


<b>Date of Assessment</b>	8 <sup>th</sup> July 2020 (updated 10 <sup>th</sup> November 2020)		<b>Central Services Template Reference</b>	CS336
<b>Academy</b>	The Priory Academy LSST	<b>Description of activity being assessed</b>	<p>Following government guidance through COVID 19, the below risk assessment outlines control measures that The Priory Academy LSST 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 by Headteachers.</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 basis in line with government guidance and Academies reviewing operational plans on a daily 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. Educational visits will be day trips only, whilst guidance recommends this, and guidance will be followed in <a href="#">Guidance for full opening: schools.</a></p> <p>Risk Assessments have been updated in line with government guidelines released on 4<sup>th</sup> November during the New National Restrictions during the National Lockdown  <a href="#">Education and childcare settings: New National Restrictions from 5 November 2020</a></p> <p>For copies of previous risk assessments please contact <a href="mailto:FederationHR@Prioryacademies.co.uk">FederationHR@Prioryacademies.co.uk</a>.</p>	

<b>Assessors</b>	Jane Hopkinson	<b>Job Roles</b>	Headteacher	<b>Signatures</b>		<b>Review Date</b>	Ongoing, pending updated Government guidance
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<b>Endorser</b>	Central Services Teams	<b>Job Role</b>	Human Resources, Estates and Facilities	<b>Signature</b>		<b>Page No.</b>	1 of 28
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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 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](#)

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	P = R					S x P = R	R R				
Academies are not aware of the protective measures that are required	All staff, pupils, visitors and contractors	5	4	20	High	Existing Trust and Academy policies are in place which staff are familiar with.	<p>Ensure all relevant staff read the guidance on <a href="#">implementing protective measures in education and childcare settings</a> and <a href="#">Guidance for full opening schools</a> and are directed to any new and additional guidance via the weekly RA updates. All staff will have implemented the necessary actions.</p> <p>Staying Safe at Work poster has been issued to all staff. Signage will be displayed by the Academy for areas as required.</p> <p>All Academies will continue to communicate with parents social distancing guidelines and other key information and encourage parents to share this with their children. Briefings/posters will be used in the setting to remind pupils and staff of the expectations.</p>	Headteachers and Heads of Centre	<p>Prior to increase in pupil numbers.</p> <p>Ongoing review and monitoring is required by new guidance</p>	5	1	5	Low

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 P = R			R R					S x P = R			R R
Academies are not aware of the protective measures when the local alert level changes or a National Lockdown is in place.	All staff, pupils, visitors and contractors	5	4	20	High	Trust Risk Assessment Audit group continues to monitor updated guidance and advises Academies accordingly.	Academies will amend their operational plans if the alert level changes in their local area or National Lockdown is enforced, following government guidance. <a href="#">Government guidance</a> will be followed in the event of a local or national alert level change.  Where guidance changes or recommends the wearing of face coverings this will be communicated to all stakeholders. A separate face covering risk assessment is available for all staff.	Headteachers and Heads of Centre	Prior to increase in pupil numbers.  Ongoing review and monitoring is required by new guidance	5	2	10	Medium

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	P	R					S x P = R	R	R		
<p><b>Academy areas and routines are not set out in a way that allows for social distancing or year group bubbles</b></p>	<p>All staff, pupils, visitors and contractors</p>	5	4	20	<p>High</p>	<p>Academies have already made some changes during the period of opening following initial academy closures.</p> <p>Academies made plans for the new academic year to enable social distancing as per government advice.</p>	<p>Follow the guidance in <a href="#">implementing protective measures in education and childcare settings</a> and <a href="#">Guidance for full opening schools</a> including reviewing classroom layouts, entry and exit points, staggered starts and ends, break times, class sizes, lunchtime arrangements, use of communal areas. Agree how safety measures will continue to be implemented and displayed around the academy.</p>	<p>Headteachers and Heads of Centre</p>	<p>Prior to increase in pupil numbers.</p> <p>Ongoing review and monitoring is required by new guidance</p>	5	2	10	<p>Medium</p>

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 P = R			R R					S x P = R			R R
<b>Cleaning may not be in line with guidance.</b>	All staff, pupils, visitors and contractors	5	4	20	High	Enhanced cleaning has been in place during partial closure.  Academies planned their cleaning regimes for the new Academic Year in line with government guidance.	The Trust has agreed with the cleaning team / contractors an enhanced spec, daily cleaning schedule and how they will be implemented in line with <a href="#">implementing protective measures in education and childcare settings</a> including the sourcing of cleaning materials.  The Trust will continue to monitor and update the provision based on the guidance.	Site Managers with the support of the Trust compliance team.	Prior to increase in pupil numbers.  Ongoing review and monitoring is required by new guidance	5	2	10	Medium

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		S	P = R					S x P = R	R R			
Those in the academy may not follow the enhanced hygiene procedures.	All staff, pupils, visitors and contractors	5	4	20	High	<p>Enhanced hygiene processes and signage have been in place since the initial outbreak and before academy closures. These have continued following the re-introduction of more staff and pupils.</p> <p>Embedding and maintaining the approach to how enhanced hygiene will be managed in line with <a href="#">implementing protective measures in education and childcare settings</a> and <a href="#">Guidance for full opening schools</a> including for example toilet use, hand washing / cleaning. This should also include how shared items such as books, toys, practical equipment etc are cleaned and managed.</p> <p>It has been acknowledged that some pupils with complex needs will struggle to maintain as good respiratory hygiene as peers, Academies will support staff working with these pupils to consider the risks and ensuring the pupils education can continue.</p>	Headteachers and Heads of Centre	<p>Prior to increase in pupil numbers.</p> <p>Ongoing review and monitoring is required by new guidance</p>	5	2	10	Medium

<p><b>An individual falls ill and presents the symptoms of Covid-19, potentially exposing others to the virus, or the Academy has an outbreak</b></p>	<p>All staff, pupils, visitors and contractors</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>High</p>	<p>Staff were familiar with the guidance available prior to academy closures and first aiders will be in place and briefed regarding the correct responses and procedures.</p>	<p>Ensure the procedures and processes outlined in <a href="#">implementing protective measures in education and childcare settings</a> and <a href="#">Guidance for full opening schools</a> 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 identified and available for children to wait in, until they are collected. Academies will ensure staff and parents are aware of the need to report positive test results to the Academy immediately. The Academy will continue to report any pupils with positive test results to Health Protection Team, with the Federation Services Lead in copy.</p> <p>If a member of staff is showing symptoms and has been working in the Academy, the Academy will act in accordance with the government advice outlined in <a href="#">Guidance for full opening schools</a></p> <p>The Academy will track pupils and staff in each bubble, to ensure information can be provided to local health protection team if there is a positive case in the Academy.</p>	<p>Headteachers and Heads of Centre</p>	<p>Prior to increase in pupil numbers.</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 support any member of staff or pupil who is contacted by the NHS Test and Trace service and advised to isolate for 14 days following government guidance as outlined in NHS Test and Trace: Workplace Guidance.</p> <p>Home test kits will be provided to pupils or staff who display symptoms and cannot attend a testing centre.</p> <p>For local lockdown procedures or outbreaks, the Academy and Trust will seek advice from the local health protection team and follow contingency plans for remote educational support outlined in <a href="#">Guidance for full opening schools</a></p> <p>Where a role may be conducive to home working for example, some administration roles, Headteachers/ Heads of service should consider what is feasible and appropriate.</p>						
Staff may not understand where PPE should be used or have access to it.	Staff, contractors	5	4	20	High	Policies are already in place which outline the use	Continue to ensure staff are aware of the most recent guidance including in <a href="#">implementing protective</a>	Headteachers and Heads of Centre	Prior to increase in pupil numbers.	5	2	10	Medium

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		S	P = R					S x P = R	R
				of PPE, i.e. intimate care.  Staff have subsequently been able to clarify with their senior leaders regarding PPE use.	<a href="#">measures in education and childcare settings</a> and <a href="#">Guidance for full opening schools</a> . Make arrangements for the cases where personal protective equipment (PPE) supplies will be needed. If staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, instructions for use of PPE will be provided.  Where guidance changes or recommends the wearing of face coverings this will be communicated to all stakeholders. A separate face covering risk assessment is available for all staff.		Ongoing review and monitoring is required by new guidance		

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		S	x P = R	R					S	x P = R	R		
<b>Academies are unable to complete routine maintenance / planned works</b>	All staff, pupils, visitors and contractors	4	4	16	High	Clear maintenance procedures and programmes are in place and followed by Academies.	Maintenance procedures are continually reviewed and updated, taking into account all Government guidance outlined in the Estates section of <a href="#">Guidance for full opening schools</a> . The Trust Compliance Team will provide support as required. The Capital Projects Manager will manage any ongoing or planned capital works in line with Government guidance.	Site Managers  Trust Compliance Team  Capital Projects Manager	Prior to increase in pupil numbers.  Ongoing review and monitoring is required by new guidance	4	2	8	Medium
<b>Academy supplies may not be available for delivery or may not meet with the required social distancing requirements.</b>	All staff, pupils, visitors and contractors	5	4	20	High	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 social distancing and hygiene measures.	Site Managers and Trust Compliance Team	Prior to increase in pupil numbers.  Ongoing review and monitoring is required by new guidance.	4	2	8	Medium

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		S	x	P = R	R					S	x	P = R	R
Limited Academy Transport services will be available due to absences and social distancing requirements, affecting those without alternative transport.	Staff and pupils	5	4	20	High	NA	Academies will follow guidance set out in <a href="#">Guidance for full opening schools</a> for dedicated school transport and wider public transport. Wider public transport will be the responsibility of the local authority; however, the Academies will continue to liaise with local authorities to support families with the available provisions.	Headteachers and Heads of Centre	Prior to increase in pupil numbers.  Ongoing review and monitoring is required by new guidance	5	2	10	Medium
Following the event of an Academy closure, Site Staff may not be aware of the need to check water systems, fire safety, cleaning and ventilation for to allow for the safe reopening of the Academy site.	All staff, pupils, visitors and contractors	4	3	12	Medium	Estates and Facilities team have issued guidance and reminders.	The Estates and Facilities team will ensure all Academy Headteachers and Site Teams are aware of the updated guidance in <a href="#">Managing School Premises which are partially open during the Coronavirus Outbreak</a> and the Estates section within <a href="#">Guidance for full opening schools</a>  The Estates Team scorecard visits have been undertaken since the reopening of Academy sites to ensure compliance. In line with the audit schedule, these visits will be continue in line with the programme or as a need is identified.	Estates and Facilities team and Site Staff	Prior to increase in pupil numbers.  Ongoing review and monitoring is required by new guidance.	4	1	4	Low

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Introducing virus into the Academy environments from deliveries/meetings/visitors	All staff, pupils, visitors and contractors	5	4	20	High	<p>Staff following hygiene guidance already issued (before and after handling delivered goods). Delivery companies and visitors also following enhanced hygiene measures.</p> <p>Academies will risk assess any appointments and use technology or other protective measures for meetings. Academies will follow the most recent guidance for ventilation. Academies will review the deliveries of non-essential items. Academies will minimise the number of visitors where possible in line with <a href="#">Guidance for full opening schools</a></p> <p>The Trust's Compliance Team have provided a poster to display in all receptions, to give guidance to all visitors on arrival, including guidance on social distancing.</p> <p>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.</p>	All staff	<p>Prior to increase in pupil numbers.</p> <p>Ongoing review and monitoring is required by new guidance.</p>	5	2	10	Medium

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		S	P	R					S x P = R	R	R		
<p><b>An outbreak occurs as a result of staff, parents and pupils being unsure of the restrictions and protective measures which are applicable to holiday or after-school clubs and other out-of-school settings.</b></p>	<p>All staff, pupils, visitors and contractors</p>	5	4	20	<p>High</p>	<p>Staff, pupils and parents have been made aware of the general restrictions and protective measures applicable to education settings through training, awareness posters and schools writing to parents.</p>	<p>Staff, pupils and parents must be made aware of the specific restrictions and protective measures applicable to holiday or after-school club settings through training, virtual meetings and notice boards, etc, as well as schools writing to parents. Such provisions will only be provided when allowed and in line with government guidance.</p>	<p>Headteachers and Heads of Centre</p>	<p>Prior to increase in pupil numbers.</p> <p>Ongoing review and monitoring is required by new guidance.</p>	5	2	10	<p>Medium</p>
		<p><b>Human Resources</b></p>											

<p><b>STAFFING: Staffing numbers are reduced causing an impact on the day to day operation of the Academy</b></p>	<p>All Employees</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>High</p>	<p>NA</p>	<p>Staffing will be a standing agenda item on the Secondary and Primary Leadership meetings to support a consistent approach is achieved and delivered.</p> <p>Guidance for CEV and CV will be followed relative to the local or national alert levels and restrictions and further detail is provided in the HR guidance.</p> <p>If any staff member in the Clinically Vulnerable 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 schools maintaining social distancing and following relevant guidance.</p> <p>Staff can work across multiple classes and year groups in order to facilitate the delivery of the Academy timetable. However, they should ensure all relevant guidance is followed and social distancing is maintained.</p>	<p>Headteachers</p>	<p>Prior to increase in pupil numbers.</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>Teaching Assistants may be used to lead groups or cover lessons, under the direct supervision of a qualified, or nominated, teacher.</p> <p>Guidance for ITT Trainees will be in line with guidance.</p> <p>Central Services office staff will be provided with operational plans in line with office working to support their day to day working</p> <p>Academies will continue to actively encourage all staff to book tests if they have symptoms.</p> <p>Posters for testing have been shared and should be displayed by all Academies.</p> <p>Administration staff should provide a copy of the guidance if a staff member reports having symptoms or a member of the household having symptoms.</p> <p><a href="#">Key worker C-19 testing – instructions – April 2020</a></p> <p><a href="#">Key worker C-19 testing – FAQs – April 2020</a></p>						
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		S x P = R			R R					S x P = R			R R
							A Trust Equality Impact Assessment has been undertaken and will run along this risk assessment, acknowledging all protected characteristics.						
<b><u>STAFFING: Low staffing numbers as a result of staff who do not fall into one of the above categories refusing to attend work or due to trade union guidance.</u></b>	All Employees	4	4	16	High	NA	HR department will provide Headteachers with any trade union updated guidance.  The HR team will work with the Headteacher to assess individual cases. Where necessary, the Trust will provide additional support.	Headteachers / Head of Centre HR Department	Prior to increase in pupil numbers.  Ongoing review and monitoring is required by new guidance.	4	3	12	Medium

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		S x P = R			R R					S x P = R			R R
<p><b>STAFFING: catering teams being <u>unable to provide meals or free school meals due to staff absence.</u></b></p>	All Employees	4	4	16	High	NA	<p>The government expects kitchens to be fully open.</p> <p>Academies should comply with <a href="#">Guidance for Food Businesses on Coronavirus</a></p> <p>Academies will consult with Catering Supervisors (or outsourced contractors) regarding any perceived / potential issues with meeting the government's expectation.</p>	Headteachers	<p>Prior to increase in pupil numbers.</p> <p>Ongoing review and monitoring is required by new guidance.</p>	4	3	12	Medium

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		S x P = R			R R					S x P = R			R R
<b>STAFFING: Academies not having the DSL or SENCO available to work on site.</b>	All Employees	4	4	16	High	NA	<p>Either the DSL, DSO or Headteacher should be available to cover DSL role. If they are not available, the Academy should nominate someone to deputise in the Academy, with the necessary training for the deputising role.</p> <p>As part of the Trust's overarching safeguarding procedures and protocols, the Trust's Director of Welfare and Trust DSL or Trust Deputy DSL are available for Academies and should be kept updated.</p> <p>Either the SENCO, Headteacher or identified member of the Senior Team should be available every day to ensure the required needs are met.</p>	<p>Headteachers SENCO DSL/DSO Director of Welfare/Trust DSL Deputy Trust DSL</p>	<p>Prior to increase in pupil numbers.</p> <p>Ongoing review and monitoring is required by new guidance.</p>	4	2	8	Medium

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		S	x	P = R	R					S	x	P = R	R
<b>STAFFING: retention and/or attendance of staff falls (as the social and emotional wellbeing of staff is put under strain) and compromises the quality of service</b>	All Employees	4	4	16	High	Wellbeing projects and monitoring have been taking place across the Trust throughout the Covid 19 outbreak.	Wellbeing Champions have been recruited at each Academy site and initiatives are being formulated across the Trust, with regards to wellbeing  Agree staff workload expectations (including for leaders) with the DfE Workload Toolkit as a guide.	Restore and Recover: Wellbeing Group advice Headteachers	Prior to increase in pupil numbers.  Ongoing review and monitoring is required by new guidance.	4	3	12	Medium
<b>STAFFING: Low staffing numbers due to the absence of members of staff who have been furloughed</b>	Furloughed Employees	4	4	16	High	The Trust currently has a small number of staff who have been furloughed due to paused external funding streams. The position is reviewed every 3 weeks.	The Academies will assess with the HR Department when these employees are required back into the Academy.  HR will consult with the members of staff and give required notice.	Headteachers HR Department	Prior to increase in pupil numbers.  Ongoing review and monitoring is required by new guidance.	4	2	8	Medium
<b>Teaching and Learning</b>													

<p><b>Teaching and Learning: Difficulty maintaining distinct groups or bubbles as outlined in the government guidance and the groups need to mix causing a potential increase in risk.</b></p>	<p>All Employees and Pupils / Students</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>High</p>	<p>NA</p>	<p>Academies will follow government guidelines on student bubbles, up to full year group size, as outlined in <a href="#">Guidance for full opening schools</a>, to ensure the Academy is able to deliver the full range of curriculum subjects.</p> <p>Particular reference will be made on 'measures in the classroom' and 'how to group children'.</p> <p>Older children will be encouraged to distance within their bubbles. Government advice acknowledges that this may be challenging in SEND and primary settings.</p> <p>Staff should maintain 2 metres distance from other adults and keep their distance from pupils (ideally 2 meters where possible).</p> <p>Where examinations take place, these will be in line with local and national guidance.</p>	<p>Headteachers</p>	<p>Prior to increase in pupil numbers.</p> <p>Ongoing review and monitoring is required by new guidance.</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>Medium</p>
<p><b>Academy is unable to provide update training</b></p>	<p>All Employees and Pupils / Students</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>High</p>	<p>NA</p>	<p>To continue to review compulsory training</p> <p>Some providers, e.g. LSCP, have moved their training online so</p>	<p>Headteachers</p> <p>HR Department</p>	<p>Prior to increase in pupil numbers.</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>Medium</p>

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		S x P = R			R R					S x P = R			R R
or required training to staff							that this can continue. Deadlines for training to be renewed, e.g. First Aid, have been extended to take into account the disruption of lockdown.		Ongoing review and monitoring is required by new guidance.				
<b>Staffing Levels: Academies are unable to provide breakfast clubs, lunch clubs and after-school clubs.</b>	All Employees and Pupils / Students	4	4	16	High	NA	Academies will follow guidance on breakfast and afterschool club provisions outlined in the most recent and relevant guidance.	Headteachers / Senior Leadership Teams	Prior to increase in pupil numbers.  Ongoing review and monitoring is required by new guidance.	4	3	12	Medium
<b>Teaching and Learning: Students passing on the virus as a result of not following social distancing guidelines.</b>	All Employees and Pupils / Students	4	4	16	High	Academies have promoted social distancing guidelines during the Covid 19 outbreak.	Academies will continue to encourage students to follow social distancing guidelines and personal hygiene guidelines.  Academies have updated behaviour practices to make provision for students who do not follow social distancing guidelines	Headteachers / Senior Leadership Teams	Prior to increase in pupil numbers.  Ongoing review and monitoring is required by new guidance.	4	3	12	Medium

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<p><b>Teaching and Learning: failure to provide the correct plans, schemes of work and programmes of study.</b></p>	<p>All Employees and Pupils / Students</p>	4	4	16	<p>High</p>	<p>NA</p>	<p>Academies continue to assess their own student needs to create the correct resources.</p> <p>Primary and Secondary 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 <a href="#">Guidance for full opening schools</a>; 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>Headteachers / Senior Leadership Teams</p>	<p>Prior to increase in pupil numbers.</p> <p>Ongoing review and monitoring is required by new guidance.</p>	4	2	8	<p>Medium</p>

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		S x P = R			R R					S x P = R			R R
<b>Teaching and Learning: the academy is unable to meet EHCP requirements incorporating COVID 19 guidelines</b>	All Employees and Pupils / Students	4	4	16	High	NA	Academies will take guidance from local authorities in meeting the requirements of the EHCP process.  Academies will refer to <a href="#">Guidance for full opening schools</a> and <a href="#">Guidance for full opening special schools and other specialist settings</a>	Headteachers / Senior Leadership Teams	Prior to increase in pupil numbers.  Ongoing review and monitoring is required by new guidance.	4	3	12	Medium
<b>Teaching and Learning: potential increase in student behaviour incidents</b>	All Employees and Pupils / Students	4	3	12	Medium	NA	Academy will continue to risk assess any students who display increased behaviours due to COVID 19 implementing the necessary actions.  Academies will therefore continue to create individual pupil support plans.	Headteachers / Senior Leadership Teams	Prior to increase in pupil numbers.  Ongoing review and monitoring is required by new guidance.	4	2	8	Medium



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		S	P	R					S x P = R	R	R		
<p><b>Parents: Lack of communication or miscommunication with parents could lead to uncertainty around attendance procedures.</b></p>	<p>Parents / All Employees and Pupils / Students</p>	4	3	12	<p>Medium</p>	<p>Regular letters have been sent to parents updating on changes and the stages of the phased return. Academies have kept parents updated regarding advice and expectations.</p>	<p>Academies will communicate updates to parents, following National and Trust direction, regarding managing attendance. Government guidance on attendance is available online for parents/carers to access.</p>	<p>Trust Central Services / Headteachers / Senior Leadership Teams</p>	<p>Prior to increase in pupil numbers.</p> <p>Ongoing review and monitoring is required by new guidance.</p>	4	1	4	<p>Low</p>

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 P = R	R R					S x P = R	R R			
<p><b>Parents: parents are unwilling to send children back to the Academy 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.</b></p>	<p>Parents / All Employees and Pupils / Students</p>	4	4	16	High	<p>Communication to stakeholders has taken place at regular intervals and in line with local and national updates.</p> <p>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.</p> <p>Government guidelines have advised that attendance in the new academic year will be compulsory and have indicated that Headteachers may need to introduce sanctions for cases of non-attendance</p> <p>Academies will inform social workers where children with a social worker do not attend.</p>	<p>Trust Central Services / Headteachers / Senior Leadership Teams</p>	<p>Prior to increase in pupil numbers.</p> <p>Ongoing review and monitoring is required by new guidance.</p>	4	3	12	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
	Probability				

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	<b>Do not</b> allow work to start - review working practices <b>Immediately</b> . 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 reduced to the lowest level possible. (Employee consultation should be included in the review).

