

**Matrix:**

Legend	
I	Impact
P	Probability

Impact or Consequence	
Description	Indicators
5 (Major)	The risk has <b>major</b> impact if realised
4 (Significant)	The risk has a <b>significant</b> impact if realised
3 (Moderate)	The risk has a <b>moderate</b> impact if realised
2 (Minor)	The risk has a <b>minor</b> impact if realised
1 (No consequence)	The risk has <b>no consequence</b> if realised

Probability or Likelihood	
Description	Indicators
5 (Very Likely)	The risk <b>will</b> emerge
4 (Likely)	The risk <b>should</b> emerge
3 (Unlikely)	The risk <b>could</b> emerge
2 (Very Unlikely)	The risk is <b>unlikely</b> to emerge
1 (Impossible)	The risk <b>will not</b> emerge

Score	Risk Description	Action Required
25	Extreme Risk	Immediate escalation to CEO for risk control activities
20-13	High Risk	Risk to be actively managed with appropriate risk control activities
12-6	Medium Risk	Take appropriate action to manage the risk
5 and below	Low Risk	Monitor activity to assess changes in risk rating

## Potential considerations for Risk Assessment

	Risk Description	I	P	Risk Control	Risk Control (s)	Additional Controls Required (if any)
1.	Contaminants being brought into the course	5	3	15	<ul style="list-style-type: none"> <li>• Clear communication with parents prior to course starting about expectations</li> <li>• Parents should administer a lateral flow test on their child before entering the camp and produce a negative result</li> <li>• Interview between Senior staff, parent and student will be taken on arrival to ensure that quarantine is not being broken, no abroad travel has taken place 2 weeks prior to the course, a negative lateral flow test result is shown</li> <li>• Registration will be carried outside the Barn and only children will be allowed to enter the indoor site</li> <li>• Registration and dismissal will be contactless</li> <li>• Students are to bring their own large water bottles, masks and anti-bacterial gel</li> <li>• Hand sanitiser will be available at registration</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities Manager and Course Director to ensure daily site checks and maintenance are made</li> <li>• Facilities Manager will ensure all bathroom facilities are well stocked twice a day with anti-bacterial hand wash</li> <li>• Facilities Manager to ensure all coaching areas will have sanitiser gel to be used by the students at the start of each day, before and after mealtimes</li> <li>• Anti-bacterial wipes will be provided for each member of staff to ensure that all surfaces are wiped after use</li> <li>• Posters are displayed around the Pro Corda site, including all entrances, every occupied room</li> <li>• Posters displayed in bathrooms on correct hand washing</li> </ul>
2.	Infection may spread through resources used in the camp	5	2	15	<ul style="list-style-type: none"> <li>• No sharing of instruments, pencils, music, music stands</li> <li>• Violin/Violas are to be kept in bedrooms. Cellos in Library</li> <li>• Used tissues to be placed immediately in bins which will be double bagged and emptied regularly throughout the day</li> <li>• Contact points, such as door handles, Table tops, Carpets, Bathrooms will be cleaned throughout the day</li> <li>• Coaches are required to wipe down any surfaces eg. Piano after each use</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to reinforce the “catch it, bin it, kill it” message</li> <li>• Staff to reinforce use of hand sanitisation before and after every coaching session and mealtime</li> <li>• Pastoral staff to have access to anti-bacterial spray, disinfectant wipes, and tissues, disposable gloves at all times</li> </ul>

					<ul style="list-style-type: none"> <li>• Each piano student will be designated their own piano to practise and be coached and must wipe down after every use</li> <li>• Cleaning contractor will do deep cleaning between any course</li> </ul>	
3.	Infection may spread due to the numbers in the course	5	2	15	<ul style="list-style-type: none"> <li>• Accommodation will be reduced to single or double occupancy, apart from siblings who will share as an allowed family bubble</li> <li>• Student numbers have been reduced to 1/3 or usual intake</li> <li>• Social distancing markings at all entrance and exit points, and in all coaching rooms: Barn, Upper Guesten, Chapel and Studios</li> <li>• Social distancing markings in the Car Park and corridors to concentrate the flow of people</li> <li>• Coaching rooms will be limited to Barn, Upper Guesten, Chapel and a small ensemble in Tudor Room/Practice Lounge</li> <li>• Personal Practice will take place in bedrooms</li> <li>• Choir will NOT take place</li> <li>• Orchestra will take place with 1.5metre distancing</li> <li>• The common room will not be available for communal gathering for students and staff respectively</li> <li>• Chapel, Guesten Hall and Barn will serve as recreational spaces</li> </ul>	<ul style="list-style-type: none"> <li>• Indoor areas to be kept well-ventilated: windows and doors (not fire doors) will be kept open where possible</li> <li>• Additional Cleaning will be in place throughout the course</li> <li>• Pastoral staff to constantly remind students of social distancing</li> </ul>
4.	Dining	5	3	15	<ul style="list-style-type: none"> <li>• Meals will be served take out style from the Guesten hatch and eaten either open air if weather allows or 4 persons maximum per table</li> <li>• Masks MUST be worn when collecting or disposing of food by students</li> </ul>	<ul style="list-style-type: none"> <li>• Hand washing to be re-iterated at meal times</li> <li>• Face coverings will be monitored</li> </ul>
5.	Parental involvement	5	2	15	<ul style="list-style-type: none"> <li>• Parents to ensure administration of a negative lateral flow test before the student enters the site</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure high quality communication with parents</li> </ul>

					<ul style="list-style-type: none"> <li>• There will be no end of course concert or refreshments served to parents</li> <li>• Parents will not be allowed to enter the indoor site</li> </ul>	
6.	Fire or fire alarm	4	3	15	<ul style="list-style-type: none"> <li>• Normal registration procedures to be followed</li> <li>• OUTDOOR designated areas to be used for fire evacuation</li> </ul>	
7.	Dealing with First Aid	4	3	15	<ul style="list-style-type: none"> <li>• PPE to be available to all first aiders</li> <li>• Designated first aid area</li> <li>• Staff to notify first aider or matron if a child feels unwell</li> <li>• Matron will take daily medication to the child if needed</li> </ul>	<ul style="list-style-type: none"> <li>• Children who are unwell before the course or have any form of illness must not attend</li> <li>• Adults who are unwell in any well must isolate themselves immediately</li> <li>• Any student that shows ill symptoms must be isolated immediately</li> </ul>
8.	Staff or students display COVID symptoms during the course	5	4	20	<ul style="list-style-type: none"> <li>• The Student will be isolated immediately</li> <li>• The parents will be called and asked to collect their child</li> <li>• Unwell staff members must isolate immediately</li> <li>• Any child or staff member who shows symptoms should be tested as soon as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Parents will be advised of a possible case</li> <li>• If a case is confirmed, it will be reported to Public Health England and the advice will followed</li> <li>• Site to be deep cleaned</li> </ul>
9.	Reputation	5	3	15	<ul style="list-style-type: none"> <li>• Ensure daily check with news and government website by the CEO and course director</li> <li>• Evidence measures are being taken to include deep cleaning and social distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing review of social distancing measures and inclusion of recommendations from outside agencies</li> </ul>