

Date of Assessment		Central Services Template Reference	
19 th July 2021		CS336	
Academy	The Priory Academy LSST	Description of activity being assessed	<p>Following government guidance throughout Covid-19, the below risk assessment outlines control measures that all Academies will put in place to allow education to continue during the Covid-19 outbreak. The protective measures outlined will also be followed by the Trust's Early Years providers and special school settings.</p> <p>All measures are taken from the government's guidelines and have been presented to staff / volunteers by Headteachers / Heads of Centres.</p> <p>Active measures will be in place to monitor risk assessments; this includes a Trust Risk Assessment audit group reviewing the documents on a weekly, or more regular, basis if required, in line with government guidance and Academies reviewing operational plans on a frequent basis.</p> <p>Risk Assessment reviews will take place for individual lettings on Academy sites and wider risk assessments in relation to areas such as sports and educational visits. This risk assessment is applicable to lettings attending any of the academy sites. Educational visits will be in line with the most recent guidance and in line with the Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk).</p> <p>This Risk Assessments has been created in line with new government guidance issued from Step 4.</p> <p>For copies of previous risk assessments please contact FederationHR@Prioryacademies.co.uk.</p>

Assessors	Jane Hopkinson	Job Roles	Headteachers	Signatures		Review Date	Ongoing, pending updated Government guidance
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Endorser	Kathryn Creaser	Job Role	Safeguarding and Compliance Manager	Signature	K. Creaser	Page No.	2 of 17
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‘Risk’ is scored out of a maximum of 25 which equates to ‘High’, ‘Medium’ or ‘Low’ Risk Ratings. Risk is calculated based on the seriousness of the Hazard and the Likelihood of it occurring. The illustrative Risk Matrix diagram and guidance notes can be found at the end of this document.

All Academies have created their own risk assessment for their setting, considering the details and possible solutions outlined in the following documents:
[Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)

Please read this document in conjunction with the Trust’s Covid 19 Contingency Framework for Education and Childcare September 2021. For a copy of this please contact the Risk Assessment Audit Group – FederationHR@prioryacademies.co.uk.

Identify Hazard(s)	Who may be affected?	Risk Level Prior to Control Measures		Existing Control Measures	Additional Control Measures required	To be actioned by	Completion date	Final Risk Level			
		S x o we need P = R	R R					S x P = R	R R		
1. Increased risk of transmission due to academies not being aware of the protective measures that are required	All staff, pupils, visitors and contractors	5	3	1 5	<p>Ensure all staff read the relevant guidance in Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) and are directed to any new and additional guidance via the weekly RA updates. All staff will have implemented the necessary actions.</p> <p>The staying Safe at Work poster has been issued to all staff.</p> <p>Signage on protective measures is displayed by the Academy for areas, as required.</p> <p>All Academies will continue to communicate key information to parents and encourage parents to share this with their children.</p> <p>Briefings/visual displays will continue be used in the setting to remind pupils and staff of the expectations.</p>	Headteachers and Heads of Centre	<p>Prior to the start of Term 1 – August/September 2021.</p> <p>Ongoing review and monitoring as required by new guidance</p>	5	1	5	Low

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2. Increased risk of transmission due to control measures linked to hygiene, cleaning and ventilation not being implemented in line with guidance.	All staff, pupils, visitors and contractors	5	3	15		Staff are aware of good hygiene and ventilation procedures through the requirements of guidance pre-step 4.	<p>The Trust has agreed with the cleaning team / contractors daily cleaning schedules and how they will be implemented in line with Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) including the sourcing of cleaning materials.</p> <p>Share updated guidance regarding ventilation.</p> <p>Academies will be encouraged to remind and promote the good hygiene protocols (hand and respiratory).</p>	Site Managers with the support of the Trust compliance team.	<p>Prior to the start of Term 1 – August/September 2021.</p> <p>Ongoing review and monitoring is required by new guidance</p>	5	2	10	Medium

<p>3. Increased risk of transmission due to an individual being on site who presents with the symptoms of Covid-19</p>	<p>All staff, pupils, visitors and contractors</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>Staff are familiar with the guidance and first aiders will be in place and briefed regarding the correct responses and procedures.</p>	<p>Ensure the procedures and processes outlined in Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) are maintained by staff with an emphasis on those who will deal with first aid matters. Ensure a suitable space for this specific purpose is available for children to wait in, until they are collected. PPE will be available, if required.</p> <p>Academies will ensure staff and parents are aware of the need to report positive test results to the Academy immediately. Positive cases will be reported to the relevant body in line with guidance, with the Risk Assessment Group in copy.</p> <p>Academies will follow updated guidance on Test and Trace monitoring of cases and will support Test and Trace if they request any further information regarding close contacts.</p> <p>If a member of staff is showing symptoms and has been working in the Academy, the Academy will continue to act in accordance with the government advice outlined in Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</p>	<p>Headteachers and Heads of Centre</p>	<p>Prior to the start of Term 1 – August/September 2021.</p> <p>Ongoing review and monitoring is required by new guidance</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Medium</p>
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						<p>The Academy will continue to support any member of staff or pupil who is contacted by the NHS Test and Trace service and advised to isolate following government guidance.</p> <p>Home PCR test kits will be provided to pupils or staff who display symptoms and cannot attend a testing centre to take a PCR test.</p> <p>For local outbreaks, the Academy and Trust will seek advice from the local health protection team and follow contingency plans for remote educational support outlined in Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</p> <p>The settings will adhere to the HSE guidance on first aid.</p> <p>Each setting will ensure that appropriate first aid provision is in place.</p> <p>Students, staff, parents/carers and visitors are told not to come to site if they are</p>						
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		S x o we need P = R		R R	S x P = R					R R			
							experiencing any symptoms of Covid-19. The Trust allows staff and students time away from the site if it is required for them to have their Covid vaccine.						
4. Increased risk of transmission due to staff not understanding when and where PPE should be used or have access to it.	Staff, contractors	5	3	15		Policies are already in place which outline the use of PPE, i.e. intimate care. Staff have subsequently been able to clarify with their line managers regarding PPE use.	Continue to ensure staff are aware of the most recent guidance including in Use of PPE in education, childcare and children's social care - GOV.UK (www.gov.uk) . Staff should follow individual pupil care plans, where PPE is required. Any guidance changes with regards to the wearing of face coverings will be communicated to all stakeholders. A separate face covering risk assessment is available for all staff.	Headteachers and Heads of Centre	Prior to the start of Term 1 – August/September 2021. Ongoing review and monitoring is required by new guidance	5	2	10	Medium

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		S x o we need P = R		R R						S x P = R			R R
5. Risk of loss of service due to academy supplies not being available for delivery	All staff, pupils, visitors and contractors	5	3	15		Communication with key suppliers has been maintained during the Covid outbreak.	Those responsible for ordering supplies should check that early contact is made and that supplies and resources are available, and where not seek an alternative supplier. Arrangements should be planned to check suppliers are following appropriate measures.	Site Managers and Trust Compliance Team	Prior to the start of Term 1 – August/September 2021. Ongoing review and monitoring is required by new guidance	5	2	10	Medium

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		S x o we need P = R		R R	S x P = R					R R			
6. Increased risk of transmission due to increasing number of visitors/contractors and visiting Federation staff on site	All staff, pupils, visitors and contractors	5	4	20	High	Staff following hygiene guidance already issued (before and after handling delivered goods). Delivery companies and visitors also following enhanced hygiene measures.	Academies will review any appointments and use technology or other protective measures for meetings where appropriate. Academies will follow the most recent guidance for ventilation. Federation staff have access to lateral flow tests to use twice per week as advised by the Government. Individuals who do not have access to lateral flow tests through their work, can order them online if they wish to test themselves. Where necessary, academies will request risk assessment copies from any outside agency prior to them being onsite. Academies' own risk assessments will be shared with any outside agency on arrival or provided prior to visit, if requested.	All staff	Prior to the start of Term 1 – August/September 2021. Ongoing review and monitoring is required by new guidance	5	2	10	Medium
Human Resources													

<p>7. STAFFING: increased risk of loss of service due to staffing numbers being reduced, causing an impact on the day to day operation of the Academy</p>	<p>All Employees</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>N/A</p>	<p>Staffing will continue to be a standing agenda item on the Secondary and Primary Leadership meetings to support the delivery of consistent approach. If staffing levels or pupil numbers change, with little or no notice, and put the safe running of the Academy in question, the relevant Headteacher will liaise with the CEO or PE to determine if additional measures to those below or throughout this RA are required, along with agreeing the necessary steps required to ensure the operation of the Academy remains safe for all.</p> <p>Whilst the government have said that anyone previously shielding no longer needs to do so, if any staff member in the CV or CEV group feels they need any further control measures, in addition to the government guidance, they are encouraged to contact their HR Business Partner to discuss further.</p> <p>Supply teachers, temporary staff and peripatetic staff can work in the Academy and move between academies following relevant guidance.</p>	<p>Headteachers</p>	<p>Prior to the start of Term 1 – August/September 2021.</p> <p>Ongoing review and monitoring is required by new guidance</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Medium</p>
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		S x o we need P = R	R R					S x P = R	R R
					<p>Guidance for ITT Trainees will be in line with national directives.</p> <p>Academies will continue to actively encourage all staff to isolate and book tests if they have symptoms.</p> <p>A Trust Equality Impact Assessment has been undertaken and will run alongside this risk assessment, acknowledging all protected characteristics.</p>				
<p>8. STAFFING: Increased risk of loss of service due to low staffing numbers as a result of <u>employees who are refusing to attend work on an individual basis or due to trade union guidance.</u></p>	All Employees	4	4	16	NA	<p>HR department will continue to provide Headteachers with any trade union updated guidance.</p> <p>The HR team will work with the Headteacher to assess individual cases.</p> <p>Where necessary, the Trust will provide additional support and reassurance.</p>	<p>Headteachers / Head of Centre HR Department</p> <p>Prior to the start of Term 1 – August/September 2021.</p> <p>Ongoing review and monitoring is required by new guidance</p>	4312	Medium

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		S x o we need P = R		R R	S x P = R					R R				
9. STAFFING: Increased risk of loss of service due to low social and emotional wellbeing of staff	All Employees	4	4	16		Wellbeing projects and monitoring have been taking place across the Trust throughout the Covid 19 outbreak.	Wellbeing Champions have and continue to be recruited at each Academy site and initiatives are being formulated across the Trust, with regards to wellbeing. Agreed staff workload charter has been published on the website. Line Managers/Head of Settings will maintain regular contact with all staff to check on wellbeing and provide support where necessary.	Trust's Strategic Wellbeing Group Headteachers/ Service Leads	Prior to the start of Term 1 – August/Sep tember 2021. Ongoing review and monitoring is required by new guidance	4	3	12	Medium	
Teaching and Learning														

<p>10. Teaching and Learning: Increased risk of loss of learning due to a failure to provide the correct plans, schemes of work and programmes of study.</p>	<p>All Employees and Pupils / Students</p>	<p>4</p>	<p>3</p>	<p>1 6</p>	<p>N/A</p>	<p>Academies continue to assess student needs and develop the curriculum accordingly.</p> <p>Leaders will continue to meet regularly to ensure the sharing of best practice.</p> <p>Academies will continue to consider all curriculum guidance outlined in Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk); however, application to their own setting's needs will be considered.</p> <p>Academies with a shared sixth form will continue to work together on plans in the Academy, following the government guidance, allowing students to attend more than one setting.</p> <p>Pupils who are self-isolating will have access to remote education.</p> <p>Where remote learning is directed / required, this will be put into place in line with national and Trust guidance. Schools will provide details of this on their website and directly to families. Separate guidance regarding remote education is available in Actions for schools</p>	<p>Headteachers / Senior Leadership Teams</p>	<p>Prior to the start of Term 1 – August/September 2021.</p> <p>Ongoing review and monitoring is required by new guidance</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>Medium</p>
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		S x o we need P = R		R R	S x P = R					R R			
							during the coronavirus outbreak - GOV.UK (www.gov.uk) and a Trust Blended Learning Risk Assessment can be requested from the Risk Assessment Audit Group.						
11. Parents: Increased risk of loss of learning due to parents being unwilling to send children to school where the guidance requires them to do so, or students are unwilling to attend the Academy, meaning the Academy is unable to deliver the government plan for all children to be in education if not working remotely where this is a requirement	Parents / All Employees and Pupils / Students	4	3	1 2		Communication to stakeholders has taken place at regular intervals and in line with local and national updates.	Academies will continue to engage with and reassure parents and pupils regarding the safety measures in place and allowing all children to safely be in school when directed by government. Government guidelines highlight the attendance requirements linked to the guidance in place for national and local measures. Academies will inform social workers where children with a social worker do not attend. Academies will adhere to the government guidance on attendance for the academic year 2020-2021.	Trust Central Services / Headteachers / Senior Leadership Teams	Prior to the start of Term 1 – August/September 2021. Ongoing review and monitoring is required by new guidance	4	2	8	Medium

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		S x o we need P = R		R R	S x P = R					R R				
12. Increased risk of loss of learning due to student attendance falling as the social and emotional wellbeing of students is put under strain	Parents / All Employees and Pupils / Students	4	4	16		Academies pastoral teams continue to work with families to support them and students through the outbreak	The Trust's Strategic Wellbeing Group is creating a Trust signposting website over the summer 2021 holidays, which will be launched to parents/carers in the autumn term, signposting them to key resources which can help students. Academies have prioritised wellbeing and mental health through the Personal Development curriculum as part of the recovery plan.	Trust's Strategic Wellbeing Group	Prior to the Autumn Term	4	3	12	Medium	
Wellbeing														

Identify Hazard(s)	Who may be affected?	Risk Level Prior to Control Measures				Existing Control Measures	Additional Control Measures required	To be actioned by	Completion date	Final Risk Level			
		S x o we need P = R			R					S x P = R			R
13. Risk to the wellbeing or safety of Academy staff / pupils due to internal and external stakeholders raising concerns about government policy on the vaccination programme for children and young people directly to the academy.	Staff Students	4	3	12	Medium	<p>Each academy has processes and procedures in place to enable parents/carers and pupils to communicate with the academy any concerns.</p> <p>The Trust has a Complaints Policy in place.</p> <p>The Trust has a Critical Incident and Business Continuity Plan and each site has emergency procedures in place.</p> <p>The Trust has developed a protest response and site vaccination management plan.</p>	<p>The Trust will adhere to the guidance issued by the government.</p> <p>In the event of any queries from external (or internal) stakeholders, the Trust has a template response (provided by a legal team) to issue.</p> <p>In the event of any protests outside the sites, SLT are aware that they should monitor the situation and contact the police if necessary.</p>	<p>Trust Risk-Assessment Team</p> <p>Headteachers</p>	20.09.2021	4	2	8	Medium

| Severity x Probability = Risk | 'Risk Rating' (RR) is defined as Red/Amber/Green in accordance the guidance at the end of this document |

Guidance Notes

When calculating a Risk score for a hazard, you will need to award a score of **between 1 and 5** for **Severity** and again for **Probability**, based on the following criteria:

Severity – What is the potential level of harm?

Score	Definition
1	Minor Injuries or Illness
2	'Lost Time' Injury or illness
3	'Over 3 Day' Injury or Illness
4	Major Injury or Illness.
5	Fatality, Disabling Injury or Illness

Probability – What is the likelihood of harm being caused?

Score	Definition
1	Very Unlikely
2	Unlikely
3	Likely
4	Very Likely
5	Almost Certain

Severity x Probability = Risk !

The resulting '**Risk**' score should be no more than 25, and should give a '**Risk Rating**' which correlates with the **Risk Matrix** below.

The Red / Amber / Green aspect of the table indicates the **Risk Rating** which should be indicated in the preceding hazard assessment table as an 'at a glance' indicator.

Risk Ratings	
	Low
	Medium
	High

Risk Matrix					
Severity	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5

Score	Action Required
1-6	Continue to review working practices on a regular basis and implement any additional control measures required within the timescale given in the Risk Assessment.
8-15	Implement control measures within timescale shown in Risk Assessment and review working practices on a regular basis. Review working practices used to reduce the probability of an incident to the lowest level possible – involve employees in the consultation.
16-25	Do not allow work to start - review working practices Immediately . Implement all additional control measures identified in the Risk Assessment, within the given timescales. Continue to review and implement additional control measures until the probability of an incident is

Probability

reduced to the lowest level possible. (Employee consultation should be included in the review).

- All Trust employees who encounter the hazard(s) identified in this Risk Assessment should sign below to confirm that they have read and understood its content, agree to implement the specified control measures and to follow safe working practices as directed by the Risk Assessment and their respective Line Manager
- Risk Assessments should be reviewed on an annual basis or in the event of a related incident, occurrence or near miss
- All Risk Assessments should be approved (endorsed) by a competent person who has undertaken the Institute for Occupational Safety and Health (IOSH) training as a minimum

We the undersigned have been fully briefed on this Risk Assessment and other control measures in place to reduce the risk of injury to the lowest possible level. We fully understand our duties as employees to follow the control measures in this Risk Assessment.

Employee Name	Job Role	Date	Employee Comments / recommendations	Signature