

# COVID-19 Risk assessment - Version 5 (15/7/20)

## South Downs Education Trust – Worthing High School from 1/9/20

### System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

#### Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

#### Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice


Numbers 7 to 9 must be followed in every case where they are relevant.


**Further government guidance** can be found at:


[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Opening schools and educational settings from 1 June to more pupils - guidance to parents and carers](#)

[Guidance for Full Opening of Schools Sept 20](#)

Signed .....  .....  
Pan Panayiotou CEO/Headteacher  
Date ..... 17/7/20 .....

Signed .....  .....  
Rosanne Nulty – Chair of Trustees  
Date ..... 15/7/20 .....

|   |   |  |                            |   |   |  |  |
|---|---|--|----------------------------|---|---|--|--|
| <b>South Downs Education Trust</b><br><br><b>Worthing High School</b> |   | <b>School address:</b><br><br><b>South Farm Road</b><br><b>Worthing</b><br><b>West Sussex BN14 7AR</b>                                   |                            | <b>Review Date:</b><br><br><i>This is a dynamic document and will be reviewed and updated to reflect any changes in guidance and provision.</i><br><br><i>Issue 5– 17<sup>th</sup> July 2020</i>  |   |                          |  |
| <b>Assessment Date:</b><br><br><b>Version 1 – 30/5/20</b>             |   | <b>What/who is being assessed?</b><br><br>Biological hazard- COVID-19 within educational settings  |                            |   |   |  |  |
| <b>Name of Assessor:</b>  |   | Karen Hayler   |                            | <b>Responsible Person for Actions:</b>  |   | Pan Panayiotou – CEO SDET  |  |
| <b>Who might be harmed and how?</b>                                   | <b>What are your existing controls?</b><br><i>SLT's to write what is being done now and then refer to Recommended controls:</i> <ul style="list-style-type: none"> <li>• Possible controls for consideration to be adapted or deleted as necessary</li> </ul> | <b>Recommended Control Measures</b><br><i>SLT's to move Recommended Controls into Existing Controls once they have been implemented:</i> | <b>Action by who/when?</b> | <b>Likelihood of occurrence after recommended controls added (L)</b><br>1-Very Unlikely<br>2-Unlikely<br>3- Possible<br>4- Likely<br>5- Very Likely<br>Likelihood = Probability of occurrence based on specific activity being assessed | <b>Impact (I)</b><br>1-Negligible<br>2- Minor<br>3- Moderate<br>4- Major<br>5- Extreme<br>Impact = Estimate of harm based on specific activity being assessed | <b>Overall Risk (L X I) + I</b><br><br><i>&lt;10 = Low</i><br><i>10-19 = Medium</i><br><i>20-30 = High</i> |  |

| Who might be harmed and how?              | What are your existing controls? | Recommended Control Measures | Action by who/when? | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I |
|---|----------------------------------|------------------------------|---------------------|---|------------|--------------------------|
| Building, Classroom & Office arrangements |                                  |                              |                     |   |            |                          |

|  |   |   |  |   |   |                                    |
|--|---|---|--|---|---|------------------------------------|
| <p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> | <p><i>Premises and utilities have been health and safety checked and building is compliant including:</i></p> <ul style="list-style-type: none"> <li>• <i>Water treatments</i></li> <li>• <i>Fire alarm testing</i></li> <li>• <i>Repairs</i></li> <li>• <i>Grass cutting</i></li> <li>• <i>PAT testing</i></li> <li>• <i>Fridges and freezers</i></li> <li>• <i>Boiler/ heating servicing</i></li> <li>• <i>Internet services</i></li> <li>• <i>Any other statutory inspections</i></li> <li>• <i>Insurance covers broader opening arrangements</i></li> <li>• <i>Revised emergency evacuation process in place and new fire marshals trained and briefed</i></li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">Guidance for Full Opening Schools to be followed</a></li> <li>• All staff must enter and exit the building at the <b>main entrance only</b> and sign out if leaving site prior to their normal departure time.</li> <li>• <b>ALL STAFF</b> must sanitise their hands on entry to the school before leaving the reception area and using the key pad..</li> <li>• All external lettings in internal spaces within the school remain cancelled for the remainder of the calendar year <i>unless the lettings organisation can commit to provide their own cleaning provision including all areas used (toilets and halls) this is to be considered on an individual basis and approved by the HT/Business Manager</i></li> <li>• Consideration given to Personal Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons.</li> <li>• Resources and furniture which are not easily washable or wipe able shall be removed where practicable.</li> <li>• All classrooms will be front facing where practicable. Where this is not practicable students will work in small groups and these will be consistent for future lessons in this subject area</li> <li>• All classrooms will provide the opportunity to have a 2m distance between students and staff members (not between students) an audit will be completed in the summer holidays to ensure this is possible in all rooms.</li> <li>• Clear signage is in place throughout the building in line with the new one way system.</li> <li>• First call email to be sent every time a student leaves a lesson – ideally only one student is out of the class at anyone time to minimise the amount of unsupervised corridor access,</li> <li>• First Aid room – signage one student and one first aider at any one time. If there is an urgent need for a second student to access the first aid room then student services office should be used – but only in an emergency.</li> <li>• Staff communal &amp; Office areas access as follows – all windows to be open where possible for ventilation: <ul style="list-style-type: none"> <li>○ Staff work room signage in place for a maximum of 4 staff at any one time</li> <li>○ Staff toilets signage in place for max. number of staff – different for each toilet area</li> <li>○ Men's A corridor toilets to have the urinals closed CARE we are unable to install a glass panel in the internal door to see how many persons are in the toilet so enter with care please.</li> <li>○ Reprographics and IT no entry to staff or students – IT use window and Repro send work by email only – door MUST remain on the latch – if staff require a meeting with IT/repro team to take place in an alternative location</li> </ul> </li> </ul> |  | 2 | 2 | <p>(2 x 2 )+2 =</p> <p>6 (Low)</p> |
|--|---|---|--|---|---|------------------------------------|

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|--|--|---|--|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>○ All single use offices to maintain 2m distance between visitors, staff and students at all times. Ideally parental/external meetings continue to be held via MTeams/Zoom etc.</li> <li>○ Student Services 2 staff only in office – desks to be moved so not facing each other</li> <li>○ Student Services lobby one max. at any one time (parents to wait outside and queuing system in corridor for student services support) all chairs to be removed</li> <li>○ SLT kitchen – max. number signage in place</li> <li>○ Staff room – in and out door all staff must maintain 2m distancing in the room.</li> <li>○ Staff room kitchen – max. one person at any one time – staff to be encouraged to use canteen and not bring food that needs a microwave.</li> <li>○ Kettles and microwaves to be placed in main staff room to enable more multi use</li> <li>○ Staff are encouraged to bring their own flask for hot drinks to minimise the need to visit the staff room.</li> <li>○ Stationery cupboard one person at a time – window to be kept open in the day</li> <li>○ Main admin office 4 people to include a screen on reception desk and AAL/OBL door only to be used to visit AAL on a one in one out basis.</li> <li>○ main office door kept on latch – communication through window. Meetings with team members (apart from AAL) to take place in alternative locations.</li> <li>○ Main reception one external person in the reception at any one time (unless a family group)</li> <li>○ OBL to be based in A12 until Dec 20</li> <li>○ Finance Office 2 staff max. at any one time – FHA to remain working from home for time being.</li> <li>○ Data Office – 3 staff max. – TNE to work in MFS office – any meetings must be held in an alternative location</li> <li>○ Careers Office MFS and TNE – no student access into room unless just MFS present – 2 students max at a time and must never be mixed year groups plus all surface areas must be anti bac wiped after the student has left – student meetings ideally have to take place at alternative locations or on a Friday</li> <li>○ LRC approved for 2 staff to work at workstations</li> <li>○ Food Technician, Art and DT technicians to remain based in learning areas</li> <li>○ Science Technicians to maintain 2m social distancing in Prep rooms when practicable</li> <li>○ Year 7 Progress and Pastoral Leader D5</li> </ul> |  |  |  |  |
|--|--|---|--|--|--|--|

| Who might be harmed and how?                                       | What are your existing controls? | Recommended Control Measures  | Action by who/when? | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I |
|--|----------------------------------|---|---------------------|---|------------|--------------------------|
|  |                                  | <ul style="list-style-type: none"> <li>○ Year 8 and 9 Progress and Pastoral Leader share existing Pastoral Office – room to be temporarily divided to enable one student from each of the two year groups to access the room at the same time.</li> <li>○ Year 10 Pastoral and Progress Leader – B1</li> <li>○ Year 11 Pastoral and Progress Leader – A5a (KHA to A4d)</li> <li>○ D10 – 1 staff member and 2 students only - same year group</li> <li>○ F8a – 1 staff member only at a time and 6 students max. can be mixed year groups as screens will be in use – all students front facing</li> <li>○ MEL to work in repro office and staff work room</li> <li>○ KEM to continue working from home or use the staff work room</li> <li>● LRC at break, lunchtime and after school provision to be on year group rotation to match assembly day</li> <li>● LRC before school provision closed</li> <li>● LRC only to be used by timetabled classes during lessons and students should not be permitted to visit outside of a timetabled lesson.</li> <li>● Fire Drill to be arranged w/c 14<sup>th</sup> Sept 2020 at the earliest band half termly thereafter</li> <li>● All staff to be advised at INSET start of term that in the event of emergency evacuation the one way system does not apply.</li> <li>● Central heating not to start without SLT agreement.</li> <li>● All E and B corridor classes to have window winders in each room to enable easy ventilation of classrooms. ALREADY COMPLETED.</li> </ul> |                     |   |            |                          |
| <b>Students &amp; Visitors entering &amp; departing the school</b> |                                  |   |                     |   |            |                          |

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| <p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> | <p><i>Approach to supporting attendance for prioritised year groups determined.</i></p> <p><i>Approach to support for parents where rates of persistent absence were high before closure.</i></p> <p><i>Staggered drop-off and collection times for all year groups</i></p> <p><i>Entry into school will be direct into tutor rooms via washing hands in allocated student toilet areas.</i></p> <p><i>Hand dryers are disconnected and only paper towels in use.</i></p> <p><i>All visitors by appointment only and agreed by Headteacher.</i></p> | <ul style="list-style-type: none"> <li>• <b>See separate Visitor Risk Assessment</b></li> <li>• Guidance to be issued to supply agencies used on the use of peripatetic teachers/supply teachers and our expectations</li> <li>• Walk around video to be prepared to show students what arrangements are in place for them to view prior to returning to school.</li> <li>• All students entering the school must be supervised by staff at all times to ensure social distancing rules observed and that hand washing/sanitising is encouraged upon arrival to site.</li> <li>• Staggered start and leave times for all year groups which must be adhered to. No entry to site before 8.30am for any purpose unless agreed by SLT. Students must go directly to tutor rooms on arrival to school</li> <li>• Form tutors must be in classrooms by 8.30am <ul style="list-style-type: none"> <li>○ Year 7/8 8.25 to 8.30</li> <li>○ Year 9/10 8.30 to 8.35</li> <li>○ Year 11 8.35 to 8.40</li> </ul> </li> <li>• Full orientation and guidance will be shared with students upon their return (during week 1) to ensure they have a clear understanding of the revised arrangements across the school.</li> <li>• Lunch will be reduced by 10mins to allow for a 3.05 student briefing and enable a staggered departure process.</li> <li>• Provide a visitor guide leaflet for any non-staff members accessing the building</li> <li>• All those entering the site to wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Signage in place to make it clear sanitiser is for hands only.</li> <li>• All visitors must remove face coverings unless for religious reasons. THIS WILL be reviewed if the Government makes it mandatory for face coverings to be worn</li> <li>• Hand sanitiser available at each school entrance point and in classrooms. Signage in place to make it clear sanitiser is for hands only</li> <li>• All visitors need to sign a declaration that they are free from Covid19 symptoms and that no one in their house is self-isolation, nor in receipt of a track and trace email. Contact details of each visitor must be taken and kept for 14 days.</li> <li>• All visitors MUST use sanitiser on arrival.</li> <li>• Visitors who sign in either use their own pen or are provided with a pen that they take with them.</li> <li>• Visitors should be encouraged to enter school during periods when students are not on site or meetings should be held remotely by MSTEams or ZOOM</li> <li>• All student uniform is fully washable so can remain as is.</li> <li>• Students to wear PE kit on days they have PE (to stop need to use changing rooms apart from bag storage)</li> </ul> |  | 2 | 3 | <p><b>(2X3) +3</b></p> <p><b>=</b></p> <p><b>9</b></p> <p><b>(Low)</b></p> |
|--|---|--|--|---|---|--|

| Who might be harmed and how? | What are your existing controls? | Recommended Control Measures   | Action by who/when? | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I |
|------------------------------|----------------------------------|--|---------------------|---|------------|--------------------------|
|                              |                                  | <ul style="list-style-type: none"> <li>Parents and carers are encouraged not to bring in items during the day for students (such as lunch and kit)</li> <li>Student equipment e.g large instruments/sports kit etc cannot be dropped off by students or parents in the day and left at Student Services – students must bring all items they need in the morning.</li> </ul> |                     |   |            |                          |



| Who might be harmed and how?   | What are your existing controls?  | Recommended Control Measures  | Action by who/when? | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I |
|--|---|---|---------------------|---|------------|--------------------------|
| <b>Social distancing around school</b>   |   |   |                     |   |            |                          |
| Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases even death. | <ul style="list-style-type: none"> <li>• <i>Avoiding contact with anyone with symptoms</i></li> <li>• <i>Minimising contact and mixing of groups</i></li> <li>• <i>Desks should be spaced as far apart as possible (2m)</i></li> <li>• <i>Pupils and staff are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days where possible</i></li> </ul> <p>Signage on all external bench areas re social distancing</p> <ul style="list-style-type: none"> <li>• <i>Display social distancing poster at all entrances</i></li> </ul> <p><i>Office spaces redesigned to allow office based staff to work safely</i></p> <p><i>2 meter markers present on the floor areas and clearly marked/reminders</i></p> <p><i>Full one way system in place so no crossing/face to face in corridors</i></p> <p><i>Windows and doors are open to increase ventilation where it is safe and appropriate.</i></p> <p><i>Clear approach to repeat and / or deliberate breaches of social distancing rules in place with parents, staff and students.</i></p> | <p><b>See separate school event Risk Assessment</b></p> <p>Rearrange offices, classrooms, shared spaces and workshops where practicable to establish front facing seating and 2m distance from staff members.</p> <p>Monday and Friday Staff Briefing 8.15 in Millennium Hall – ALL chairs must be wiped before the year group assembly starts.</p> <p>All staff internal meetings/training sessions must be organised to ensure 2m social distancing</p> <p>The same seating plan to be used where classes are the same so students sit next to the same students as often as possible.</p> <p>Only one student is allowed out of a classroom at a time unless there is an emergency – First Call should be emailed each time a student leaves a classroom/learning space</p> <p>Hand sanitiser area in each classroom to be used any time a student leaves OR returns to the classroom. Signage in place to make it clear sanitiser is for hands only.</p> <p>Sanitiser and an apron to be added to student equipment list.</p> <p>Single Year group assemblies only in Millennium Hall to maximise social distancing. Chairs must be wiped down after each assembly.</p> <p>One way system in place throughout school for all to follow (during lesson change over periods and social time staff must also adhere to the one way system).</p> <p>Year group zones areas in place for social time, wet weather and lunch provision (<i>separate table which lists all the zones is available</i>)</p> <p>Four food service areas to be used at break and lunch– Year 9 &amp; 10 share the canteen. (<i>separate table which lists all the zones is available</i>)</p> <p>All seating in canteen to be removed and a queuing system established.</p> <p>Sports hall to be used for seated break and lunch provision alongside sports by dividing the space in half.</p> <p>Agreed sports only can be played by students on the field and north playground at social times</p> <p>Additional duty staff to be used during break and lunch. (All teachers are paid through break – lunch requires an additional payment)</p> <p>MFL quad not to be used as social space – walk through area only.</p> <p>No unsupervised used of pond/garden quads by science.</p> |                     | 3   | 3          | (3X3) +3<br>12<br>Medium |

| Who might be harmed and how?  | What are your existing controls?   | Recommended Control Measures   | Action by who/when? | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I                       |
|---|--|--|---------------------|---|------------|--|
|   |  | <p>Science mini covered quad area to be closed to social use as walk through area only. All seating to be removed.</p> <p>The following hierarchy of controls to be followed:</p> <ul style="list-style-type: none"> <li>• minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.</li> <li>• cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Signage in place to make it clear sanitiser is for hands only</li> <li>• ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>• cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</li> <li>• minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).</li> <li>• <a href="#">Government guidance</a> should be followed.</li> </ul> |                     |   |            |  |
| <b>Cleaning and Hygiene</b>   |  |  |                     |   |            |  |
| Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death. | <p><i>Frequent hand cleaning and good respiratory hygiene practices</i></p> <p><i>Bar soap is not used</i></p> <p><i>Daily cleaning of offices, classrooms and equipment</i></p> <p><i>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</i></p> <p><i>Keep spaces well ventilated using natural ventilation (opening windows) or ventilation units</i></p> <p><i>Display hand washing poster at all entrances</i></p> | <p>Follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>All hand dryers must be isolated and not in use.</p> <p>All staff should use anti-bacterial wipes/spray and clean down their own personal work surfaces regularly including Clevertouch screens or any white boards that students might have touched..</p> <p>Staff can provide own wipes and sanitiser if preferred and can claim back any costs from school</p> <p>Students must anti bac wipe down their desks and chairs (and PCs) prior to departing the classroom/learning area on each occasion. Staff should spray desks (so no student touches the spray bottle) and provide each student with a paper towel. This will ensure that staff arriving in a room to teach know that it has been cleaned by the previous group.</p> <p>Gloves should not be worn.</p> <p>Staff must lock classrooms when they leave them to ensure no unsupervised access to spaces that have been cleaned</p>   |                     | 2   | 3          | <p>(2X3) +3</p> <p>=</p> <p>9</p> <p>(Low)</p> |

| Who might be harmed and how? | What are your existing controls?   | Recommended Control Measures  | Action by who/when? | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I |
|------------------------------|--|---|---------------------|---|------------|--------------------------|
|                              | <i>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using PPE at all times.</i> | <p>Shared books/resources must be wiped with anti-bacterial wipes in between use by different year groups – or on a 72 h rotation.</p> <p>Worksheets must be for personal use only – no sharing.</p> <p>Students should collect their own books, text books etc from the front – these should not be passed round by the teacher or another student</p> <p>“Touch points” that students are touching regularly such as doors, sinks, toilets, light switches, bannisters, etc. will be cleaned 3 times a day.</p> <p>Enhanced cleaning schedule implemented throughout the site.</p> <p>Paper Hand towels and hand wash are to be checked and replaced as needed by facilities and cleaning staff.</p> <p>Hand dryers must not be used.</p> <p>Sanitiser stations/anti bac spray in each classroom to be checked regularly to ensure items do not run out. Signage in place to make it clear sanitiser is for hands only.</p> <p>Open bins in classrooms and offices to prevent the need for staff/students to touch lid to open. Will be emptied each evening and sanitised.</p> <p>Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach</p> <p>All workspaces must be left clear each evening to allow for full cleaning – i.e. papers should be in drawers or a box under the desk.</p> <p>If staff are preparing for next day, marking books, giving feedback please try and give cleaners access to your desk area. Cleaning will include all the surfaces that students have used.</p> <p>Waste disposal process in place for potentially contaminated waste.</p> |                     |   |            |                          |

| Who might be harmed and how?  | What are your existing controls?   | Recommended Control Measures   | Action by who/when?                            | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I   |
|---|--|--|--|---|------------|--|
| <b>Safeguarding</b>   |  |  |  |   |            |  |
| Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death. | <p><i>Individual EHCP/Vulnerable student risk assessments are in place and welfare checks being undertaken.</i></p> <p><i>Staff are supporting wellbeing of pupils and receiving and reporting any potential disclosures</i></p>   | <p>Updated Child Protection Policy in place.</p> <p>Consideration given to the safe use of physical contact in context of managing behaviour.</p> <p>Morning and afternoon registration process in place as normal plus a 3.05pm Tutor Time registration.</p> <p>Usual process in place for escalating and chasing non-attendance / unauthorised absences for expected students.</p> <p>Continual reminder to all of the reporting processes – CPOMs and report abuse.</p> <p>Virtual meetings to continue to be arranged with parents and students unable to attend school where practicable.</p>   |  | 3   | 3          | <p><b>(3X3) +3</b></p> <p><b>=</b></p> <p><b>12</b></p> <p><b>(Medium)</b></p> |
| <b>School lessons/ activities</b>   |  |  |  |   |            |  |
| Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death. | <p><i>Consider which lessons or classroom activities could take place outdoors</i></p> <p><i>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or buildings</i></p> <p><i>Stagger assembly groups where assemblies are needed – students remain in year group bubbles.</i></p> <p><i>Approach to provision of the elements of the EHCP including health/therapies.</i></p> <p><i>The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.</i></p> | <p><b><u>See separate SUBJECT AREA risk assessments</u></b></p> <p>Consideration has been given to teaching in outside spaces (and will be so for PE as the weather allows) however for classroom based lessons/IT provision the social distancing and ventilation in place means it is safer to manage students remaining in the classroom than walking to and from the field.</p> <p>Certain learning areas can't adhere to front facing desks but will need to be used due to lack of alternative space – windows and doors will remain open in these rooms to maximize ventilation. Students will work in small groups and these will be consistent for each lesson in this subject.</p> <p>Students who have practical food lessons will drop their items off at the rear doors of T4 and T5 in the morning onto allocated trollies.</p> <p>Facilities will provide PE area with spray and paper towel rolls to clean all equipment after year group use.</p> | North School SSW by 12 <sup>th</sup> June 2020 | 2   | 3          | <p><b>(2X3) +3</b></p> <p><b>=</b></p> <p><b>9</b></p> <p><b>(Low)</b></p>     |

| Who might be harmed and how? | What are your existing controls? | Recommended Control Measures   | Action by who/when? | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I |
|------------------------------|----------------------------------|--|---------------------|---|------------|--------------------------|
|                              |                                  | <p>Shared books/resources must be wiped with anti-bacterial wipes in between use by different year groups – or on a 72 h rotation.</p> <p>Lost property – Must be taken straight to the medical room cupboard and not handed to Student Services staff.</p> <p>Extracurricular activities will be offered on rotation and whilst maintaining year group bubbles.</p> <p>The provision of music lessons by West Sx Music is still under review. Group lessons will only be permitted in year group bubbles.</p> <p>Students are asked to provide their own aprons for practical subjects as these are not able to be washed between year group usage.</p> <p>Any Period 0 sessions must be agreed with SLT to ensure the programme maintained year group bubbles and students must be asked to enter at the main reception and be greeted and supervised at all times by the period 0 teacher.</p> <p>Any Period 6 sessions must be agreed with SLT to ensure the programme maintained year group bubbles and students must be asked to leave at the main reception and be supervised at all times by the period 6 teacher</p> <p>All residential and overseas trips have been cancelled or postponed until Xmas 2020.</p> <p><b><u>Inclusion Department special arrangements:</u></b></p> <p>Designated rooms for different year groups:<br/> Year 7: F2 right<br/> Year 8: F2 left<br/> Year 9: F6<br/> Year 10: F4</p> <p>No Year 11 at break and lunches but if students need to access help or support then they can use ASI office (F3) for time out.</p> <p>Unless students are timetabled into a different room on their timetable in Inclusion then they are not to enter any of the other rooms within the department. This Includes before school, break, lunch time and after school.</p> |                     |   |            |                          |

| Who might be harmed and how?  | What are your existing controls?   | Recommended Control Measures  | Action by who/when? | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I    |
|---|--|---|---------------------|---|------------|-----------------------------|
|   |  | Clear signage on the doors with signs and symbols to support students with literacy difficulties.<br><br><a href="#">Government guidance</a> to be followed.  |                     |   |            |                             |
| <b>Break &amp; Lunch Periods</b>  |  |   |                     |   |            |                             |
| Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death. | <ul style="list-style-type: none"> <li>• <i>Staggering lunch times is not possible due to impact on timetable delivery</i></li> <li>• <i>Before eating, Pupils to be advised to wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</i></li> <li>• <i>Pupils are encouraged not to touch their mouth, eyes and nose</i></li> </ul> | <p>Also see Risk Assessment provided by Catering Academy.</p> <p>We will survey all parents to estimate use of the purchased food service.</p> <p>Year group zoned break/lunch areas in place.</p> <p>Water zones are in place and are listed on the table provided.</p> <p>Year groups should be kept apart as much as possible.</p> <p>One-way circulation to keep student groups apart as they move through the school where spaces are accessed by corridors.</p> <p>Comprehensive duty rota in place for all social time periods.</p> <p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Cleaning of the lunch serving area to be managed, ultimately by the school and supported by the cleaning provider.</p> <p>Government Guidance on food provision to be followed.</p> |                     | 2   | 3          | (2X3) +3<br>=<br>9<br>(Low) |
| <b>Student and staff Transport Arrangements</b>   |  |   |                     |   |            |                             |
| Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in                         | <ul style="list-style-type: none"> <li>• <i>Staff parents and students are encouraged to walk or cycle to their education setting where possible, or use private vehicles</i></li> </ul>   | <p>We will survey all parents to check transport plans for Sept.</p> <p>No parent will be allowed on site in a vehicle to collect students unless there is a medical need to do so – walk in access only.</p> <p>Gates will close at 8.15am and at 15.00 to stop access to site.</p> <p>Schools, parents and students should follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></p> <p>Adult to adult contact must be minimised – parents should be encouraged not to drop off directly outside the school.</p> <p>Communicate to all parties.</p>   |                     | 2   | 3          | (2X3) +3<br>=<br>9<br>(Low) |

| Who might be harmed and how?  | What are your existing controls?   | Recommended Control Measures   | Action by who/when? | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I             |
|---|--|--|---------------------|---|------------|--------------------------------------|
| rare cases, even death.   |  | <p>WSCC organised Taxi companies have been approached and provided their own bespoke RA for transporting students to and from school.</p> <p>Non-attender minibus project to be reviewed at start of term to consider if feasible.</p>   |                     |   |            |                                      |
| <b>Dealing with suspected and confirmed cases of COVID-19</b>   |  |  |                     |   |            |                                      |
| Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death. | <ul style="list-style-type: none"> <li>Where the young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> </ul> | <p>All staff and students must follow the relevant quarantine regulations upon returning from trips abroad. A list is being kept of any pre booked holidays by HR Manager.</p> <p><b>Suspected cases</b> If a young person or staff member develops symptoms compatible with coronavirus, they should be sent home and the <a href="#">stay at home guidance</a> followed.</p> <p>If a young is awaiting collection, they should be moved, if possible, to the first aid room, where they can be isolated behind a closed door, with appropriate adult supervision if required.</p> <p>Then WSCC full PPE kit must be used by the supervising staff member (available from student service office as needs to be put on before going to support the student/staff member).</p> <p>Ideally, a window should be opened for ventilation. If it is not possible to isolate them in First Aid room move them to an area which is at least 2 metres away from other people. If they need to go to the toilet while waiting to be collected, they should use a Mill Hall toilet which must then be immediately cleaned by Facilities Team. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p><u>Approach schools should take relating to suspected or confirmed cases of coronavirus.</u></p> <p>For anyone – pupil or staff member - who believes they may have symptoms or is notified that they are a confirmed case of coronavirus, the individual</p> |                     | 2   | 4          | <p>(2X4) +4 =</p> <p>12 (Medium)</p> |

| Who might be harmed and how? | What are your existing controls? | Recommended Control Measures  | Action by who/when? | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I |
|------------------------------|----------------------------------|---|---------------------|---|------------|--------------------------|
|                              |                                  | <p>affected must stay at home self-isolating, following the <a href="#">guidance found here</a>.</p> <p>If you have symptoms of coronavirus (COVID-19), however mild, OR you have received a positive coronavirus (COVID-19) test result, the clear medical advice is to immediately self-isolate at home for at least seven days from when your symptoms started. Do not go to a GP surgery, pharmacy or hospital.</p> <ul style="list-style-type: none"> <li>You should arrange to have a test to see if you have COVID-19 if you haven't already – <a href="#">visit this website</a> to arrange.</li> <li>Consider alerting the people that you have had close contact within the last 48 hours to let them know you have symptoms of COVID-19.</li> <li>Following a positive test result, you will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts.</li> </ul> <p>A headteacher receiving notification from a pupil or staff member should contact Public Health England, Sussex Health Protection Team or in their absence another deputised SLT member. LGB to be informed</p> <p>In-hours: (Monday – Friday 9.00am – 5.00pm) 0344 225 3861, hold then option 3</p> <ul style="list-style-type: none"> <li>Out of hours: 0844 967 0069</li> </ul> <p>Please note this is an evolving process and we would advise you to keep up-to-date with the guidance as published and updated regularly by the government. We will share more information with you when it becomes available.</p> <p>Two additional links with further guidance are listed below...</p> <p><a href="#">How to check if you have COVID-19 symptoms</a><br/> <a href="#">Guidance to educational settings (COVID-19)</a></p> |                     |   |            |                          |



| Who might be harmed and how?  | What are your existing controls?  | Recommended Control Measures  | Action by who/when?  | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I    |
|---|---|---|--|---|------------|-----------------------------|
|   |   |   |  |   |            |                             |
| <b>Use of PPE</b>   |   |   |  |   |            |                             |
| Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death. | <ul style="list-style-type: none"> <li>• <i>Individual pupil risk assessment and/or behavioural support plan to be reviewed and updated.</i></li> <li>• <i>Staff related risk assessments to be updated for those that are vulnerable, such as those who are pregnant</i></li> </ul>  | <ul style="list-style-type: none"> <li>• PPE is ONLY required by staff dealing with an individual who is on site with suspected symptoms. See above</li> <li>• PPE kits are in student services office as must be put on prior to supporting a student or staff member with symptoms.</li> <li>• DFE and Government guidance currently states that staff, students and visitors are not to wear a face covering in the school building. This will be reviewed should Government guidance change.</li> </ul> <p>The following Government <a href="#">video</a> shows how PPE should be put on and taken off.</p> <p>First aid staff MUST watch this video.</p> <p>PPE should be disposed of in line with Government guidance on <a href="#">cleaning in non-healthcare settings</a>.</p> <p>PPE is to be removed outside the school once the student/staff member has been collected and then double bagged and left for 72 hours.</p> <p><a href="#">Government guidance on PPE</a> to be followed.</p> | OBL by 12 <sup>th</sup> June 2020<br><br><br><br><br><br><br><br><br><br>All first aid staff | 2   | 3          | (2X3) +3<br>=<br>9<br>(Low) |
| <b>Administering First aid/Medication</b>   |   |   |  |   |            |                             |
| Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in                         | <ul style="list-style-type: none"> <li>• <i>School has a suitable number of staff on duty</i></li> <li>• <i>School has a first aid and medication policy in place</i></li> <li>• <i>A member of staff has been nominated to check and maintain all first aid kit contents</i></li> <li>• <i>Medical Health Care Plans for all students attending school are shared with the staff team</i></li> </ul> | <p>First Aid room in school should have 1 staff member and 1 student at any one time. Overflow for a second student use Student Services office but only in an emergency – all students should otherwise queue in corridor.</p> <p>St John's Ambulance <a href="#">advice</a> followed by first aiders during the COVID-19 pandemic.</p> <p>Guidance on the number of first aiders required provided <a href="#">here</a></p> <p><a href="#">Government PPE guidance</a> followed.</p> <p>Masks are available should CPR be necessary for the patients face covering.</p> <p>Defibrillator to remain in student services outer office.</p>  | NMA/SSW<br><br><br><br><br><br><br>OBL by 12 <sup>th</sup> June 2020                         | 2   | 3          | (2X3) +3<br>=<br>9<br>(Low) |

| Who might be harmed and how?  | What are your existing controls?   | Recommended Control Measures   | Action by who/when? | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I                                |
|---|--|--|---------------------|---|------------|---|
| rare cases, even death.   |  |  |                     |   |            |   |
| <b>Students and Visitors Leaving the school</b>   |  |  |                     |   |            |   |
| Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death. | <i>Stagger collection times</i><br><br><i>Parents not to enter school grounds</i>  | <p>Staggered departure times in place for all student year group bubbles from their tutor base.</p> <p>All visitors must sign out at main reception.</p> <p>Departures of each year group to be staggered to maximise social distancing as per <a href="#">Government guidance</a>.</p> <p>All students leaving the school must be supervised by staff to ensure social distancing rules observed.</p> <p>Staff and pupils to wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered before they leave the school buildings.</p> <p>Signage in place to make it clear sanitiser is for hands only.</p> |                     | 2   | 3          | <b>(2X3) +3</b><br><b>=</b><br><b>9</b><br><b>(Low)</b> |
| <b>Staff continuing to work from home</b>   |  |  |                     |   |            |   |
| Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in                         | <i>All staff who have a medical/health reason not to return to work have been permitted to continue working from home and have received a letter from the HT to that effect.</i><br><br><i>Shielding advice for all adults is paused from 1.8.20</i><br><br><i>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear</i><br><br><i>Laptops and IT kit has been issued to all staff to facilitate them working from home where necessary.</i> | <p>Staff survey completed to ascertain which staff require to continue working from home.</p> <p>Continual review by line managers for individual staff who may be high risk and require to be working from home.</p> <p>Any pregnant staff have been asked to continue to work from home but must have arranged child care in place during working hours.</p> <p>Individual letters have been issued to all staff who will be working from home and not attending school.</p>   |                     | 1   | 2          | <b>(1x2) +2</b><br><b>=</b><br><b>4</b><br><b>(Low)</b> |

| Who might be harmed and how?  | What are your existing controls?   | Recommended Control Measures  | Action by who/when? | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I    |
|---|--|---|---------------------|---|------------|-----------------------------|
| rare cases, even death.   | <i>Covid19@ and workfromhome@ emails used by staff who need support</i>  |   |                     |   |            |                             |
| <b>Staff Communication &amp; HR processes</b>   |  |   |                     |   |            |                             |
| Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death. | <p><i>Regular staff meetings, briefings arranged to ensure all attending staff are aware of the processes and procedures in place.</i></p> <p><i>All staff are aware of the relevant policies including: Health and Safety, First Aid and Medical</i></p> <p><i>All staff are aware of the staff absence reporting system via <a href="mailto:covid19@worthinqhigh.net">covid19@worthinqhigh.net</a></i></p> <p><i>RTW interviews held with line managers when required</i></p> <p><i>Approach to support wellbeing, mental health and resilience in place, including bereavement support communicated to staff.</i></p> <p><i>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</i></p> | <p>Plans to respond to increased sickness levels are in place.</p> <p>Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p> <p>Socially distanced approaches for continued all staff and team meetings and staff training in place.</p> <p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p> <p>Staff with second jobs have been identified and risk assessment issues considered. The manager and member of staff have agreed how this will be managed so as not to compromise the school.</p> <p>One to one meetings will be offered to all staff, including BAME staff and staff with known medical conditions to ensure wellbeing is being supported and any reasonable adjustments considered.</p> |                     | 2   | 3          | (2X3) +3<br>=<br>9<br>(Low) |
| <b>Parent/Carer Communication Processes</b>   |  |   |                     |   |            |                             |
| Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory   | <p><i>Communications with parents:</i></p> <ul style="list-style-type: none"> <li><i>Plan for partial re-opening</i></li> <li><i>Social distancing plan including site map</i></li> <li><i>Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</i></li> </ul> <p><i>Approach to communicate any confirmed COVID19 cases in place: outside of school hours</i></p>   | <p>Weekly Thursday communication to continue.</p> <p>Texting service available for urgent messages.</p> <p>Website and twitter to be used for general news.</p> <p>Additional support for wellbeing, mental health and resilience, including bereavement support is in place for all.</p> <p>Maintain an up-to-date EHCP/Vulnerable list and review regularly with parents those still not attending school.</p>  |                     | 2   | 3          | (2X3) +3<br>=<br>9<br>(Low) |

| Who might be harmed and how?  | What are your existing controls?   | Recommended Control Measures  | Action by who/when? | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I  |
|---|--|---|---------------------|---|------------|---------------------------|
| syndrome respiratory symptoms, and in rare cases, even death.   | <p><i>Approach and expectations around school uniform determined and communicated with parents.</i></p> <p><i>Changes to the school day/timetables shared with parents.</i></p> <p><i>All students instructed to bring a water bottle each day. Water machines have strict social distancing and cleaning arrangements in place.</i></p> <p><i>Ensured all students have access to technology and remote learning offer.</i></p> <p>Regular survey issued to gather parental feedback on remote learning offer.</p> <p>SRE events offered remotely</p> | <p>Usual reporting to parent's process for non-attenders and unauthorised absences.</p> <p>Survey issued in summer term to all parents/carers on the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>Financial</li> <li>Increased FSM eligibility</li> <li>Referrals to social care and other support</li> <li>PPG/ vulnerable groups</li> </ul>   |                     |   |            |                           |
| <b>Home Learning Contingency Planning</b>   |  |   |                     |   |            |                           |
| Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death. | <p><i>Home learning systems in place.</i></p> <p><i>Student IT home access known</i></p> <p><i>School IT kit available for loan to support home working.</i></p> <p><i>Microsoft Teams and SMH chose main platforms.</i></p>   | <p>An online version of all classwork will be posted on MS Teams.</p> <p>SMHW to be used to post homework for all, even if the task is on MS Teams</p> <p>Student's working from home will receive same frequency of feedback with same submission expectations.</p> <p>Timetable of live tutorials in place in case of future lockdowns</p> <p>Continual review of student IT access and provisions in place for those that need hard copies of work.</p> <p>Staff and students to receive regular training on use of virtual platforms</p> <p>Overviews of curriculum sequencing and recovery schemes of work available on the school website.</p> <p><u><a href="mailto:Workfromhome@worthinghigh.net">Workfromhome@worthinghigh.net</a></u> still in use to support home learning/technical issues.</p> |                     | 2   | 3          | <p>(2X3) +3 = 9 (Low)</p> |
| <b>Catering Provision</b>   |  |   |                     |   |            |                           |

| Who might be harmed and how?  | What are your existing controls?   | Recommended Control Measures   | Action by who/when? | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I  |
|---|--|--|---------------------|---|------------|---------------------------|
| Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death. | <p><i>Four food service points have been established for break and lunch service</i></p> <p><i>All seating in canteen removed to create a social distance queue system</i></p>   | <p><a href="#">Catering Academy must follow the Guidance for Food Businesses see RISK ASSESSMENT from Catering Academy</a></p> <p>Hand washing or sanitiser must be available at the entry point of each of the 4 food service area</p> <p>Social distancing of 2m whilst waiting (queue markers used) and between catering staff- (Pan) is 1m now – DFE guidance says 2m for canteen .</p> <p>Use of face covering recommended for canteen staff whilst preparing food and also face visors/ shields when serving,</p> <p>Maximise use of outside space to serve and consume</p> <p>Full clean/anti bac of all touch points after each service</p> <p>Tills finger scanners can't be used during service as no time to wipe down so names will need to be entered into the till by the catering staff member.</p> <p>No sharing of food or drink by persons who do not share a household</p> <p>Reduced menu option – grab and go but must have a hot meal 2 course FSM offer</p> <p>No cash to be taken</p> <p>All food should be individually wrapped where possible</p> <p>Windows should remain open</p> <p>Drinking water taps to be clearly marked and available in all zones</p> |                     | 2   | 3          | <p>(2X3) +3 = 9 (Low)</p> |
| <b>Finance</b>  |  |  |                     |   |            |                           |
| Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this   | <p><i>Additional costs incurred due to COVID19 are understood and clearly documented.</i></p> <p><i>Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM</i></p> | <p>Separate cost centre maintained for covid19 costs to assist any future claims to DFE.</p> <p>Petty cash made available from main office due to finance office intermittent closure.</p> <p>Collection of cash from parents/carers to be kept at to a minimum and card payments preferred.</p>   |                     | 2   | 3          | <p>(2X3) +3 = 9 (Low)</p> |

| Who might be harmed and how?  | What are your existing controls?   | Recommended Control Measures | Action by who/when? | Likelihood of occurrence after recommended controls (L) | Impact (I) | Overall Risk (L X I) + I |
|---|--|------------------------------|---------------------|---|------------|--------------------------|
| could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death. | <p><i>Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.</i></p> <p><i>Insurance claims submitted, including visits/trips booked previously.</i></p> |                              |                     |   |            |                          |

|                    |            |       |          |       |         |    |
|--------------------|------------|-------|----------|-------|---------|----|
| <b>Likelihood:</b> |            |       |          |       |         |    |
| Very Likely        | 5          | 6     | 12       | 18    | 24      | 30 |
| Likely             | 4          | 5     | 10       | 15    | 20      | 25 |
| Possible           | 3          | 4     | 8        | 12    | 16      | 20 |
| Unlikely           | 2          | 3     | 6        | 9     | 12      | 15 |
| Very Unlikely      | 1          | 2     | 4        | 6     | 8       | 10 |
|                    |            | 1     | 2        | 3     | 4       | 5  |
| <b>Impact:</b>     | Negligible | Minor | Moderate | Major | Extreme |    |