

CTS Risk Assessment for Phased Opening and Coronavirus control

Date: 3rd June 2020

Ref	Potential Risk	School to calculate			Detail of Risk	ODBST suggested steps to mitigate risk	What you could do / What you are doing	School to recalculate			School to add details		
		X Severity of impact	Y Likelihood of occurrence	Impact score				Residual Risk X (Impact)	Residual Risk Y (Likelihood)	Impact score	Risk owner	PROGRESS UPDATE - [Every Monday]	Direction of travel: Has the level of risk increased or decreased since v.1?
		1 (least serious) to 5 (most serious)	1 (remote) to 5 (almost certain)	(x times y)			1 (least serious) to 5 (most serious)	1 (remote) to 5 (almost certain)	(x times y)				
A - Virus control- Start and end of school day													
A.01	Need to provide effective infection protection and control when children arrive or depart the school setting- PRIOR to opening	5	5	25	Significant risk of virus transmission with increased numbers of pupils and parents arriving and leaving the site at the beginning and end of the school day	<ul style="list-style-type: none"> School to fully consider the best way to maintain social distancing for parents and children when accessing/egressing the school site- this could include any physical features around the school perimeter which can be utilised to support social distancing, the viability of staggered drop off/pick up times, additional controls at the front of the school such as signage and/or distance and directional markings. Parking matters which may compromise social distancing. Once a scheme is established, the school should fully communicate with parents how the scheme needs to operate and clear messages that anyone showing symptoms should not attend the school at all. Encourage parents to communicate with the school electronically or by phone if there are day to day issues. School to organise hygiene arrangements for all persons coming to the premises to use before entering. Consider whether to give parents advice on wearing face masks or other PPE when dropping off/picking up Consider whether to impose a limit on parent numbers during drop off/pick up 	Individual Bubbles will arrive and leave at staggered times. Paint markings will be placed outside delivery and collection doors, 2m apart. Large off road parking for cars available, this would allow for spacing of parked cars. Comms to parents include preferred method of communications, front foyer marked with social distancing lines, reception glass hatch doors will remain locked. All children will wash their hands on entry to school. Parent requested to communicate with the school electronically, paper communication will not be accepted (advised by email). Parents advised only 1 adult per household to bring/collect children from school. Year 6 parents have been requested not to come on site but to drop children at the access gate	2	2	4	L Quirk		
A.02	Need to provide effective infection protection and control when children arrive or depart the school setting- WHEN open and following A.01 actions	5	3	15	Risk of virus transmission with increased numbers of pupils and parents arriving and leaving the site at the beginning and end of the school day	<ul style="list-style-type: none"> School to monitor the effectiveness of their arrangements and perfect or change if necessary. Communicate with parents who may be compromising the arrangements and seek their support in upholding the school's actions. Maintain social distancing when greeting and releasing pupils or engaging with parents. Close management and maintenance of hygiene arrangements for persons visiting the site. School to consider screening in school reception area to protect office staff 	Ongoing reviews of arrangements daily. Any staff to advise parents on potential compromise on their part. Individual bubbles have their own entrance and collection points with staggered times. Limited access for visitors dependant on reason for visit, hand sanitiser will be available. Front reception glass windows will remain closed at all times. The entrance and exit gate will have a member of staff present. HTe layout of the school gives an outside classroom area to	2	1	2	All Staff		

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B - Virus control - Classroom/Educational spaces					(Risk Owner: School)								
Classroom layout and general school capacity													
B.01a	Lack of effective infection protection and control within the classroom and educational spaces will significantly increase the potential for virus transmission - PRIOR to opening	5	5	25	Significant risk of virus transmission with increased numbers of pupils occupying the site in a manner that does not support social distancing guidance	<ul style="list-style-type: none"> With the intention of determining capacity, school to review all the internal and external spaces for their viability to support social distancing when pupils are in school. This will need to include a number of areas; the number of staff and pupils each space can accommodate with social distancing applied, the limitations on numbers imposed by access and egress into these spaces, with particular attention to pinch points and any other features which may require management to achieve proper social distancing and the potential for measures such as one way systems around the school to assist. Schools will need to determine if any of their available areas cannot be used if applying social distancing. School to consider the value of changing the structure of the school day to mitigate against the limitations posed by social distancing. Plan how children of critical workers and vulnerable children will be accommodated alongside returning year groups and encourage attendance (unless they are extremely clinically vulnerable and shielding, or medical advice or further guidance suggests they should not attend). <p>These actions will positively identify the areas of the school which can be used and the number of pupils which the school can admit.</p>	Individual bubbles will have their own classroom, within each classroom a hygiene pack will contact PPE, anitbac sanitiser, cloths and hand sanitiser. Restrictions will be in place for toilets, with groups being split between exisitng toilet blocks, All doors will be propped open to redce touching on hand plates. One way system will be inplace in school to avoid bubbles crossing, staggered times for bubbles to move around school. Bubbles will include seperate bubble for kewyworker children. Individual staff will be assigned to each bubble. these staff cannot enter another bubble. Reception staff form their own bubble which cannot enter any other bubble in school. All relative medical equipment to a child will be in their bubble. The fist aid officer will hold full PPE if there is a need for specific medical intervention that the bubble cannot deal with	2	2	4	L Quirk		

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Classroom contents and cleanliness													
B.01b	Lack of effective infection protection and control within the classroom and educational spaces will significantly increase the potential for virus transmission - PRIOR to opening	5	5	25	Significant risk of virus transmission with increased numbers of pupils occupying the site in a manner that does not support social distancing guidance	<ul style="list-style-type: none"> The contents of the rooms must be reviewed and any materials which cannot be cleaned, according to guidance, would need to be removed. This will include soft furnishings, toys and educational products made of materials which cannot be disinfected easily. Consider relocating surplus room furniture to reinforce social distancing arrangements within the given room setting. Agree what returning support is available for vulnerable and/or disadvantaged children (including any dual-registered students) and put in place provision for the return of pupils with special educational needs and disabilities (SEND) in conjunction with families and other agencies and engage with partners who will help to provide that support, for example, local authorities. Check for revised protocols from your local authority and update safeguarding policy if necessary. Consider use of shared equipment and the cleaning implications Consider whether to ask pupils to bring personal stationery, or whether to supply individual packs/pencil cases. 	All soft furnishings have been removed, surplus furniture moved to other areas, classrooms preset out for bubble children. Cleaning teams assigned to bubbles for daily cleaning. Each bubble has separate cleaning equipment and every pupil has a separate pencil case with individual equipment in. Individual lidded bins in each class room	2	2	4	Site Manager		
B.02	Lack of effective infection protection and control within the classroom and educational spaces will significantly increase the potential for virus transmission- WHEN open and following B.01 actions	5	3	15	Risk of virus transmission with number of pupils occupying the site in a manner that does not support social distancing guidance.	<ul style="list-style-type: none"> School to carefully monitor and manage all occupied spaces, adhering closely to the scheme devised by the school as a result of conclusions taken in B.01. Number of pupils will also be affected by staff pupil ratios, the school's ability to carry out cleaning to standard and the school's ability to provide personal hygiene arrangements at an acceptable level (see separate sections below). 	Individual bubbles will have their own classroom, within each classroom a hygiene pack will contain PPE, anitbac sanitiser, cloths and hand sanitiser. Restrictions will be in place for toilets, with groups being split between existing toilet blocks, only one bubble will access a toilet at any one time using a "band" system. All doors will be propped open to reduce touching on hand plates. One way system will be in place in school to avoid bubbles crossing, staggered times for bubbles to move around school. Bubbles will include separate bubble for keyworker children. Individual staff will be assigned to each bubble. these staff cannot enter another bubble. Reception staff form their own bubble which cannot enter any other bubble in school. All relative medical equipment to a child will be in their bubble. The fist aid officer will hold full PPE if there is a need for specific medical intervention that the bubble cannot deal with	3	2	6	SBM & Site Manger		

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C - Virus control- Cleaning (premises)					(Risk Owner: School)								
C.01	School is unable to maintain correct enhanced cleaning standards - PRIOR to opening	5	5	25	Increased demands on school cleaning standards and frequency, with the introduction of larger pupil numbers, and increased spaces in use in the school setting may not be sustainable to the correct level with current resources.	<ul style="list-style-type: none"> School to consult with cleaners to confirm capability to meet new cleaning expectations. School to review and confirm sufficient cleaning products and stocks are available to support increased usage. Confirm cleaning company contract supports added responsibility and seek alternative if not. Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies. School to determine whether any shortfall of cleaning provision will need to affect the areas of the school in use and the number of pupils the school can accommodate as identified by B.01 above. Consider timings of the school day in order to support essential cleaning practices Consider the impact and decisions to be made if the cleaning capacity reduces 	The Trust has set two inset days for preparation of the children returning to school. Site manager to consult and assign cleaners to areas. Site Manager has acquired bulk stocks of relevant cleaning materials.	2	2	4	Site Manager		
C.02	School is unable to maintain correct enhanced cleaning standards - WHEN open and following C.01 actions	5	3	15	Increased demands on school cleaning standards and frequency, with the introduction of larger pupil numbers, and increased spaces in use in the school setting may not be sustainable to the correct level with current resources.	<ul style="list-style-type: none"> Regularly review and monitor cleaning standards, cleaning products, volume of cleaning products available, the schedule of cleaning and their impacts on the school day. Any new or unfamiliar products being need to be risk assessed under COSHH regulations. Bleach, for example, is an acceptable cleaning product which can be used provided there are clear instructions on use, the product is stored appropriately and it is kept away from pupils School to ensure measures are in place to properly manage cleaning products in the vicinity of children with special consideration around allergies and potential misuse. 	The schedule for cleaning the school has been set by the site manager, daily conversations between site manager and SBM will highlight any potential issues. Cleaning will take place daily once all children have left, cleaning in the lunch area bubbles will be undertaken by MDS assigned to bubble. Mini cleaning packs are available in each bubble for bubble adults to clean bubble areas as appropriate. Older children will be taught how to wipe down thier individual areas if needed.	2	2	4	Site Manager		

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D - Virus control - Personal Hygiene					(Risk Owner: School)								
D.01	Schools are unable to support effective personal hygiene requirements due to limitations of resources or materials - PRIOR to opening	5	5	25	Schools may not be able to support personal hygiene standards due to the availability of sufficient quantities of soap and/ or sanitisers, the impact of social distancing on the access to, and time spent in, the washing facilities for the frequency of cleaning required.	<ul style="list-style-type: none"> Based on the numbers identified by B.01 and qualified by C.01, schools must determine whether existing facilities are suitable to support personal hygiene requirements of both staff and pupils. Consideration given to additional temporary washing facilities and/ or hand sanitisers will be necessary. Schools must utilise findings and further reduce pupil attendance if personal hygiene standards cannot be consistently met. Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. Consider risk assessments for high risk children, which should include the need for staff to have additional levels of PPE Through risk assessment consider whether staff will require PPE for general duties 	The site manager has ordered and received bulk supplies of cleaning materials. Relative PPE equipment has been ordered and all but one item has been received, we are expecting delivery of the outstanding items this week (26/05/20) SENCO has created individual risk assessments for appropriate children and additional PPE equipment will be supplied to those bubbles	4	2	8	SBM & Site Manger & SENCO		
D.02	Schools are unable to support effective personal hygiene requirements due to limitations of resources or materials - WHEN open	5	3	15	School's ability to consistently apply arrangements identified under D.01	<ul style="list-style-type: none"> School to regularly monitor and review the adequacy of personal hygiene arrangements in relation to pupil numbers and staffing levels each day. School to consider the use of hand PPE for staff if cleaning product supply could become compromised. Schools need to determine if personal hygiene arrangements further impact upon the number of pupils they can accommodate as identified by B.01, C.01 and D.01. Ensure suitable PPE is available for staff to deliver first aid or have to deal with a confirmed case of coronavirus in the school 	Staff to report PPE requirements immediately to SBM via email fro replacement. SBM will maintain regular ordering of PPE equipment. Staff will be shown how to sue PPE equipment on inset days. First aider has additional PPE	3	2	6	All Staff		

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E - Virus control- Staffing													
(Risk Owner: School)													
E.01	Schools are unable to fully sustain phased opening due to staffing matters- PRIOR to opening	5	5	25	Availability of staff is compromised by self-isolation requirements, domestic responsibilities, access to school premises and mental health impacts	<ul style="list-style-type: none"> School to consult with all staff about their availability. Where necessary a rota system should be considered or maintained if in place. Governed by pupil numbers (established under B.01 and qualified by C.01 and D.01), staffing ratios to pupil numbers need to be identified and arrangements organised to support this. Where staff to pupil ratio is compromised at this stage, the school must adjust the number of pupils it can accommodate from the figures identified from B.01 through to D.01. Clear understanding of underlying health issues, which may affect availability, will need to be established. School to organise staffing to operate in groups (bubbles) 	A staffing rota has been created and shared with all staff. Information sharing sessions have been held with staff to fully prepare all staff of new procedures. Staff members with clear health issues are excluded from the rota. The staffing rota meets all ratio and H&S requirements	3	3	9	SBM		

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E.02	Schools are unable to fully sustain phased opening due to staffing matters- WHEN open	5	3	15	Day to day variance in staff availability due to numerous factors including: suspected contact with virus carriers, transportation issues, domestic impositions, and concerns about personal safety	<ul style="list-style-type: none"> School to monitor staff ratios daily, making adjustments where necessary. Maintain good communication lines with staff and ensure issues around attendance can be anticipated - as far as possible. Welfare arrangements need to be communicated frequently. School to consider parent communications if the school needs to close 	Daily monitoring will occur, if staff ratios are unable to be met, and no other solution found, the bubble will close until able to open again. Regular welfare checks of staff to monitor well being and health. Additional rest rooms are set up around the school to support social distancing. Staggered lunches and play times mean that staff will not be congregating in one place at one time. Creation of 3 separate staff rooms with cleaning materials will allow for social distancing.	3	3	9	L Quirk		
F - Virus control- Catering matters					(Risk Owner: School)								
F.01	Schools are unable to provide suitable meals for attending pupils - PRIOR to opening	5	5	25	Dietary and allergy requirements are not capable of being met. Social distancing requirements impact negatively on food provision and consumption.	<ul style="list-style-type: none"> Consider whether or not to offer hot food School to consider the provision of meals for pupils and the implications of providing hot food where the kitchen will need to be deep cleaned before meals can be provided. Work with your catering supplier to ensure meals are available for all children in school. Also, consider arrangements for those year groups still out of school and eligible for benefits related free school meals. Inform parents about the proposed catering arrangements . Agree whether breakfast clubs, lunch clubs and after-school clubs can operate (in line with the implementing protective measures in education and childcare settings guidance), and under what terms. School to consider the maximisation of external space when organising meal arrangements School to ensure that dietary needs of pupils can be met 	The onsite kitchen and staff have prepared a limited menu for all children coming to school. This menu contains a choice of two hot meals per day. Chef has established supply with our suppliers for food. Children eligible for FSM and not in school will continue to receive FSM vouchers through the Government scheme. The Main hall is marked out for 4 individual bubbles with acceptable distancing between. Chef is aware of any dietary needs	2	2	4	Chef		
F.02	Schools are unable to provide suitable meals for attending pupils - WHEN open	5	3	15	School is unable to satisfy requirements identified by F.01	<ul style="list-style-type: none"> School to consider restricted food provision implications and the number of pupils at the site. School to liaise with parents and caterers to identify alternatives. School to ensure that staff handling food have suitable PPE, including face masks, available 	If we are unable to provide our hot school lunches then the kitchen will prepare packed lunches for all children. Chef will order relative food items if needed. Kitchen will be provided with appropriate PPE	2	2	4	Chef		

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G - Virus control- Premises matters					(Risk Owner: School)								
G.01	Greater areas of the school are to be used without necessary servicing and maintenance in place- PRIOR to opening	5	5	25	Safe place of work systems are not maintained and staff and pupils are put at greater risk	<ul style="list-style-type: none"> Review all fire arrangements to ensure they are appropriate Maintain testing of fire systems and equipment Ensure fire doors are serviceable Drain down and refresh the entire water system- Weekly flush of infrequently used outlets Clean and descale shower heads Monitor water temperatures Gas appliance checks are resumed Gas appliances are within annual inspection- rear Reactivation of ventilation systems to ensure satisfactory function Ensure access and control systems are fully functioning normally Ensure internal and external lighting is functioning properly CCTV- where fitted- is functioning properly Drainage systems are functioning properly Any lifting or pressure equipment is tested satisfactorily and within annual inspection cycle- rearrange if not Particular attention to pest or insect infestation and, if present, suitably controlled Risk assessments are in place for any unconventional or new situations present at the site Staff training in all relevant areas is confirmed to be valid and addressed if not 	All H&S checks are maintained as part of the sitemanagers daily schedules. The school has been open every day and the site manager has been maintaining all regular safety checks, these are recorded on safesmart	2	2	4	Site Manager		
G.012	Greater areas of the school are to be used without necessary servicing and maintenance in place- WHEN open	5	3	15	Potential for unsafe school conditions to prevail.	<ul style="list-style-type: none"> Adherence to measures in G.01. Regular monitoring of the school environment and servicing/maintenance issues are routinely carried out. Refresh/review risk assessments to ensure full compliance with legal standards. 	The site manager will continue with site maintenance and H&S checks as pre normal circumstances. Servicing and maintenance are preplanned usually during holidays. Risk assessment are upto date and logged on safesmart in line with our H&S inspection in March 2020	2	2	4	Site Manager		

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H - Virus control- Equality, legal and reputational matters (Risk Owner: School)													
H.01	Equality, legal and reputational issues are impacted by return to school arrangements - PRIOR to opening	5	5	25	Perception of discrimination around the kind of pupils being readmitted and the equality issues related to staggering attendance of pupils particularly if sections of the community are over or under represented. Parental attitudes to school become soured and grievances voiced	<ul style="list-style-type: none"> School to carefully consider the implications of their new arrangements and how they will impact upon the various sections of their community. Strong communication with parent group and wider sections of the community, if necessary, clearly outlining the school's strategy towards pupils attending and those remaining at home. Identify any actions or strategies which will minimise the risk of discrimination. School to ensure that their decision making process is recorded- the completion of this risk register would be evidence of that School to have a communication strategy ready for an outbreak of serious illness within the school or community 	Regular communication with parents to prepare them and their children for the phased re-opening. The re-opening plan was approved by the Chair of Governors and shared with the ODBST. The re-opening plan is in line with Government guidelines. All parents are communicated with not just the returning parents so all understand the bigger picture. A communications strategy is in place for any outbreaks of serious illness.	2	2	4	L Quirk		
H.02	Equality, legal and reputational issues are impacted by return to school arrangements - WHEN open	5	3	15	Perception of discrimination around the kind of pupils being readmitted and the equality issues related to staggering attendance of pupils particularly if sections of the community are over or under represented. Parental attitudes to school become soured and grievances voiced	<ul style="list-style-type: none"> Regular communication with parents about school actions. Close monitoring of parental expectations. Careful consideration of how a phased rota will impact the educational progress of the year groups not in school. 	Three members of staff will continue working from home to plan home learning. This supports the work life balance of all staff. Children in school will follow the same home learning objectives as those children who have chosen to stay as home learners. All communication from parents is responded to and key learning points are shared with within the school community.	2	2	4	L Quirk		

Risk Ranking

1 to 6	Manageable Risk: Overall rating is 6 or less. Content to carry these risks. Monitor and track any change.
7 to 14	Material Risk: Overall rating is 7-14. Concerned about these risks. Need to be managed as a priority.
15 to 25	Significant Risk: Overall rating is 15 or above. Most concerned about these risks which are significant and should be referred to LGB for regular review.

Key to Changes in Risk Level
Up
Same
Down

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