



IET RISK ASSESSMENT DOCUMENT

<p>Task: Partial Opening of Academies during National Lockdown</p> <p>Location: Trust wide document</p> <p>Version: 8 Revision Date: 05/01/2021</p>	<p>Assessment ref: CNW</p> <p>Assessment Date: 5 January 2021</p> <p>Assessor(s): C Williamson</p>
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Notes: This risk assessment is in response to the National Lockdown announced 4 January 2021. The academies will remain open for all key worker students and all vulnerable students.

Each setting will need to carry out any risk assessments for specific activities for the age of students involved and/or for any student/s with specific needs.

Please note: this risk assessment should be undertaken in conjunction with current Government Guidance.

Within the risk assessment the followings words are defined as:

Regularly – Routinely throughout the day

Frequently – Repeatedly throughout the day

The whole of England is currently under National Lockdown

What are the hazards/concerns?	Who might be harmed and how?	Risk without control measures	Existing control measures	The residual risks		Risk rating
				Likelihood	Severity	

<p>Staff and students with underlying health issues or those who are shielding</p>	<p>Staff and Students being put at risk due to insufficient control measures in place</p>	<p>Medium</p>	<ul style="list-style-type: none"> • All staff and students to be reminded of the need to inform school of any underlying health issues- action by Sarah Sprack • Accurate records for staff and students on SIMS/Arbor • Following government guidance on those classed as clinically vulnerable and clinically extremely vulnerable • Role redeployment for staff to lower risk areas if possible • Face shields for staff • Separate risk assessment for any pregnant and clinically extremely vulnerable staff. • Support available from the LA for families with shielding members. • All staff identified as clinically extremely vulnerable not to attend work and shield as per government guidance. • Only key worker and vulnerable students in school. • Staff numbers in the academies limited. • All clinically extremely vulnerable instructed not to attend the Academies. 	<p>1</p>	<p>2</p>	<p>2</p>
<p>BAME, LAC, FSM, PP and vulnerable staff and students</p>	<p>Staff and students being at additional risk due to Covid</p>	<p>High</p>	<ul style="list-style-type: none"> • FSM students who are remote learning are supplied with a "hamper" by the catering team at the academies • Names of any student or staff members affected by a confirmed case/outbreak are passed on to the Local Authority for additional support • Specific risk assessments for any student or member of staff who may be at additional risk. 	<p>2</p>	<p>3</p>	<p>6</p>

			<ul style="list-style-type: none"> • Government guidance is followed to ensure sufficient control measures are in place • Robust pastoral systems in place throughout the Trust • Trust safeguarding policy in place and reviewed accordingly • All trust staff receive safeguarding training. • Asymptomatic in school testing available for all secondary aged students and all staff 			
Lunchtime/break time	Staff and students not being able to have lunch/cross contamination of bubbles/poor social distancing	High	<ul style="list-style-type: none"> • Ample social areas for the number of staff in the academies. • See academy specific risk assessment for further details. • All staff and students must wear a face covering in corridors and other communal areas 	2	2	4
Classroom sizes	Staff will not have adequate social distancing / safe personal space	High	<ul style="list-style-type: none"> • Excess furniture removed from rooms • Desks and chairs to be arranged to promote social distancing as far as possible. • All students to face the same way (front of the room) • Size of rooms matched to class size where possible • Only key worker and vulnerable students in the academies. 	2	3	6
The start and end of the school day	Staff, students and parents/carers congregating at exits and entrances reducing the space	High	<ul style="list-style-type: none"> • Staff on duty to supervise students arriving. • Fixed opening times for school gates • All students to go to their designated room on arrival to school. 	1	3	3

	for social distancing to be maintained		<ul style="list-style-type: none"> All parents/carers/visitors required to wear a face covering in corridors and communal areas, including outside if collecting children and wishing to speak to a member of staff 			
Movement around the school	Staff and students being unable to maintain social distancing	High	<ul style="list-style-type: none"> Restricted student movement around the buildings Students in class or year bubbles All staff and students must wear a face covering in corridors and other communal areas All visitors must wear a face covering Only key worker and vulnerable children in the academies. 	2	2	4
Staff rooms and offices	Staff unable to socially distance	Medium	<ul style="list-style-type: none"> Increased number of staff social and work spaces were necessary Expectation that staff will self socially distance. Staff regularly reminded the importance of maintaining social distancing Staff who are able to work from home do so. Limited numbers of staff per office to allow social distancing No visitors to offices Staff needed in school are placed on a weekly rota to keep staff levels in the buildings to a minimum. Staff not able to move furniture in rooms 	1	3	3
Poor communication	Staff, students and parents/carers unaware of procedures implemented	High	<ul style="list-style-type: none"> Weekly IET bulletins sent out to staff, parents, governors and directors Staff briefings Parent mail messages to parents Centrally created risk assessment for the Trust Expectations clearly outlined to parents and carers Teams meeting with all staff involved to discuss proposals and raise concerns 	1	3	3

Existing policies such as fire evacuation	Staff and students put at risk due to not fit for purpose policies	High	<ul style="list-style-type: none"> All relevant policies reviewed and any changes needed made Policy changes communicated to all staff and other stakeholders as necessary 	1	4	4
Changes to bus schedules as a result of COVID-19 The use of public and school transport by students poses risks in terms of social distancing	Students unable to get to and from school safely	High	<ul style="list-style-type: none"> Trust in contact with bus companies Local authority coordinating bus companies Risk assessment from the local authority for the use of buses Trust organised transport has risk assessment in place from the coach company Communicated to all parents/carers students must wear a face covering on all buses (11 yrs. and over) 	1	2	2
Lone Working	Member of the staff falling ill or having an accident and not being able to summon help due to possible increase in frequency of lone working	High	<ul style="list-style-type: none"> Set working hours Member of SLT on duty each day Timetabling to ensure no lone working Estates Team on site throughout the day Telephones available for staff to use throughout the buildings Separate risk assessments in place for expectant mothers Reduced length of the overall working day Estates Technician in easy contact with line managers to call for help/assistance if needed. Requirement for staff on site to log in and out using the Invenry system 	1	4	4
First Aid	Staff dealing with first aid issues and unable to maintain 2m social distance.	High	<ul style="list-style-type: none"> Separate Covid isolation room Written guidance and training given to first aiders PPE in place for when needed, consisting of disposable apron, mask, face shield and gloves. Waste to be stored for at least 72 hours if illness is suspected to be Covid:19 	1	4	4

			<ul style="list-style-type: none"> Government guidelines to be followed if an outbreak is suspected 			
Cleaning capacity	All site users due to reduced cleaning of surfaces are not undertaken to the standards required	High	<ul style="list-style-type: none"> Full deep clean of all academies has been carried out. Cleaning hours to be increased as necessary Unused resources removed from rooms. Stocks of anti-bac wipes have been purchased to allow staff and students to clean as necessary. Clear teacher desk policy Covid-19 Decontamination and Defend process carried out by specialist contractor Students encouraged where appropriate to carry out cleaning of personal work space. The cleaning teams to be placed on a rota, one team on –one team off. This will allow capacity if there is an outbreak within one half of the cleaning team Areas/rooms not being used will be closed to reduce the daily cleaning workload. 	1	3	3
Inadequate supplies of soap and hand sanitiser	Staff, students and visitors being unable to carry out sufficient hand washing	High	<ul style="list-style-type: none"> Sufficient stock of soap and hand sanitiser kept on site Additional dispensers installed. New supplies being sourced and procured – action by C Williamson Monitor the need to increase hand sanitiser dispensers – action by C Williamson Staff and students encouraged to use soap and water as much as possible. Students encouraged to carry personal hand sanitiser supply 	1	3	3

			<ul style="list-style-type: none"> • Staff reminded in regular briefings and communications not to touch children and their work wherever possible 			
Soft furnishings	Staff and students due to the risk of virus spread on soft furnishings	Medium	<ul style="list-style-type: none"> • Excess cushions and soft toys removed from classrooms • No soft furnishings in medical rooms • Limit the use of soft chairs to one user as far as possible • No soft furnished chairs to be used by students 	2	2	4
Infection transmission	Staff, students (or members of their household)	High	<ul style="list-style-type: none"> • To follow Government guidelines on self-isolation (10 days) • Staff, students and parents asked to report if they have been in contact with anyone diagnosed with Covid-19 • The trust will follow any advice from the governments test and trace team • Ample provision for handwashing and/or hand sanitising around the academies. • Good supervision of the younger students to maintain good hand hygiene • Daily reinforcement of the importance of good hygiene and social distancing. • Staff and students given training on the safe use of face coverings (putting on and taking off) • Spray bottles of disinfectant and paper towels for all rooms to allow staff/students to wipe touchpoints/desks • Covid-19 Decontamination and Defend process carried out by specialist contractor • Staff and students told to wear a face covering in all corridors and communal areas. • Staff told not to hold discussions in corridors 	2	3	6

			<ul style="list-style-type: none"> • Staff needed in school are placed on a weekly rota to keep staff levels in the buildings to a minimum. • The trust is carrying out Asymptomatic testing as per Government guidelines. (Separate risk assessment for testing) • Only key worker and vulnerable children in the academies. • All meetings to be held virtually wherever possible. Where this is not possible, staff told not to hold meetings longer than 30 minutes in person. Longer meetings must be held virtually. • No visitors allowed in to academies without a prior appointment unless in the case of an emergency (safeguarding or risk of harm) 			
Medical rooms are not adequately equipped or configured to maintain infection control	Staff and students using the medical rooms	High	<ul style="list-style-type: none"> • Separate area for students with suspected Covid:19 whilst waiting for collection by parents • Furniture arranged to promote social distancing • Government guidelines on cleaning areas after a suspected Covid:19 case to be followed • Suitable cleaning equipment and products available • CW to monitor the use and therefore the size of rooms needed. • Minimal numbers of staff and students in the academies. 	1	3	3
Provision of PPE for staff	Staff not being sufficiently protected	High	<ul style="list-style-type: none"> • In line with Government guidelines • Instructions on how to put on and safely remove • PPE for key staff who may need to wear it • All PPE needed for carrying out testing is supplied by the Government. 	1	4	4

			<ul style="list-style-type: none"> Procurement of supplies of PPE to be ongoing to maintain suitable levels of stock – action by C Williamson 			
Students' behaviour in school does not comply with social distancing	Students being put at increased risk of infection	Medium	<ul style="list-style-type: none"> Usual achievement and behaviour policies in place with Covid-19 amendments Clear expectations set with parents and students Good staff supervision in school 	2	2	4
Students may not observe social distancing / safe personal conduct at break times	Students being put at increased risk of infection	Medium	<ul style="list-style-type: none"> Usual achievement and behaviour policies in place with Covid-19 amendments SLT on duty along with MSA's Small numbers of students in the academies 	2	2	4
Queues for toilets and handwashing	Students risk of non-compliance with social distancing	High	<ul style="list-style-type: none"> Ample number of toilets available. The toilets being used are cleaned frequently. Students allowed to use the facilities throughout the day rather than just as lunchtime Signage in every toilet showing how to wash hands thoroughly Only keys worker and vulnerable children are in the academies 	2	2	4
Mental wellbeing	Staff and students being affected by the Covid:19 crisis and/or due to the loss of family and friends	High	<ul style="list-style-type: none"> Trust wellbeing helpline Regular staff Teams meetings Staff wellbeing activities Daily check ins for the most vulnerable Full engagement with all stakeholders Usual safeguarding procedures apply On line safety information updates Loss and bereavement policy 	1	4	4
Fire evacuation	Staff and students having Insufficient staff knowledge of fire procedures	High	<ul style="list-style-type: none"> Member of SLT on duty each day and to be the lead. Students supervised at all times Any changes to be given in writing to staff 	1	4	4

			<ul style="list-style-type: none"> Sufficient space at the assembly point to allow for social distancing 			
Statutory compliance	Staff and students working in an unsafe environment	High	<ul style="list-style-type: none"> Statutory compliance is up to date for all key systems Any equipment not used and maintained throughout the crisis will be inspected by specialist contractor before use. 	1	4	4
Contractors	Staff and students being put at risk of harm	High	<ul style="list-style-type: none"> The use of contractors to be kept to the minimum Schedule for work to be carried "out of hours" Ensure contractors have suitable and sufficient Covid-19 risk assessment/working procedures in place. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	1	3	3
Practical lessons, such as PE an Technology	Students having to work in close proximity to others and share equipment	Medium	<ul style="list-style-type: none"> Additional cleaning regimes in place for practical areas, such as anti-bac wipes for students to clean PC keyboards No practical lessons taking place during the period of National Restrictions 	2	3	6
Music Perri staff and other visiting supply teachers			<ul style="list-style-type: none"> Social distancing for all staff Enhanced information for visiting supply teachers, see individual academies risk assessment 	1	2	2

			<ul style="list-style-type: none"> • Inventory asks for contact details • Inventory asks for a health declaration 			
Daily visitors	Visitors coming in contact with the Covid virus or spreading the virus within the trust buildings	High	<ul style="list-style-type: none"> • Visitors by appointment only. • Virtual meetings where possible • Maintain social distancing at all times • Instructed to use hand sanitiser/wash their hands on arrival • Inventory asks for contact details • Inventory asks for a health declaration • All visitors required to wear a face covering • All visits must be approved by the Academy Principal • Collection of FSM limited to those who have booked and specific times and days allocated for this. 	2	3	6
PPE for students	Students not equipped with suitable PPE	Medium	<ul style="list-style-type: none"> • Face coverings to be worn on buses • PPE available for students if necessary for specific lessons such as technology when identified in the risk assessment • Supply of face coverings in school for emergencies • Students shown how to put on and remove face coverings safely • Supply of sealable bags in school for students who have forgotten one • Parental choice to send students in with face coverings for use throughout the school day 	2	2	4
COSHH	Staff and students being exposed to cleaning chemicals	High	<ul style="list-style-type: none"> • Anti-bac wipes for students to use. • All cleaning chemicals mixed and prepared by the cleaning team who are trained to do so. • Non hazard disinfectant sprays issued to staff for touchpoint cleaning • Chemicals stored securely when not in use. 	1	3	3

			<ul style="list-style-type: none"> • Disposal as per manufacturer's instructions. • First aiders on site • Chemicals used with Lateral Flow Tests are classified as non-hazardous. • All waste disposed of as per manufacturer's instructions 			
Not engaging with test and trace	Staff, students, visitors and the wider community by Covid-19 being spread unknowingly	High	<ul style="list-style-type: none"> • Trust engaging with Local Authority advice • Medical and government advice followed • Reports of who has been within the trust buildings can be generated using Arbor and Invenry. • PHE contacted if a report of a confirmed case is received • Absence Spreadsheet held of all suspected cases within the three academies. • Set questionnaire for admin staff to use when a suspected case of Covid-19 is reported in to the academies • Invenry asks for contact details • The Trust is fully engaging with the Mass Asymptomatic Testing programme • Registered with the NHS Test and Trace scheme, QR codes in all reception areas. 	1	3	3
Confirmed Covid-19 outbreak	Staff, students and visitors being exposed to Covid-19	High	<ul style="list-style-type: none"> • Latest government guidelines followed • Local Authority flow chart on 'what to do' • Local PHE team contacted and fully engaged with. • Full engagement with test and trace • Support/advise impacted staff • Detailed records kept • Covid-19 cleaning in non-healthcare settings outside the home government guidance 	1	3	3

Remote Learning	Students not accessing education while at home	Medium	<ul style="list-style-type: none"> Trust remote learning policy in place Covid Catchup funding used to provide laptops/dongles etc with paper copies of work in the interim Laptops form central Government on order Each Academy has procedures in place. See academy specific risk assessment and remote learning policy for more details. 	3	2	6
Ventilation to rooms (The guidance to ventilate rooms as much as possible to reduce the risk of transmission of Covid)	Staff and students suffering due to lack of fresh air or too much cold air	High	<ul style="list-style-type: none"> Staff encouraged to ventilate rooms as much as possible Rooms without windows do not need to be used during this lockdown as there are ample free rooms During colder periods staff advised to ventilate a room for at least five minutes at the start and end of a lesson Some form of heating in all classrooms All air conditioning units are serviced and stand alone units Number of students in the academies is minimal and any rooms being used are not at full capacity 	2	3	6
Students not attending school due to fear/concerns	Students becoming isolated and falling behind with school work	High	<ul style="list-style-type: none"> At least one contact with the student per week via Teams or telephone All known vulnerable students are monitored closely by the pastoral teams and names shared with Local Authority. All teaching now on line with a large portion being "live" lessons. 	2	3	6

This risk assessment is only to be used when signed and dated.



Signed:
(IET CEO)

Name: Sarah J Sprack Date: 11 Jan 2021

Signed:
(Assessor)

CWilliamson

Name: C Williamson Date:

Assessment Review Date:

Date assessment review carried out:

Are existing control measures still satisfactory: Yes.

Additional control measures added and highlighted in red

Comments:

Signed _____ *CWilliamson* _____ (Assessor)

Risk Rating Matrix

Risk Rating		Rating Action Bands	
LIKELIHOOD	SEVERITY	RATING BANDS & ACTION REQUIRED	
1. Most unlikely	1. Trivial	1-4 Low Risk	Maintain and review control measure
2. Unlikely	2. Slight	5-8 Medium Risk	Improve control measures
3. Likely	3. Serious	9-16 High Risk	Improve controls immediately & consider stopping work
4. Most Likely	4. Major/death		

To establish Risk Rating, multiply "Likelihood" by the "Severity"