also available to support staff with their mental wellbeing if necessary.</p> <p>At the time of writing, we have no shielding children.</p> <p>It is the responsibility of staff members to approach a member of SLT if they feel they should have an Individual Risk Assessment carried out.</p> |                       |               |  |
| <b>Suspected case whilst on site or Positive Viral test result</b> | Staff, Pupils, Visitors | <p>When a person develops symptoms compatible with COVID 19 they will be sent home and instructed to access a test. They must self-isolate until a test indicates they are negative for COVID-19.</p> <p>Their fellow household members should self-isolate for 10 days unless the person concerned tests negative for COVID-19.</p>   | 3 | 3 | 9 | <p><i>The school will hold a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.</i></p>   | All persons in school | ASAP, ongoing |  |

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|  |  | <p>All staff and students attending the school will have access to a viral test if they <u>display COVID 19 symptoms</u>, and are instructed to undertake the test in this scenario.</p> <p>Lateral Flow tests are available for walk-ins at the Fosse Neighbourhood Centre, Mantle Road, Leicester, LE3 5HG</p> <p>Where a person tests negative for COVID 19 they can return to school (providing they are well enough), and their fellow household members can end their self-isolation. If a person has been in direct contact with someone who has had a positive diagnosis, they must self-isolate for 10 days even if they themselves show no symptoms and even if a negative test result is received.</p> <p>If the school receives notification of a positive COVID 19 viral test they will notify the local Public Health Team.<br/>(Parents will be asked to report test results to the school).</p> <p>Where a person tests positive for COVID 19 they should go home and self-isolate for 10 days (<b><i>or longer if the high temperature symptom continues</i></b>).</p> <p>When a person has come into direct contact with any person who has tested positive for COVID-19 they must go home and self-isolate for 10 days.</p> <p>Upon identifying a positive test result, the Local Public Health Team will liaise with the School Management to determine if the rest of the class, bubble or group and any Staff members should be sent home and advised to self-isolate for 10 days (The other household members of that wider class or group <u>do not</u> need to self-isolate unless that person within that group or class subsequently develops COVID 19 symptoms).</p> <p>As part of the NHS Test &amp; Trace programme, if other cases are detected within the school, Public Health England's Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p> <p>If a person receives a positive viral test result for Covid 19 or displays symptoms - a high temperature, a persistent cough, or a loss or change to the sense of taste or smell - they should:</p> |  |  |  |  |  | <p>Staff who have the NHS track and trace APP on their phone must inform a member of SLT as soon as possible after receiving an alert telling them to self-isolate.</p> |
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|  |  | <ul style="list-style-type: none"> <li>• Notify the Headteacher or most senior available member of SLT immediately.</li> <li>• Avoid touching anything.</li> <li>• Go home immediately (Children accompanied by their parent or carer).</li> <li>• All other persons are to maintain a safe distance from affected individual.</li> <li>• If they need to cough or sneeze this should be into a tissue which is then put into a lidded bin, or if they do not have tissues, cough and sneeze into the crook of their elbow then thoroughly wash their hands.</li> <li>• Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal.</li> <li>• They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</li> <li>• A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.</li> </ul> <p>Where persons have been in contact with someone who has been taken unwell with Covid 19 <u>symptoms</u> they do not need to go home to self-isolate unless they develop symptoms themselves. They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>If a pupil with COVID 19 symptoms needs to remain at School until collected they should be located in a room separated from all other persons with the window open if possible, but with the door closed (a case-by-case decision will be made regarding whether or not adult supervision is required in the room). A separate toilet facility will be used if necessary.</p> |  |  |  | <p>Children who display symptoms of COVID-19 while at school will wait in Charlotte Christie's room until they can be collected.</p> <p><b>Close contact guidance has been updated and clarified as of 12.01.21 and is as follows:</b></p> <p><b>You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others.</b></p> <p><b>A close contact can be: anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:</b></p> |  |  |  |
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|                 |               | <p>Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask &amp; eye protection as necessary). The toilet, room used, and any PPE used should be cleaned and disinfected after use.</p> <p>If two or more cases are confirmed within 14 days, or if there is an overall rise in sickness absence where COVID-19 is suspected, the school will work with the Local Health Protection Team who will advise if additional action is required.</p>  |   |   |   | <ul style="list-style-type: none"> <li>• face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>• been within one metre for one minute or longer without face-to-face contact</li> <li>• sexual contacts</li> <li>• been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>• travelled in the same vehicle</li> </ul> <p>The change in guidance is that the 15 minutes at 2 metres is now cumulative, not just in a single contact.</p> |                       |               |  |
| Travel off site | Staff, Pupils | <p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible. When on foot - 2m clearance from other persons, or if this is not possible, then 1m apart with additional precautions i.e. wearing face masks, staying side by side, minimising time spent together.</p> <p>All persons to limit their use of public transport (Where it is safe and practicable, parents of children are encouraged to cycle or walk to school).</p> <p>From June 15<sup>th</sup>, it is mandatory for adults and children aged 11+ to wear a face covering on all forms of public transport.</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Travel by coach etc is to be minimised, with social distancing and/or groupings practised throughout. Contact with the driver</p> | 2 | 3 | 6 | <p>When the "Walking Bus" system begins (October 26<sup>th</sup> 2020) the risk assessment will reflect this guidance.</p> <p>The Walking Bus has been temporarily suspended during the 2021 lockdown period.</p>  | All persons in school | ASAP, ongoing |  |

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|  |  | <p>is to be avoided, and any SEN requirements taken into account when reducing risks and minimise contact.</p> <p>School transport is to be cleaned before and after each use, with particular attention being paid to touch points.</p> <p>All persons are to wash and dry their hands upon completion of the journey.<br/>Drivers are to have access to and use hand sanitiser at the beginning and end of the journey.</p> <p>Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties etc) when travelling as a passenger in a vehicle you should wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet.<br/>Children under the age of 11 years are not required to wear face masks.</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible:</p> <ul style="list-style-type: none"> <li>• Use a vehicle with a bulkhead for segregation.</li> <li>• The driver and the passenger should maintain a distance of 2 metres from each other.</li> <li>• The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so.</li> <li>• The vehicle should be cleaned &amp; disinfected afterwards.</li> <li>• Tissues should be used if coughing/sneezing and plastic bags should be available for the collection and disposal of tissues/waste PPE</li> <li>• Handwashing/sanitising before and after transport activities and when disposing of waste.</li> </ul> <p>Chaperones of children who arrive to school by taxi should wear a mask (as well as the driver). The windows of the taxi should be open for ventilation.</p> |  |  |  |  |  |  |
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| <b>Contamination during arrival and departure from site</b> | Staff,<br>Pupils,<br>Visitors | <p>Where possible, implement the following practices:</p> <ul style="list-style-type: none"> <li>• Monitor site access points to enable social distancing – children to go straight to classrooms at the start of the day, no parents or carers allowed on site.</li> <li>• Parents told where to collect children at the end of the day, these areas spaced out to reduce congestion.</li> <li>• Remove or disable entry systems that require skin contact. (Ensure other measures to ensure security are in place where necessary).</li> <li>• Require all persons to wash &amp; dry or clean their hands before entering or leaving the site. <i>Hand washing with soap to be at least 20 seconds each time.</i></li> <li>• Allow plenty of space (two metres, or 1m+ if this is not possible) between people waiting to enter site.</li> <li>• Regularly clean common contact surfaces in reception, office, photocopiers, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</li> <li>• Reduce the number of people in attendance at site inductions, holding them remotely (via zoom / teams etc) wherever possible.</li> <li>• Covered bins provided for the disposal of face masks used during travel.</li> <li>• Parents to be reminded not to arrive early, or allow their children to arrive early in the morning, for drop-off / pick up to avoid congregating at gates.</li> </ul> <p><b>Visitors</b><br/>No non-essential visitors are allowed onto the school site.</p> <p>Visitors who are deemed necessary to be on site must wear a facemask for the duration of their visit.</p> <p>All visitors to be made aware of site rules.</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. Masks will be worn for the duration of their time on site.</p> <p>All visitors on site to scan the NHS track and trace QR code kept in reception</p> <p><b>Staff</b></p> | 3 | 2 | 6 | <p>From <u>Thursday 4<sup>th</sup> November</u>, all adults are to wear face coverings on the gate / playground. Entry will be refused to any parents / carers who are not wearing a mask. All staff are requested to be vigilant, and challenge any parent not complying.</p> <p>From <u>Monday 9<sup>th</sup> November</u> a one-way system will be in place at hometime (mornings remain unchanged):</p> <ul style="list-style-type: none"> <li>- Classes will leave school at 2.45 (Y4/6) or 2.50 (Y3/5) and line up in the playground at their allocated position.</li> <li>- Parents will wait at Sandhurst Road, and be let in when the gate opens (when all children are in position), one group (approx. 20) at a time.</li> <li>- They will collect their children and leave via the Ingle Street gate.</li> <li>- Any parent / carer without a face covering should go to the Ingle Street gate so a 'runner' can fetch their child.</li> <li>- LZ children who are collected by taxi are <u>the only</u> children who can leave via Sandhurst Road.</li> <li>- Children who walk home unaccompanied will be dismissed at 3pm and leave via the Ingle Street gate.</li> <li>- All staff are requested to support in moving parents quickly through the playground.</li> </ul> <p>School to have a supply of disposable facemasks for essential visitors.</p> | All persons in school | ASAP, ongoing |  |
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|  |                         | <p>Staff who are showing any of the signs of COVID -19 must NOT come to school. They must access a test as soon as is reasonably practicable.</p> <p>Staff MUST declare if they have a member of their household displaying signs of COVID-19 and may NOT come into school until a negative test result is received by their household member. If a household member tests positive, the staff member must self-isolate for 10 days.</p> <p>Staff have been informed about the need for self-isolation, testing etc. as advised by the Government.</p> <p>Staff are to pay due regard to social distancing requirements when parking &amp; accessing their vehicles.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.</p> <p><b>Parents / Carers</b><br/>Contact with parents to be minimised, with only a single parent attending drop off &amp; pick up of children, and 2m distancing to be observed (or 1m+) – no congregating. Parents stopped at the school gate and not allowed onto school grounds in the morning, instead encouraged to contact the office by telephone or email if they have a query or concern.</p> |   |   |    |  |                       |               |  |
| <b>Contamination within Internal Areas</b> | Staff, Pupils, Visitors | <p>It is understood that Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Desks should be as far apart as possible. Pupil sitting positions should be side to side, forward facing and not facing each other.</p> <p>As far as possible, staff should teach from the front of the class and maintain a 2m distance from children. Where this is not possible or practicable, it is recommended that staff wear face coverings, sit beside a child rather than facing them and limit face to face time.</p>   | 3 | 4 | 12 | <p><b><i>Schools are shut to all but key worker and vulnerable children from 5<sup>th</sup> January until Feb half term at least. Teaching staff and TAs will be working on a rota basis (one week in school, one working from home) from January 11<sup>th</sup> with children in year group bubbles. Staff to remain consistent with each bubble of children for one full week (Monday-Friday) before swapping. Exception for job share.</i></b></p> <p>From Monday 9<sup>th</sup> November, systems are in place to further</p> | All persons in school | ASAP, ongoing |  |

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|  |  | <p>Pupils are as far as practicable to be kept in separate groups (year groups). From <u>January 5<sup>th</sup></u> catch-up groups and nurture groups will not take place.</p> <p><del>These groups are based upon year groups as far as possible but some mixing is deemed necessary to provide a high standard of education. A record will be kept of which groups children attend.</del></p> <p>These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>Children attending the Learning Zone will remain in their LZ group for the duration of the day.</p> <p><del>The groups refer to the pupils only, and Staff are permitted to work between groups, but this should be minimised as far as possible. Staff should avoid being within 2m of children, face to face, for more than 15 minutes. If staff choose to, they may wear a face mask or visor when teaching.</del></p> <p>These groups are as far as possible to keep to the same areas within the School.</p> <p>It is highly recommended that in all communal areas staff wear masks.</p> <p><del>At lunchtime, children are in year group bubbles. When eating, it is not possible for children to sit solely side by side. However, they only sit at a table with other members of their class bubble, and tables are spaced out as far as possible to keep year groups apart. Children are supervised by members of staff from their year group bubble, or dedicated lunchtime supervisors.</del></p> <p>A clear plan is in place for the movement of year groups to ensure that year groups do not mix.</p> <p>At playtime, children will be outside in a single year group only.</p> <p>During playtime and lunchtime breaks, children remain in their year group, in a dedicated space outside.</p> <p>Where possible Staff are to maintain a safe distance between each other (2 metres).</p> |  |  | <p><del>minimise staff working between groups — class teachers to be responsible for own PE, PPA covered by 1 TA who is attached to that class. No swapping for foundation subjects.</del></p> <p>During the 2021 lockdown the hall is not used for lunches as children will eat in their classrooms.</p> |  |  |  |
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|  |                  | <p>Centralised ventilation systems that circulate air between different rooms only are to be turned off, and fresh air ventilation selected.</p> <p><i>Ventilation systems that use a mix of recirculated and fresh air, or single room recirculating units are acceptable, and the use of desk fans etc may help to prevent pockets of stagnant air.</i></p> <p><b>Jungle stairs are only to be used by Year 5 children.</b><br/> <b>Space stairs are only to be used by Year 6 children.</b></p> <p>Access &amp; exit to classrooms etc should be made by external doors where this option is available.</p> <p>Before starting a lesson indoors, consider if it could be conducted outside instead.</p> <p>The Screen separating the main Reception Staff from persons entering the building is only to be opened the minimum distance to allow work activities to proceed, and where their use cannot be avoided. Returned badge holders are to be cleaned immediately.</p> <p>Lidded bins are to be provided in each main room to collect used tissues, and emptied regularly.</p> <p>Drinking water fountains are not in use – children bring water bottles to school which must be taken home at the end of each day to be sanitised. These must not be shared.</p> |   |   |   |  |                       |               |  |
| <b>Contaminati<br/>on in<br/>Outdoor<br/>Areas</b> | Staff,<br>Pupils | <p>It is understood that Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Areas to be organised to allow 2m separation between all Staff or pupil groups.</p> <p>Timetables to stagger break and lunchtimes (eating / playing) to reduce congestion.</p> <p>Pupil groups (year groups) are to remain consistent during free play outside, separated from other groups with social</p>   | 2 | 3 | 6 | Paper cups are provided for those children without a water bottle. These must be discarded in a lidded bin after use and never shared. | All persons in school | ASAP, ongoing |  |

|                     |       |  |   |   |   |  |                       |               |  |
|---------------------|-------|--|---|---|---|--|-----------------------|---------------|--|
|                     |       | <p>distancing (2m separation) as far as possible between them. These groups are to keep to their allocated areas.</p> <p>External play equipment if used, should be cleaned after each use. The 'Mammoth' remains out of bounds for now. The multi-gym is also out of bounds.</p> <p>All persons are to wash their hands upon entering and leaving the playground.</p> <p>Specific guidance on sports can be obtained from <a href="https://www.afpe.org.uk/">https://www.afpe.org.uk/</a></p> <p>The pupil activities permitted are to be restricted to those where the potential for inadvertent close contact between pupils is minimised. <b>Contact sports (which includes football) are not permitted.</b></p> <p>Where lessons are taken outside, the same COVID 19 control measures (social distancing and hand washing protocols etc) should be adopted as for indoors lessons.</p> <p>Facilities should be sufficient to provide adequate shelter from inclement or hot weather where necessary.</p> |   |   |   |  |                       |               |  |
| Allocation of Staff | Staff | <p>The following is considered regarding staffing:</p> <ul style="list-style-type: none"><li>• Authorisation onto the school site will be by the Headteacher.</li><li>• Any staff medical needs to be discussed with the Head teacher prior to them entering the school.</li><li>• Staff to minimise the use of the staff room. Maximum capacity – 5 adults, each adult to remain for a maximum of 15 minutes.</li><li>• Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.</li><li>• Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.</li><li>• There is an emphasis on ensuring social distancing, therefore the smallest number of staff practicable (1 teacher and 1 TA) are allocated to a classroom.</li><li>• It is planned for the same teacher / TA to be with the same group of pupils throughout, and for children to stay in the same groups.</li></ul>        | 2 | 3 | 6 | <p>Cups, cutlery etc stored in the staffroom is shared so staff must ensure that anything used is put in the dishwasher for thorough washing before being put back into shared circulation.</p> <p>The need for physical intervention / first aid to keep children safe supersedes the need to maintain a bubble.</p> <p>The need for counselling, where necessary, supersedes the need to maintain a bubble, therefore Charlotte Christie may work with</p> | All persons in school | ASAP, ongoing |  |

|                      |                |   |   |   |    |   |                       |               |  |
|----------------------|----------------|---|---|---|----|---|-----------------------|---------------|--|
|                      |                | <ul style="list-style-type: none"> <li>• Cleaning staff rotas will be reviewed to ensure appropriate coverage.</li> <li>• Children's toilets will be cleaned (taps, handles, flushes) before and after lunch as well as at the end of the school day.</li> <li>• <del>TAs when accompanying children to the toilet will spray and wipe down taps, door handles, flush when leaving.</del></li> <li>• Staff are allocated duties to enforce, as far as is reasonably practical, social distancing of pupils arriving and leaving school at the start and end of the school day.</li> <li>• It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.</li> </ul>   |   |   |    | <p>children across the school. Social distancing is essential and windows will be kept open.</p> <p>It is <b>essential</b> that TAs accompany children to the toilet to prevent over-crowding.</p> <p>Dinner time staff who supervise the toilet will be told to prevent over-crowding by sending away waiting children if necessary.</p> |                       |               |  |
| <b>Work planning</b> | Staff, Pupils, | <p>Areas are to be organised to allow effective separation between all Staff or groups (the desks should be as far apart as possible).</p> <p>Timetables to be reviewed to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school. All PE to take place outside where possible; all PE to be non-contact. Class teachers to teach own PE for the foreseeable future.</p> <p>Assemblies, breaks and lunchtimes to be staggered to reduce congestion. Assemblies to only take place in set bubbles. Any use of shared offices etc. is to be staggered if 2m distance can't be maintained and surfaces cleaned after use.</p> <p>Pupils are as far as practicable to be kept in separate groups (year groups).</p> <p><del>It is accepted that there will be some cross over between groups, but this should be kept to a minimum.</del></p> <p>These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>Movement around the school site is to be kept to a minimum. These groups are as far as possible to keep to the same areas of use of the premises, and if possible each individual to the</p> | 3 | 4 | 12 | <b>A week working in school / week working from home rota will be in place from January 11<sup>th</sup> 2021</b>  | All persons in school | ASAP, ongoing |  |

|                 |                         |   |   |   |   |   |                       |               |  |
|-----------------|-------------------------|---|---|---|---|---|-----------------------|---------------|--|
|                 |                         | <p>same desk. Adults when moving around school are highly recommended to wear a mask.</p> <p>The use of shared resources (i.e. stationery &amp; equipment) is to be limited, and each item regularly cleaned before a change of user. If cleaning between users is not practicable, resources can be quarantined for 48 hours (72 hours for items containing plastic)</p> <p>Where SEND pupils are attending School the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case.</p>  |   |   |   |   |                       |               |  |
| <b>Cleaning</b> | Staff, Pupils, Visitors | <p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>A combined detergent disinfectant solution or chlorine-based cleaner is to be used. All cleaners used in school have been COSHH assessed. Staff have been instructed NOT to bring in their own cleaning products which do not adhere to COSHH regulations.</li> <li>Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. Consider also the photocopier, fridge door, hot / cold water dispensers.</li> <li>Rooms or areas shared by different groups are to be cleaned between each group use.</li> <li>Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks, taps and the toilet flush, etc.</li> <li>Toilet areas are cleaned (taps, handles, flushes) before and after lunch as well as at the end of the school day.</li> <li>Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily</li> </ul> | 2 | 3 | 6 | <p>A deep clean will take place each Friday before the change of staffing the following week.</p> <p><b>Staff are therefore requested to ensure all surfaces are cleared before leaving for the weekend.</b></p> <p>Staff members to alert Paul if they identify a high-traffic area which would benefit from readily available cleaning spray and cloth.</p> <p>All staff to monitor hygiene and cleaning supplies and alert the premises staff if supplies are running low.</p> | All persons in school | ASAP, ongoing |  |

|   |   |   |   |   |   |  |                       |               |  |
|---|---|---|---|---|---|--|-----------------------|---------------|--|
|   |   | <p>contaminated area eye and respiratory protection should also be used).</p> <ul style="list-style-type: none"> <li>Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces.</li> <li>Cleaners are to wash &amp; dry their hands after removing the PPE.</li> <li>TAs and Teachers are asked to support cleaning by spraying and wiping down their classroom tables at lunchtime each day.</li> </ul> <p>Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners should be used in all bins and bins emptied daily.</p> <p>External play and PE equipment is to be cleaned regularly and between each group use. The 'mammoth' and the multi gym are currently out of bounds.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents &amp; bleach. If Covid 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products).<br/><i>Disinfecting may also be carried out routinely as an assurance measure.</i></p> |   |   |   |  |                       |               |  |
| <b>Deliveries &amp; Waste collection.</b> | Staff, Pupils, Delivery drivers, Waste collection operators | <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed &amp; dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>  | 2 | 2 | 4 |  | All persons in school | ASAP, ongoing |  |

|                     |                                  |  |   |   |   |  |                       |               |  |
|---------------------|----------------------------------|--|---|---|---|--|-----------------------|---------------|--|
| <b>Contractors</b>  | Staff,<br>Pupils,<br>Contractors | <p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. Contractors on site will wear a face covering for the duration of their visit.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> <li>Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> <li>Repeat the hand washing/sanitising regularly.</li> </ul> <p>Any site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside or remotely (e.g. via zoom / teams).</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned, also who they have been in contact with for tracing purposes.</p> <p>Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Contractors &amp; Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.</p> | 2 | 3 | 6 |  | All persons in school | ASAP, ongoing |  |
| <b>Poor hygiene</b> | Staff,<br>Pupils,<br>Visitors    | <p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p>   | 2 | 4 | 8 |  | All persons in school | ASAP, ongoing |  |

|   |               |  |   |   |   |   |                       |               |  |
|---|---------------|--|---|---|---|---|-----------------------|---------------|--|
|   |               | <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the lidded bin. Thoroughly wash hands after sneezing</p> <p>Provide additional hand washing &amp; drying or sanitisation facilities where necessary</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient lidded rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>   |   |   |   | Additional sanitising stations situated on Y3 corridor and by LZ.   |                       |               |  |
| <b>Canteen use - exposure from large numbers of persons</b> | Staff, Pupils | <p>If staff leave the site during the school day (to visit e.g. a local shop), they must wash their hands when they re-enter the building.</p> <p>Break times and lunch times will be staggered to reduce congestion and contact at all times.</p> <p>Hand cleaning facilities are available so people can wash their hands before and after eating.</p> <p>In staff locations persons should sit 2 metres apart from each other whilst eating and avoid personal contact. See previous guidance re the staffroom</p> <p><del>In dining halls each year group is to be kept separate from others. Children sit on tables with members of their class only. Tables and chairs cleaned in between groups.</del></p> <p><del>Food displays should be protected against contamination (by coughing, sneezing, etc).</del></p> <p><del>Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</del></p> <p><del>Where possible, kitchen and hall windows should remain open to increase ventilation.</del></p> | 3 | 3 | 9 | <p>During the 2021 lockdown, no hot food will be provided by the kitchen and all children will eat in their classrooms.</p> <p><del>Lunchtime staff serve children their meals to avoid queuing at the servery.</del></p> | All persons in school | ASAP, ongoing |  |

|                   |                         |  |   |   |   |   |  |                       |               |  |
|-------------------|-------------------------|--|---|---|---|---|--|-----------------------|---------------|--|
|                   |                         | <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. Dinner staff who handle plates etc used by children should wear gloves. These are disposed of at the end of a session and staff must take care not to touch anything else before removing gloves.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including tables, chairs, door handles.</p>  |   |   |   |   |  |                       |               |  |
| Use of toilets    | Staff, Pupils           | <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient lidded rubbish bins in these areas with regular removal and disposal.</p> <p>Bin liners should be used in all bins.</p> <p>Limit the number of children using the toilet by accompanying children to ensure groups or classes don't mix.</p> <p>Wash &amp; dry hands after using the facilities.</p> <p><del>TAs when accompanying children to the toilet will spray and wipe down taps, door handles, flush when leaving.</del></p> <p>A member of staff is allocated to supervise the toilet at break and lunchtimes to ensure the facilities do not become over-crowded and to maintain bubbles.</p> | 2 | 2 | 4 |   |  | All persons in school | ASAP, ongoing |  |
| Lack of awareness | Staff, Pupils, Visitors | <p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements.</p> <p>This information should also be easily understandable to young children where necessary.</p> <p>Signs are to be displayed outside meeting rooms and offices etc identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p> <p><b>Behaviour of children</b></p> <ul style="list-style-type: none"><li>• Normal behaviour rules / sanctions / rewards apply.</li></ul>                                | 2 | 2 | 4 | <p><b><i>All staff are asked to raise any concerns regarding this risk assessments and the measures that are in place in a timely manner with a member of SLT. This is a working document and changes are to be expected.</i></b></p> |  | All persons in school | ASAP, ongoing |  |

|  |                                      |   |   |   |   |  |                       |               |  |
|--|--------------------------------------|---|---|---|---|--|-----------------------|---------------|--|
|  |                                      | <ul style="list-style-type: none"> <li>Children should not play contact games in the playground.</li> <li>Children should stay at a social distance from adults as much as possible.</li> <li>Children must wash or sanitise their hands thoroughly whenever instructed to by an adult.</li> <li>Any deliberate coughing / spitting on another pupil will result in the child being sent home.</li> <li>Children who do not adhere to the rules will have their parents contacted.</li> <li>If children persistently cannot follow the rules a risk assessment will be undertaken to ascertain and advice taken from the LA how the child's behaviour can be safely managed in school. This will be evaluated on a case-by-case basis.</li> </ul> |   |   |   |  |                       |               |  |
| <b>Emergency procedures (Fire alarm activations etc)</b> | Staff, Pupils, Visitors, Contractors | <p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).</p> <p>Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes contingencies for unplanned staff absences due to Covid 19.</p>   | 2 | 2 | 4 |  | All persons in school | ASAP, ongoing |  |
| <b>First Aid provision</b>                               | Staff Pupils, Visitors               | <p>First aider numbers &amp; locations may need to be reviewed to ensure appropriate cover is maintained.</p> <p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron).</p> <p>Upon completion of first aid, thoroughly wash &amp; dry the hands and any points of contact, and clean &amp; disinfect the affected area.</p>  | 2 | 3 | 6 |  | All persons in school | ASAP, ongoing |  |

## Government & NHS Guidance

### Coronavirus Guidance

<https://www.gov.uk/coronavirus>

### Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

### Managing premises

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

### Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

### Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

### Travel guidance

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

### Guidance for the full opening of schools from the start of the autumn term:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

### Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

## Scoring Table

| LEVEL OF RISK  |                           | OVERALL RATING                  |            | HOW THE RISK SHOULD BE TACKLED/MANAGED |            |                              |
|----------------|---------------------------|---------------------------------|------------|--|------------|------------------------------|
| HIGH RISK      |                           | 15-25                           |            | Immediate Management Action            |            |                              |
| MEDIUM RISK    |                           | 9-12                            |            | Plan for Change                        |            |                              |
| LOW RISK       |                           | 1-8                             |            | Continue to Manage                     |            |                              |
| Likelihood (A) | 5<br>Almost Certain       | 5                               | 10         | 15                                     | 20         | 25                           |
|                | 4<br>Probable /Likely     | 4                               | 8          | 12                                     | 16         | 20                           |
|                | 3<br>Possible             | 3                               | 6          | 9                                      | 12         | 15                           |
|                | 2<br>Unlikely             | 2                               | 4          | 6                                      | 8          | 10                           |
|                | 1<br>Very Unlikely / Rare | 1                               | 2          | 3                                      | 4          | 5                            |
|                |                           | 1<br>Insignificant / Negligible | 2<br>Minor | 3<br>Moderate                          | 4<br>Major | 5<br>Critical / Catastrophic |
| Impact (B)     |                           |                                 |            |  |            |                              |

### Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

## Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

| Impact Criteria (B) | IMPACT                     | SCORE | HEALTH & SAFETY EFFECT   |
|---------------------|----------------------------|-------|--|
|                     | Critical/ Catastrophic     | 5     | Multiple deaths of employees, service users, members of the public, etc.   |
|                     | Major                      | 4     | Death of an employee, service user, member of the public, etc.   |
|                     | Moderate                   | 3     | Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention. |
|                     | Minor                      | 2     | Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.                         |
|                     | Insignificant / Negligible | 1     | A day to day issue/problem but negligible harm would result.   |

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

| Likelihood Criteria (A) | LIKELIHOOD          | SCORE | EXPECTED FREQUENCY  |
|-------------------------|---------------------|-------|---|
|                         | Almost Certain      | 5     | Reasonable to expect that the event <b>WILL</b> undoubtedly happen/recur, possibly frequently and is probable in the current year   |
|                         | Probable / Likely   | 4     | Event is <b>MORE THAN LIKELY</b> to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term |
|                         | Possible            | 3     | <b>LITTLE LIKELIHOOD</b> of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.   |
|                         | Unlikely            | 2     | Event <b>NOT EXPECTED</b> . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.                                |
|                         | Very Unlikely /Rare | 1     | <b>EXCEPTIONAL</b> event. This will probably never happen/recur. A barely feasible event.   |