

## Risk Register

Risk identifier	Date raised (dd/mm/yy)	Risk Description: Uncertain event	Risk Description: Cause(s)	Risk Description: Consequence(s)	Preventative and Mitigating Controls	Current Risk Likelihood	Current Risk Consequence	Current Risk Level	Level of risk acceptable (Yes/No)	Note: If more than one treatment action, include numbers to identify.	Treatment Owner(s)	Planned Treatment Implementation Date(s) (dd/mm/yy)	Risk Treatment Progress Updates	Residual (Target) Risk Likelihood	Residual (Target) Risk Consequence	Residual (target) Risk Level	Risk status (Active or Closed)	Risk Owner	Risk reported to (e.g. SLT, Leadership Team, BoT)
1	28/4/2022	Student pick up and drop off	High volume of people through the gates	Increased cases	Controlled entry and exit to school using locked boundary gates and office entrance.	Likely	Moderate	High	No	1.Masks strongly encouraged for all staff, parents, visitors and Team Harakeke/Team Kauri students. 2.Staff administering hand sanitiser and health screening checks on entry. 3.Extended pick up times (2.45-3.15pm)	Principal	Duration of Term 2 or unless reviewed.		Possible	Moderate	Medium	Active	Principal	Yes
2	28/4/2022	Visitors during the day.	Could be people with high movement around different environments.	Increased cases.	Controlled entry and exit to the school using locked boundary gates and office entrance. Signing in to school Vistab.	Likely	Moderate	High	No	1.Masks are highly recommended for all visitors. 2.Hand sanitise on entry	Office Staff	Duration of Term 2		Possible	Moderate	Medium	Active	Principal	Yes
3	28/4/2022	Inside Spaces	Increased proximity to transmit Covid.	Increased cases or transmission.	Ventilation System in main learning spaces. Cleaning Services. Regular teaching of hygiene practices.	Likely	Moderate	High	No	1.Masks are highly recommended for Team Harakeke and Team Kauri students. Masks highly recommended for all staff. 2.Masks required for all visitors/parents. 3.Regular hygiene practices such as hand sanitising and wiping down of surfaces. 4.Monitoring schedule of CO2 Levels in learning spaces.	All Staff Caretaker	Duration of Term 2		Possible	Moderate	Medium	Active	Principal	Yes
4	28/4/2022	Outside Spaces	Possible transmission with exposure to wider groups of people/increased spread of droplets due to physical activity.	Increased cases/transmission.	Fresh air - increased ventilation. Separate breaktime for visiting Technology Students.	Possible	Moderate	Medium	Yes	1.Staff are recommended to wear masks. 2.Water Fountains cleaned regularly.	All Staff	Duration of Term 2		Possible	Moderate	Medium	Active	Principal	Yes
5	28/4/2022	Large Events (up to whole school) on-site Inside	Possible transmission with exposure to wider groups of people.	Increased cases/transmission.	Controlled entry	Likely	Moderate	High	No	1.Staff are strongly encouraged to wear masks. 2. Handsanitising on entry. 3.Physical distancing (1m) where practicable 4.Ventilation is monitored	Teacher/Teachers in charge of Activity.	Duration of Term 2		Possible	Moderate	Medium	Active	Principal	Yes
6	28/4/2022	Large Events (up to whole school) on-site outside.	Possible transmission with exposure to wider groups of people.	Increased cases/transmission.	Controlled entry	Possible	Moderate	Medium	No	1.Staff are recommended to wear masks. 2.No visitors/parents to attend	Teacher/Teachers in charge of activity	Duration of Term 2		Possible	Moderate	Medium	Active	Principal	Yes
7	28/4/2022	Trips/Off-site activities	Possible transmission with exposure to wider groups of people.	Increased cases/transmission.	Risk Assessment	Likely	Moderate	High	No	1.Individual Risk Register to be completed and signed off Principal.	Staff attending th	Ongoing.		Possible	Moderate	Medium	Active	Principal	Yes

8	24/4/2022	Technology Client Schools on site	Possible transmission with exposure to wider groups of people.	Increased cases/transmission.	Separate Technology gate entry, break times and facilities. Children escorted on and offsite by Technolgy Staff.	Likely	Moderate	High	No	1.Visiting staff remain in Technology Area. 2.First Aid is administered in Technology Area. 3.Register of visitors maintained. 4.Masks are strongly encouraged. 5.Handsanitiser on entry to spaces. 6.Surfaces are wiped down between schools.	Tech Team Lead	Duration of Term 2.	Possible	Moderate	Medium	Active	Principal	Yes
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