

Introduction

Risk assessment is a process whereby NEW Options considers all predictable occurrences that would prevent it meeting the objectives set out to ensure that all members of the team and students maximise their performance.

Risk Management objectives

The objectives for managing risk across the Company are:

- To comply with risk management best practice;
- To ensure reasonable risks facing the Company are identified and appropriately documented;
- To provide assurance to the Commissioners and Governing Bodies that known risks are being adequately controlled, or identify areas for improvement;
- To ensure appropriate action is taken in relation to accepting, mitigating, avoiding and transferring risks.

Risk Management strategy

This strategy aims to:

- Outline the roles and responsibilities for risk management;
- Identify risk management processes to ensure that all reasonable risks are appropriately identified, controlled and monitored;
- Ensure appropriate levels of awareness throughout the Company.

Assessor	Nicky West	Date of Assessment	1 st July 2020
Task/Activity	COVID 19 Input for Educational Settings	Review Date	26 th October 2020
Persons at Risk	All team members, all school staff and students		

Hazard Identified P=Probability I=Impact Area of risk	Before Control Measures			Specific Measures	After Control Measures		
	P	I	Risk Rating P x I		P	I	Risk Rating P x I
Infection risk of contracting Covid 19 from shared resources	3	4	12	Each team member to be allocated sufficient resources that are not to be shared between students during visits.	2	4	8
				Resources to be placed into individual 'clean' bags prior to visits and then re-bagged and moved to a 'used' bag once used by a student and cleaned at the end of the day.			
				Laminated and hard plastic resources to be used and soft toy resources removed.			
				Any resources not meeting criteria to be removed from resource trollies, cleaned and placed in storage.			
				All hard surfaces such as table, chairs, iPads to be wiped before and after use.			
				Where practical, to schedule appointments to see students from the same 'bubble' in the same on-site visit.			
				Sanitiser available for students and staff to use if needed.			
				Bin bags supplied to staff to enable safe disposal of waste.			
Infection risk of contracting Covid 19 from travelling to and from schools/around schools	4	4	16	Single site visits booked reducing risks from visiting multiple schools in one working day where possible.	3	4	12
				On-site visits to be used for face to face therapy only minimising time at schools. Notes to be completed at office base.			

Hazard Identified P=Probability I=Impact Area of risk	Before Control Measures			Specific Measures	After Control Measures		
	P	I	Risk Rating P x I		P	I	Risk Rating P x I
				Team members to follow school guidance and signage for entrance/exits and movement around sites.			
				Specific appointment time slots to be booked for therapy allowing for sanitising of work area and no cross over of students between appointments.			
Infection	4	4	16	Restart direct input on a 1:1 basis with a potential to introduce group input for children attending single 'bubbles' at a later date.	3	4	12
Risk of contracting Covid 19 from direct contact with others	4	4	16	Room/Space to be booked for therapy bookings and staff from bubble to bring child to their appointment and collect them at the end of the appointment to avoid therapy team moving between 'bubbles' on site.	3	4	12
				Perspex desk & resource screens to be used for 1:1 face to face input.			
				Team to follow government and schools social distance guidance/policies.			
				Access to handwashing facilities on site as well as sanitiser provided by NEW Options.			
				Limit face to face feedback between team and school staff. Session notes to be carried out digitally from office base. Feedback to staff to be completed in written format or virtually. If essential, face to face meetings should be conducted at a distance.			
Risk of contracting Covid 19 from surfaces	4	4	16	Thorough cleaning of therapy area including door handles of therapy space between clients.	2	4	8

Hazard Identified P=Probability I=Impact Area of risk	Before Control Measures			Specific Measures	After Control Measures		
	P	I	Risk Rating P x I		P	I	Risk Rating P x I
				Therapy resources used in sessions to be thoroughly cleaned off site and placed in individual clean grab bags ready for re-use.			
				Deep clean of all resources and cases where confirmed Covid 19 has been identified.			
				Team to immediately change clothes on returning home and uniform to be worn for a single visit only and then washed at a high temperature.			
Risk of contracting Covid 19 from a pupil or adult displaying symptoms.	4	4	16	Team to be aware of schools' policies.	3	4	12
				Team member to return home at the earliest opportunity.			
				Team member to inform NEW of any illness ASAP.			
				Team members to report any family members who are displaying signs of Covid 19 to NEW.			
				Team members to not enter any school settings if they display any signs of Covid 19.			
				Team to be vigilant for children causing concern on entry to session. If a child becomes ill, immediately notify relevant school staff and follow school policies.			
				School staff and families to notify NEW Options of any recent illness or any signs of Covid 19.			
Risk of team, children and other professionals not adhering to Covid 19 procedures.	3	4	12	Ensure all team have seen and understood Covid 19 risk assessment.	2	4	8

Appendix

Identification of risks

The Risk Management Standard states that risk identification should be approached in a methodical way to ensure that all significant activities have been identified and all the risks flowing from these activities have been defined.

Evaluation of risks

The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks.

NEW Options uses a 5 x 5 Matrix to assess impact and probability as high to low, as illustrated in the diagram below: With 5 x 5 having High Impact and High Probability (see appendix section 2 and 3)

<i>Score</i>	<i>Probability</i>	<i>Impact</i>
<i>1</i>	<i>Remote</i>	<i>Insignificant</i>
<i>2</i>	<i>Unlikely</i>	<i>Minor</i>
<i>3</i>	<i>Possible</i>	<i>Moderate</i>
<i>4</i>	<i>Likely</i>	<i>Serious</i>
<i>5</i>	<i>Certainty</i>	<i>Catastrophic</i>

Risk appetite

The term risk appetite refers to the amount and type of risk that NEW Options' are prepared to pursue, retain or take and those risks NEW Options' would seek to reduce or eliminate. NEW Options' risk threshold is the boundary delineated by the red shaded area (represented by scores of 5 and above with scores 15 and above requiring immediate attention) in the risk matrix on page six. Above this threshold, the NEW Options' will actively seek to manage risks and will prioritise time and resources to reducing, avoiding or mitigating these risks.

Addressing risks

When responding to risks, NEW Options' will seek to ensure that it is managed and does not develop into an issue where the potential threat materialises. NEW Options' adopt one of the 3 risk responses outlined.

Terminate or treat (Avoid or mitigate) Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business, or the response actions either reduce the likelihood of a risk developing, or limit the impact on the Company to acceptable levels.

Transfer The risk is transferred to a third party, for example through an insurance policy.

Tolerate (Accept) The response actions either reduce the likelihood of a risk developing or limit the impact on the Company to acceptable levels. We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible downside, or we believe there is only a remote probability of the event occurring.

Catastrophic	5	10	15	20	25
Serious	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5
	Remote	Unlikely	Possible	Likely	Certainty

