



MARCH 2020

School Emergency Management and Business Continuity Plan

Emergency Planning



DHOON / LAXEY FEDERATION
DEPARTMENT OF EDUCATION, SPORT AND CULTURE



School Business Continuity Plan (S.B.C.P) and School Emergency Plan (S.E.M.P)

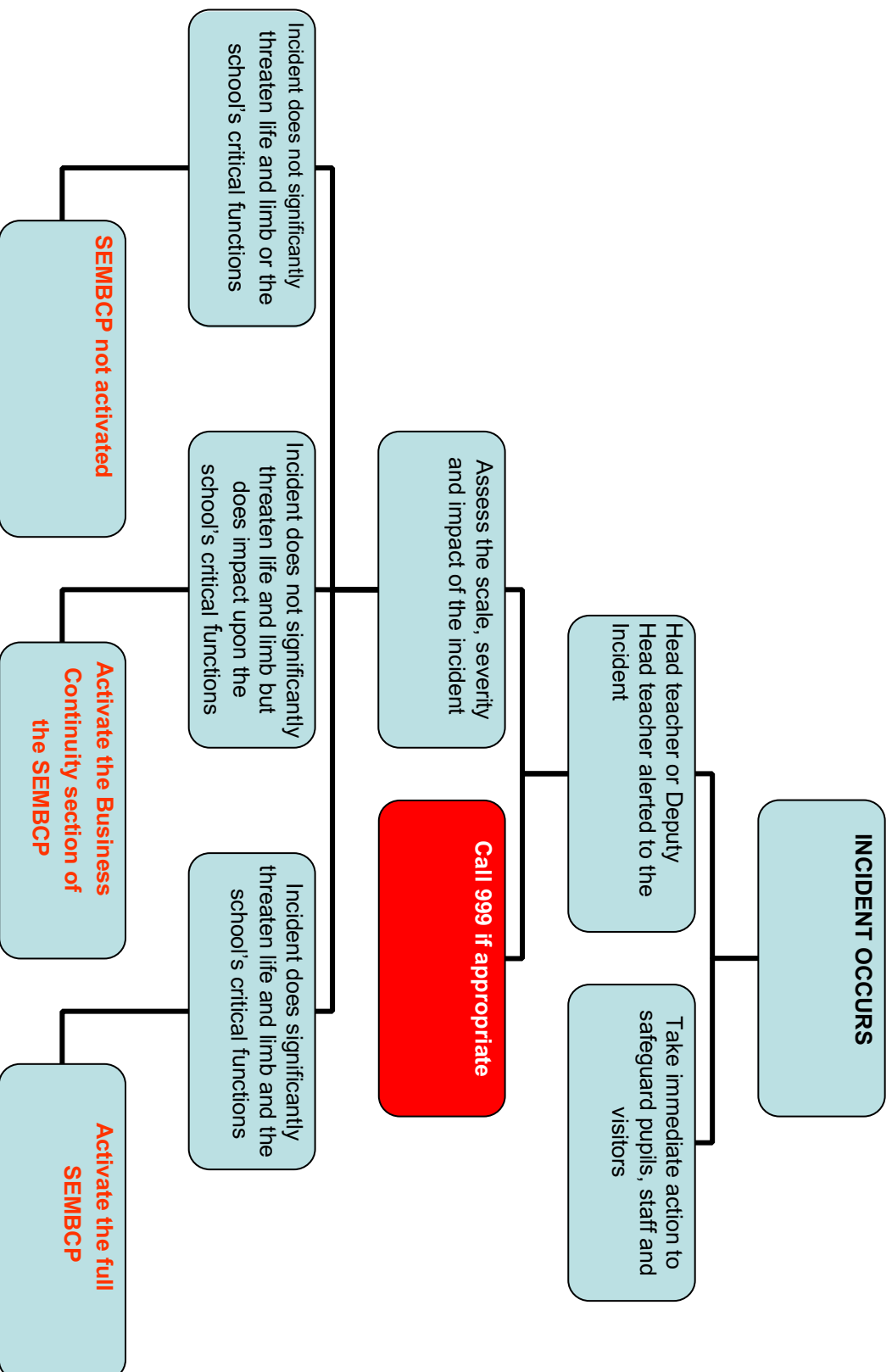
School Address	DHOON / LAXEY FEDERATION	
	Dhoon School Glen Mona Maughold Isle of Man	Laxey School Quarry Road Laxey Isle of Man
School Contact Number	(01624) 861227	(01624) 861373

Plan Administration		
Version number	New version 1	
Date of issue	Wednesday 18 th March 2020	
Electronic copies of this plan are available from	MAXIM KELLY	
Hard copies of this plan are available from	Executive Headteacher, Head of School (Laxey), Head of School (Dhoon), Caretaker (Laxey) and Cleaner-in-Charge (Dhoon)	
Date of next review	Summer 2020	
Person responsible for review	Executive Headteacher	
Plan Distribution		
Name	Role	Issue Date
Mr M Kelly	Executive Headteacher	March 2020
Mr C Astin	Deputy Headteacher (HoS Laxey)	
Mrs S Shimmin	Assistant Headteacher (HoS Dhoon)	
Miss C Liggins	TLR Team Leader	
Mrs B Ward	TLR Team Leader	
Mrs R Walker	TLR Team Leader	
Mrs L Stewart	TLR Team Leader	
Mrs W Tacuri	Cleaner-in-Charge (Dhoon)	
Miss Jemma Kneale	Caretaker (Laxey)	
Mr R Turton	Chair of Governors	March 2020

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ACTIVATION TRIGGERS AND INITIAL ACTION PLAN



SECTION 1 – CONTACT DETAILS

1.1 Business Recovery Team/Emergency Response Team				
Name & Title	Contact number	Key Holder	Personal Email (if checked at least twice daily)	Home town
Executive Headteacher Max Kelly	[REDACTED]	Yes	[REDACTED]	[REDACTED]
Deputy Headteacher Craig Astin		Yes		
Assistant Headteacher, Sarah Shimmin		Yes		
School Administrator Annette Kelly		No		
Caretaker Jemma Kneale		Yes		
Cleaner-in-Charge Wendy Tacuri		Yes		
Director of Education [REDACTED]		No		
Chief Executive [REDACTED]		No		
Legal and Administration Manager Andrew Shipley		No		

SECTION 2 – BUSINESS CONTINUITY

2.1 Purpose of the Business Continuity Phase

The purpose of the business continuity phase of your response is to ensure that critical functions are resumed as quickly as possible and/or continue to be delivered during any disruption. This may involve activating one or more of your business continuity strategies to enable alternative ways of working. During an incident it is unlikely that you will have all of your resources available to you, it is therefore likely that some 'non critical' functions may need to be suspended at this time.

2.2 Critical Function Analysis and Recovery Resources

Resource Requirements						
Critical Function	Minimum Service Level	Staff	Data/ Systems	Premises	Equipment	3 rd Party Dependencies
1 Education of the children, class by class	Current levels of staffing	Teachers & Teaching Assistants	If possible	Heated rooms with access to water and toilet facilities	Tables / chairs / learning resources	N/A
2 Maintain Attendance Records	Maintain paper records	1 trained member of staff	N/A	N/A	Paper record sheets	N/A
3 Medical needs of pupils	Administration of care	1 trained member of staff	Medical records	Heated rooms with access to water and toilet facilities	Medical equipment as required	Possibly parent / medical health team support

2.2.1 Strategies for Continuity of Services

Arrangements to manage a loss or shortage of staff or skills	Further Information (e.g. Key contacts, details of arrangements, checklists)
<p>a. Use of temporary staff e.g. Supply Teachers, Office Staff etc.</p>	<p>To be decided by the Executive Headteacher depending on the buildings/staffing/type of emergency.</p>
<p>b. Multi-skilling and cross-training to ensure staff are capable of undertaking different roles and responsibilities</p>	<p>Already in place.</p>
<p>c. Using different ways of working to allow for reduced workforce, this may include:</p> <ul style="list-style-type: none"> • Larger class sizes • Distance learning opportunities. • Pre-prepared educational materials that allow for independent learning. • Team activities and sports to accommodate larger numbers of students at once. 	<p>To be decided by the Executive Headteacher depending on the buildings/staffing/type of emergency and bearing in mind the special educational needs of each child.</p>
<p>d. Using mutual support agreements with other schools: emergency secondments.</p>	<p>To be considered by the Executive Headteacher depending on the buildings/staffing/type of emergency.</p>
<p>e. Ensuring Staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements etc.</p>	<p>To be considered by the Executive Headteacher depending on the buildings/staffing/type of emergency.</p>
<p>f. As a last resort, providing a child-minding (rather than educational) service using the above volunteers and remaining staff (to less impact on local and wider economy).</p>	<p>To be considered by the Executive Headteacher depending on the buildings/staffing/type of emergency. The Executive Headteacher would consider keeping the students safe and warm for a limited period.</p>

Arrangements to manage loss of technology / communication / data / power	Further Information (e.g. Key contacts, details of arrangements, checklists)
a. Back-ups of key school data e.g. Memory Stick back-up, photocopies stored on and off site, mirrored servers etc.	GTS – To ensure back up of all electronic school data off site which is then retrievable in an emergency.
b. Reverting to paper-based systems e.g. paper registers, whiteboards etc.	An interim situation if necessary.
c. Flexible lesson plans.	An interim situation if necessary.
d. Emergency generator e.g. Uninterruptible Power Supply (UPS).	Not on site - would contact DOI for this if necessary.
e. Contact the utility company responsible or appropriate repair contractor.	Check with DOI for contact details of suppliers.
f. Emergency lighting.	Regularly checked by DOI.
Arrangements to manage denial of access to your premises or loss of utilities	Further Information (e.g. Key contacts, details of arrangements, checklists)
a. Using mutual support agreements with other Schools.	To be considered by the Executive Headteacher depending on the buildings/staffing/type of emergency.
b. Pre-agreed arrangements with other premises in the community	To be considered by the Executive Headteacher depending on the buildings/staffing/type of emergency.
c. Distance learning and virtual learning environment opportunities.	To be considered by the Executive Headteacher depending on the buildings/staffing/type of emergency.
d. Localising the incident e.g. isolating the problem and utilising different sites or areas within the school premises portfolio.	To be considered by the Executive Headteacher depending on the buildings/staffing/type of emergency.
e. Off-site activities e.g. physical activities, school trips.	To be considered by the Executive Headteacher depending on the buildings/staffing/type of emergency.

<p>f. Stagger lessons across break times and lunch to maximise use of available space, and possibly extend the school day to expand the time available in classrooms.</p>	<p>To be considered by the Executive Headteacher depending on the buildings/staffing/type of emergency.</p>
<p>g. Outside lettings</p>	<p>Unable to provide if site is not fit for purpose, consult DOI about possible alternatives in the nearest school with similar facilities.</p>
<p>Arrangements to mitigate the loss of key suppliers, third parties or partners</p>	
<p>a. Pre-identified alternative suppliers.</p>	<p>This would depend on the type of loss of key suppliers. The school is reliant on contracted services for technology provision, deliveries, lift maintenance at Laxey etc. Several nominated suppliers/contractors supply most other services or goods and alternative suppliers would be available at any time.</p>
<p>b. Ensuring all external providers have business continuity plans in place as part of contract terms.</p>	<p>Most contracts are central and this would therefore be the responsibility of DESC officers at Hamilton House.</p>
<p>c. Insurance cover.</p>	<p>The school is covered by Zurich Insurance</p>
<p>d. Using mutual support agreements with other schools.</p>	<p>To be considered by the Executive Headteacher depending on the buildings/staffing/type of emergency.</p>

SECTION 3 – RECOVERY AND RESUMPTION

3.1 Purpose of the Recovery and Resumption Phase

The purpose of the recovery and resumption phase is to resume 'business as usual' working practises for the school as quickly as possible. Where the impact of the incident is prolonged, 'normal' operations may need to be delivered under new circumstances e.g. from a different location.

3.2 Recovery and Resumption Actions

ACTION	FUTHER INFO/DETAILS	ACTIONED?
1. Agree and plan the actions required to enable recovery and resumption of normal working practises.	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated.	<input type="checkbox"/>
2. Respond to any ongoing and long term support needs of staff and students.	Depending on the nature of the incident, the School Emergency Response Team may need to consider the use of Counselling Services.	<input type="checkbox"/>
3. Once recovery and resumption actions are complete, communicate the return to 'business as usual'.	Ensure all staff are aware that the SBCEP is no longer in effect. Place information on DESC website, school website, school social media channels, call/text and email all parents/carers and staff.	<input type="checkbox"/>
4. Carry out a 'debrief' of the incident with staff (and possibly with pupils). Complete a report to document opportunities for improvement and any lessons learnt.	The incident de-brief report should be reviewed by all members of the School Emergency Response Team to ensure key actions resulting from the incident are implemented within designated timescales. Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the school.	<input type="checkbox"/>

SECTION 4 – EMERGENCY PLAN

4.1 Purpose of the Emergency Plan

The aim of the emergency plan is to provide and maintain documented procedures and information to ensure that the safety of all people within the schools' buildings is maintained and to ensure that the children's education is *not adversely affected in the event of a major emergency. All staff must read and comply with the procedures laid down in the plan and any associated documents or appendices.

This plan should be subject to an annual review which should take place as near to the start of each year as possible. Staff will be expected to refamiliarize themselves with the plan each year.

Copies of this plan are kept in the Executive Headteacher's office, school offices, Caretakers room and Cleaner-in-Charge's room.

**as much as is possible and pragmatic*

4.2 Main Risks

Whilst every effort is made in the day to day running of the school to minimise risks a certain element can't be avoided. The main threat of risk comes from :

- Fire
- Flood
- Wind
- Vandalism
- Air/road crash
- Vulnerable position - open access across fields at back / front of building
- Terrorism / Bomb Threat
- Epidemic / Pandemic

4.3 Emergency Evacuation Procedures

4.3.1 During the school day

Every member of staff marking a register must ensure that this is completed by 9.10am and 1.25pm. If an electronic register is not available a paper copy must be completed and sent to the respective School Office.

Every member of staff should know the position of fire alarm break glass points and should be fully aware of the fire evacuation procedures for the school building they are working in.

Emergency drills should take place regularly throughout the year, at least once every term, in each school.

4.3.2 In the event of the fire alarm sounding

It is the first duty of all adults to ensure the safety of the pupils in his or her care.

- When the fire alarm is heard, staff in charge of pupils should immediately ensure that all the pupils leave the building using the nearest available exit.
- Each school (Laxey and Dhoon) will have bespoke fire evacuation routes and congregation points.
- Most internal doors are connected to the fire alarm system and will automatically close when the fire alarm sounds.
- School Administrative Officer (SAO) will check for presence of all adults. If the SAO is not in school the Headteacher or Senior Teacher should carry out this task. Teachers will call a roll of their own class. Information will be passed to the Emergency Response Team.

4.3.3 In the event of fire

A person discovering any fire, no matter how small, will:

1. Raise the alarm by breaking the nearest fire alarm glass
2. Warn staff and pupils in the vicinity of the fire to evacuate the building immediately.

No one is to use an extinguisher unless specifically trained to do so and must NOT put themselves in danger.

On hearing the alarm the School Administrator or in their absence the Executive Headteacher or senior member of staff should immediately call the fire brigade by dialling 9-999, provided this does not put them in danger . N.B. The Fire Alarm is connected to an auto dialler which will automatically call the Fire Brigade out, however a backup call should be placed if possible.

Remember: DESC policy is to evacuate the building

NO member of staff should re-enter the building until told to do so by the Emergency Services.

4.3.4 Extra Curricular Activities

The school is used on a regular basis after school for clubs and activities. The member of staff in charge of the club should take a register at the start of each club, and in the event of an evacuation take it out with them. Evacuation procedures will be the same as during the school day. The Head or Senior member of staff will be on site until the last pupils have gone home, and will take charge in case of any emergency.

4.4 Immediate Action Plan in the event of a Major Incident

Once the school has been evacuated the Emergency Response Team's main responsibility is the safety of the children. The most senior member of the Emergency response Team available will liaise with the senior emergency services officers as to the best course of action to take. If it is necessary to evacuate the children from the school grounds, accommodation is available for Laxey School at Christ Church (contact Jo Dudley 01624861989) and for Dhoon School it is available at the Glen Mona Hotel (492585)

In the event of a major incident DESC should be informed immediately. Mr Adrian Mooney (685797), Health and Safety Officer or Mr Andrew Shipley (685828) Head of Legal and Administrative Services or Mrs Jo Gibson, Senior Secretary (685796)

Medical facilities - The school has basic First Aid facilities available. In the event of an incident involving many minor injuries or any major injuries assistance would be requested from the Ambulance service.

If the school building is likely to be unavailable for more than 1 hour the Executive Headteacher or in their absence the most senior member of the Emergency Response Team on site, may decide to send the children home. This would necessitate ringing the parents of the children and asking them to come and collect

them. Assistance in contacting the parents would be requested from staff in Hamilton House. Access to children's contact details can be provided through GTS (686081). Suggested contacts are Derek Young (686082) or Rose Wild (686133).

The School has an online text service which can be used to send a bulk text message to all parents.

If any staff have a mobile phone with them at the time these would be used for liaising with DESC and other agencies. Assistance from Manx Radio, Energy FM, 3FM and the local police would also be requested for this purpose.

During the emergency, parents should be kept as fully informed as possible. This would be managed dynamically by the Emergency Response Team.

In the event of a major emergency all media enquiries should be directed to the Communications Team. **Members of staff should not speak directly to the media.** The Emergency must not be discussed on any Social Media e.g. Facebook or Twitter, with the exception of the schools Official Website and Twitter Feed. These sites will be updated by the EHT or the DESC's ICT Team / GTS.

4.5 Terrorism / bomb threat

Each school has a "Bomb Threat" procedure kept in a readily accessible folder on the School Administrator's Desk. This folder includes a bomb script in the event of receiving a threatening phone call, together with details of emergency evacuation.

Pupils and staff will evacuate in the same way as they would do in the event of a fire evacuation.

4.6 Epidemic / Pandemic

Isle of Man Government / Public Health guidelines would be followed for the duration of an Isle of Man epidemic or wider pandemic. This scenario is difficult to plan for in advance as any such emergency would involve a new disease and by its very nature would be unpredictable. It would require ongoing dynamic management.

SECTION 5 – APPENDICES

5.1 Coronavirus (COVID19) Contingency Planning

Coronavirus Advice – Pupils, staff and Visitors

With the on going spread of the Coronavirus (COVID19), this document details some simple steps we are taking to help protect the health and safety of our people.

1. Hygiene and contact with others in the workplace
2. Travel to/from higher risk areas
3. Spotting symptoms and taking action
4. Sick Pay for you, or time off to care for a dependant
5. Staffing and School Closures
6. Remote working
7. Home Schooling Plan
8. Confirmed case of COVID-19

1. Hygiene and contact with others in the workplace

Most people who become infected experience mild illness and recover, but it can be more severe for others. Take care of your health and protect others by doing the following:

Wash your hands frequently

Washing your hands with soap and water.

Avoid touching eyes, nose and mouth

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

Practice respiratory hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. Droplets spread the virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

2. Off-Island travel

Business travel

Isle of Man Government official advice is not to travel off-island for non-urgent / non-essential work.

Personal travel

Consider if any travel planned to affected areas is essential.

Anyone arriving in the Isle of Man from anywhere in the world must self-isolate for 14 days irrespective of whether or not they are displaying symptoms of COVID19

3. Spotting symptoms and taking action

If you have a fever, cough and difficulty breathing, seek medical care early.

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance rather than attend in-person. Follow the directions on Isle of Man Government website – this information and advice changes rapidly.

If Maxim Kelly, Sarah Shimmim or Craig Astin instruct a member of staff or pupil not to come into work, this instruction must be complied with by said member of staff.

The Articles of Government for both schools in the Federation state that the Headteacher is responsible for the general direction and conduct of the school and shall control internal organisation and manage the staff of the school.

Variations from normal times of school sessions can be made in the event of emergency health situations.

Follow advice given by your healthcare provider or your local public health authority on how to protect yourself and others from COVID-19.

If someone becomes unwell in the School the following the procedures will be followed:

Pupils will be supervised in isolation from others in a designated space until someone is available to collect them. The designated space at Laxey School will be the Teaching and Learning office. The designated area at the Dhoon School will be the mobile classroom.

Staff members and visitors will be asked to leave and to contact their GP for further advice. They will be expected to comply with this instruction. The staff will need to be off for at least 14 days unless a GP advises against this.

4. School Closures and Staffing

We will follow any direction from the Isle of Man Government in regards to school closures.

Staffing levels will be continually monitored, The Executive Headteacher will make a dynamic risk assessment that will determine the decision regarding school closures; factors will include availability of supply staff, number of pupils present and specific needs of pupils e.g. complex medical needs and number of senior staff available across the federation (TLR 2B and above are able to take operational lead in an SLT's absence).

The Headteacher may close the school if staffing levels reach a certain level, if key staff are absent, if key roles are absent. Based on the number of staff and how critical their role is to the school, the headteacher will make a decision on school closure. The decision to close a school based on health and safety matters is the headteacher's to make. In the event of a school closure, the headteacher will notify parents using usual methods and will notify DESC when able to.

A risk assessment document shall be produced by the headteacher – this shall be a live document and will cover further possible issues such as vulnerable pupils, vulnerable staff, visitors, events etc.

The articles of Government for both schools in the federation state that the Headteacher is responsible for the general direction and conduct of the school and shall control internal organisation and manage the staff of the school. The headteacher will have to make full use of these responsibilities and powers in relation to managing a potentially rapidly changing situation.

5. Remote working

All staff need to ensure that they test and familiarise themselves with email connectivity at home (Junos Pulse, Arbor, itslearning etc).

6. Home Schooling Plan

In the event of a school closure, each child will be issued with a blank exercise book. This will contain a list of suggested activities that parents may choose to undertake with their child during a period of closure. Parents may also refer to the parent information sheets which are made available on the school websites to help direct home learning.

Any work completed during this period will not be marked, however teachers will be happy to share and discuss with your child.

A distance learning strategy has been produced by NAHT Isle of Man and will guide the SLT further in making decisions around home-schooling.

7. Confirmed case of Coronavirus at Dhoon or Laxey

If a member of staff or child has a confirmed diagnosis COVID-19 it is the parent or staffs responsibility to report this to the school.

If the case is confirmed we will consider closing the school on the advice from Government.

8. Visitors

External visitors to the school are generally discouraged

Category 1 – curriculum visitors

Visitors to augment the curriculum as speakers, assembly guests, parental helpers etc will not be allowed

Category 2 – school business

Visitors to meet with the Executive Headteacher (or staff with the EHT's agreement) in relation to school business can continue at the EHT's discretion.

Deliveries, works and maintenance staff can continue to visit as normal.

Peripatetic staff and sports coaches may continue to visit the school, but must be directed to wash their hands on arrival.

5.2 Coronavirus (COVID19) Risk Assessment

Assessment by: Emergency Response Team		Date: 18.3.20			Review date: Ongoing		
Location or Activity Element	Potential Hazard Description	Risk Classification			Action taken to reduce or control risk	Residual risk and further action req'd	Action (initial)
		Likelihood	Severity	Rating			
Pupils with virus entering school	Coughing, sneezing spread of infectious disease with other members of school community. Inadequate Handwashing and cleaning in school. Parents failure to keep children with identified virus off school.	2	2	4	<p>Communication with parents sharing latest advice.</p> <p>Monitor Public Health England webpage and send out useful resources to staff and parents as soon as possible. Display them for pupils to read (when appropriate).</p> <p>Current advice: Pupils showing mild symptoms such as a continuous cough and/or high temperature should self-isolate for 14 days.</p> <p>Cleaning routines increased & enhanced.</p> <p>Parents reminded about keeping children off for set period during virus related illness.</p> <p>Notify DESC of significant outbreak.</p> <p>No whole-school assemblies.</p>	Caretaker to record cleaning times for high touch areas	
Pupil absence due to virus	Pupils showing mild symptoms such as a continuous cough and/or high	2	2	4	<p>Monitor pupil absence daily.</p> <p>Work done at home may be provided using materials developed as part of the school's distance learning</p>	High levels of pupil absence: Inform DESC.	

	temperature should self-isolate for seven days. Education disrupted				strategy – see NAHT issued guidance for reference (issued 17.3.2020)	Distance learning strategy: See NAHT document	
Staff with virus entering school	Coughing, sneezing spreading infectious disease to other members of school community	2	2	4	Communication with staff sharing latest advice via email and daily staff briefings. Send staff member home,		
Reduction in staffing	Staff pupil ratio diminished. Pupils not supervised adequately. Additional workload for staff. Staff attendance below safe level (headteachers to determine that level for their own school) Potential for school closure	2	2	4	Consider pupil/staffing ratio. Can classes be safely supervised? Supply cover availability? ESO level 3 cover availability? Headteacher availability? Do not consider increasing class sizes to accommodate staff absences that are higher than normal. Based on the number of staff and how critical their role is to the school, headteachers must feel empowered to make a decision on school closure. The decision to close a school based on health and safety matters is the headteacher's to make. In the event of a school closure, notify parents using your usual methods and notify DESC when able to. Follow existing business continuity planning.		
Pupils coming to school and their siblings or other members of the household are self-isolating.	People living within a household will infect each other or be infected already.	2	2	4	Advise parents to keep children at home If any household member has symptoms of coronavirus, then all household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill		

					It is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community		
Pupils at home recovering from illness or due to school closure.	Pupils' learning disrupted	2	2	4	Refer to the NAHT distance learning advice issued on 17.3.2020.		
Pupils with diabetes	Pupils can suffer more severe symptoms and complications	2	3	6	Liaise regularly with parents. Monitor latest advice : https://www.diabetes.org.uk/about_us/news/coronavirus Current advice: Pupils showing mild symptoms such as a continuous cough and/or high temperature should self-isolate for 14 days. Home Learning may be provided using materials developed as part of the school's distance learning strategy.		
Visitors to school with virus entering school	Coughing, sneezing spreading infectious disease to other members of school community	2	2	4	Non-essential visitors/visits to school cancelled. This includes parents evenings, school plays, parent assemblies, etc.		
Absence of administrator	Attendance of pupils not identified/ followed up. Communications with parents disrupted.	2	2	4	Seek supply. Notify DESC that non-essential admin work will not be processed at this time.		

Absence of Headteacher	Managing & responding to pupil, parental & staff concerns. Coordination of day to day management of the school in the event of a crisis.	2	2	4	Delegated duties to Deputy headteacher. DESC contacted		
Absence of Caretaker/cleaner(s)	Day to day cleaning of the school is reduced or not undertaken. Surfaces carry virus Potential increase in infection	2	2	4	Seek cover Guidance and training given by DOI team In the light of significant caretaker and cleaning staff, consider if it is safe to keep the school open without adequate on-site cleaning requirements.		
Absence of both Headteacher & Deputy	Managing & responding to pupil, parental & staff concerns. Coordination of day to day management of the school in the event of a crisis.	2	2	4	DESC contacted to advise of absence. Senior Leader (TLR2B+) delegated responsibility by Head & agreed/confirmed by DESC		
Trips on island and visits to sporting events	Potential for infectious disease to be shared due to large gathering/public transport	2	2	4	Review in light of advice from DESC whether to attend events. HT to decide over health and safety for staff and pupils. Cancel unnecessary visits and sports events at this time. Consider type of event – do not take children into residential homes.		

Risk Classification

Likelihood (L): remote = 1 possible = 2 probable = 3

Severity (S): minor = 1 serious = 2 severe/fatal = 3

Risk Rating (LxS): low = 1-2 medium = 3-5 high = 6-9