IET RISK ASSESSMENT DOCUMENT

Task: Re-opening of Academies **Location:** Trust wide document **Version:** 1 **Revision Date:**	**Assessment ref:** CNW **Assessment Date:** March 2021 **Assessor(s):** C Williamson

Notes: This risk assessment is for the planned full reopening of all three academies on 8th March 2021.

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 the guidance on schools reopening issued by the Department for Education

Within the risk assessment, the following words are defined as:

- **Regularly – Routinely throughout the day**
- **Frequently – Repeatedly throughout the day**

HANDS – FACE – SPACE

What are the hazards/concerns?	Who might be harmed and how?	Risk without control measures	Existing control measures	The residual risks		Risk rating
				Likeli-hood	Severity	
Staff and students with underlying health conditions	Staff and students being put at risk due to insufficient control measures in place	Medium	- All staff and students to be reminded of the need to inform school of any underlying health issues- action by Sarah Sprack . - Clinically Extremely Vulnerable (CEV) staff and students not to attend the academies. - Accurate records for staff and students on SIMS/Arbor. - Following government guidance on those classed as clinically vulnerable and any necessary person, specific risk assessments carried out. - Role redeployment of staff to lower risk areas if possible. - Separate risk assessment for expectant and nursing mothers. - Support available from the LA for families with shielding family members. *See academy specific risk assessment for more details*	1	4	4
BAME, LAC, FSM, PP and vulnerable staff and students	Staff and students being at additional risk due to Covid	High	Names of any student or staff members affected are passed on to the Local Authority for additional support.	2	3	6

			• Specific risk assessments for any student or member of staff who is identified as being at additional risk. • 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. *See academy specific risk assessment for more details*			
Lunchtime/break time	Staff and students not being able to have lunch/cross contamination of bubbles/poor social distancing	High	• Staggered lunchtimes. • Additional areas used for lunchtimes. • Additional social areas for staff. • All staff and students (Yr7 and above) must wear a face covering in corridors and other communal areas as appropriate. *See academy specific risk assessment for more details*	2	2	4
Classroom sizes	Staff will not have adequate social distancing / safe personal space	High	• 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. • Staff to teach from the front of the class as far as possible.	2	3	6

			• Staff and students to wear face coverings in classrooms where the maintaining of social distancing is not possible (Yr 7 and above). *See academy specific risk assessment for more details*			
The start and end of the school day	Staff, students and parents/carers congregating at exits and entrances reducing the space for social distancing to be maintained	High	• Groups assigned entrances into school. • 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.. *See academy specific risk assessment for more details*	1	3	3
Movement around the school	Staff and students being unable to maintain social distancing	High	• Restricted student movement around the buildings. • Students in class or year bubbles. • Staff to move from class to class not students as much as possible. • Reduced number of practical lessons to reduce the need for students to move classrooms. • Additional toilets to reduce the travel distance for students. • All staff and students strongly recommended to wear a face covering in corridors and other communal areas. • All visitors required to wear a face covering for the duration of their visit. *See academy specific risk assessment for more details*	2	3	6

Staff rooms and offices	Staff unable to social distance	Medium	• 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 to do so. • Teaching staff encouraged to leave early if their PPA allows. • Limited numbers of staff per office to allow social distancing. • No visitors to offices. *See academy specific risk assessment for more details*	1	3	3
Poor communication	Staff, students and parents/carers unaware of procedures implemented	High	• Weekly IET bulletins sent out. • Staff briefings. • Parent mail messages to parents. • Video demonstrations were possible. • 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. • Risk assessments shared with all staff and e-signed to show they have been read and understood. *See academy specific risk assessment for more details*	1	3	3
Existing policies such as fire evacuation	Staff and students put at risk due to not fit for purpose policies	High	• All relevant policies reviewed and any changes needed made. • Policy changes communicated to all staff and other stakeholders as necessary.	1	4	4

			See academy specific risk assessment for more details			
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	• 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. • Communicated to all parents/carers students must wear a face covering on all buses (11 yrs. and over). • Seating plans for all buses and spot checks to be carried out. *See academy specific risk assessment for more details*	1	3	3
Lone working	Member of staff falling ill or having an accident and not being able to summon help due to possible increase in frequency of lone working	High	• 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. *See academy specific risk assessment for more details*	1	4	4
First aid	Staff dealing with first aid issues and unable to maintain 2m social distance.	High	• Separate Covid room. • Written guidance and training given to first aiders. • PPE in place for when needed. • Waste to be stored for at least 72 hours if illness is suspected to be Covid-19.	1	4	4

			• Government guidelines to be followed if an outbreak is suspected. *See academy specific risk assessment for more details*			
Cleaning capacity	All site users due to reduced cleaning of surfaces not undertaken to the standards required	High	• 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. *See academy specific risk assessment for more details*	1	3	3
Inadequate supplies of soap and hand sanitiser	Staff, students and visitors being unable to carry out sufficient hand washing	High	• 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 supply of hand sanitiser. *See academy specific risk assessment for more details*	1	3	3
Soft furnishings	Staff and students due to the risk of	Medium	• Excess cushions and soft toys removed from classrooms.	2	3	6

	virus spread on soft furnishings		• No soft furnishings in medical rooms. • Remove the use of fabric chairs as much as possible. • Limit the use of soft chairs to one user as far as possible. • No soft furnished chairs to be used by students. *See academy specific risk assessment for more details*			
Infection transmission in the wider community	Staff, students (or members of their household) displaying symptoms of Covid-19	High	• 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 government's track 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 told to wear a face coverings in all corridors and communal areas, or follow local Covid alert level, whichever is higher. • Staff told not to hold discussions in corridors.	2	3	6

			See academy specific risk assessment for more details			
Medical rooms are not adequately equipped or configured to maintain infection control	Staff and students using the medical rooms	High	• 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.. *See academy specific risk assessment for more details*	1	3	3
Provision of PPE for staff	Staff not being sufficiently protected	High	• In line with Government guidelines. • Instructions on how to put on and safely remove. • PPE for key staff who may need to wear it. • Procurement of supplies of PPE to be ongoing to maintain suitable levels of stock – action by C Williamson.	1	4	4
Students' behaviour on return to school does not comply with social distancing	Students being put at increased risk of infection	Medium	• Usual achievement and behaviour policies in place with Covid-19 amendments. • Clear expectations set with parents and students. *See academy specific risk assessment for more details*	2	2	4
Students may not observe social distancing / safe personal conduct at break times	Students being put at increased risk of infection	Medium	• Usual achievement and behaviour policies in place with Covid-19 amendments. • SLT on duty along with MSAs. • Staggered lunch times to reduce the number of students moving around. • Set dining areas with capacity for year group bubbles.	2	3	6

			See academy specific risk assessment for more details			
Queues for toilets and handwashing	Students risk of non-compliance with social distancing	High	• Increased number of toilets where possible. • The toilets are cleaned frequently. • Students encouraged to use the facilities throughout the day rather than just at break/lunchtime. • Students are reminded regularly on how to wash hands and young children are supervised in doing so. • Each bubble has been assigned their own toilet area. *See academy specific risk assessment for more details*	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	• Trust wellbeing helpline/Employee Assistance Helpline. • Regular staff Teams meetings. • Staff wellbeing activities. • Staff online wellbeing CPD and programmes. • Regular check ins for the most vulnerable staff while not in school. • Full engagement with all stakeholders. • Usual safeguarding procedures apply. • Online safety information updates. • Loss and bereavement policy. *See academy specific risk assessment for more details*	1	4	4
Fire evacuation	Staff and students having insufficient staff knowledge of fire procedures	High	• 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

			• Sufficient space at the assembly point to allow for social distancing. • Planned fire evacuation practices. *See academy specific risk assessment for more details*			
Statutory compliance	Staff and students working in an unsafe environment	High	• 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. *See academy specific risk assessment for more details*	1	4	4
Contractors	Staff and students being put at risk of harm	High	• The use of contractors to be kept to a minimum throughout the school day. • Schedule for work to be carried "out of hours" where possible. • 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). *See academy specific risk assessment for more details*	1	3	3

Practical lessons, such as PE an Technology	Students having to work in close proximity to others and share equipment	Medium	• Reduced number of practical lessons where possible in primary. • At secondary only key stage 4 and 5 students doing practical lessons other than PE. • All students/pupils to come in PE uniform when timetabled for PE. • All PE lessons delivered outdoors. • Additional cleaning regimes in place for practical areas, such as anti-bac wipes for students to clean PC keyboards. *See academy specific risk assessment for more details*	2	3	6
Extremes of weather	Students and staff not suitably dressed/equipped	Medium	• Alternative plans for PE lessons. • Contingency plans for individual academies for inclement weather. *See academy specific risk assessment for more details*	1	2	2
Music Perri staff and other visiting supply teachers	Staff, students and visiting supply staff being put at risk of exposure to Covid-19	Medium	• Social distancing for all staff. • Enhanced information for visiting supply teachers, see individual academy's risk assessment. • InVentry asks for contact details. • InVentry asks for a health declaration. *See academy specific risk assessment for more details*	1	3	3
Daily visitors	Visitors coming in contact with the Covid virus or spreading the virus within the trust buildings	High	• Visitors by appointment only. • Virtual meetings where possible. • Maintain social distancing at all times. • Instructed to use hand sanitiser/wash their hands on arrival. • InVentry asks for contact details. • InVentry asks for a health declaration.	2	3	6

			• All visitors required to wear a face covering. • All visits must be approved by the Academy Principal. *See academy specific risk assessment for more details*			
Face coverings	Staff and students not following current guidance and being put at risk due to airborne aerosol infection	Medium	• Face coverings to be worn on buses. • PPE, such as eye protection, 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. • Face coverings to be worn by students in classrooms when social distancing cannot be maintained (Yr 7 and above). *See academy specific risk assessment for more details*	2	2	4
Face coverings – impact of wearing one	Staff and students wearing a face mask for long periods of time	Low	• Following recommended use of face coverings from the DFE • Anyone with medical exemption does not need to wear a face covering • Face coverings can be removed while staff and students are outside • Morning break and lunch provide opportunity to remove face covering while eating and drinking • Staff and students allowed to carry water bottles • Face coverings do not need to be worn for physical activities such as PE	1	2	2

			• Younger children (Below Yr7) do not need to wear face coverings			
COSHH	Staff and students being exposed to cleaning chemicals	High	• Non hazard 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. • Disposal as per manufacturer's instructions. • MSDS kept on file of all chemicals used. • First aiders on site. *See academy specific risk assessment for more details*	1	3	3
Not engaging with Test and Trace	Staff, students, visitors and the wider community by Covid-19 being spread unknowingly	High	• 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 InVentry. • PHE contacted if reports of multiple confirmed cases are 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. • InVentry asks for contact details. • Registered with the NHS Test and Trace scheme, QR codes in all reception areas. *See academy specific risk assessment for more details*	1	3	3

Confirmed Covid-19 outbreak	Staff, students and visitors being exposed to Covid-19	High	• Response led by IET Central Team. • Latest government guidelines followed. • Local Authority flow chart on 'what to do'. • Local PHE team contacted and fully engaged with. • Full engagement with NHS Test and Trace. • Support/advise impacted staff. • Detailed records kept. • Covid-19 cleaning in non-healthcare settings outside the home government guidance followed. *See academy specific risk assessment for more details*	1 3 3
Remote Learning	Students not accessing education while at home	Medium	• Trust remote learning policy in place. • Covid Catchup funding used to provide laptops/dongles etc with paper copies of work in the interim. *See academy specific risk assessment for more details*	1 2 2
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	• Staff encouraged to ventilate rooms as much as possible. • During colder periods, staff must leave one window per room open to ventilate a room and then purge the room for at least five minutes per hour or when a class changes. • Some form of heating in all classrooms. • All air conditioning units are serviced and stand alone units. *See academy specific risk assessment for more details*	2 3 6
Students not attending school due to fear/concerns	Students becoming isolated and falling	High	• At least one contact with the student per week via Teams or telephone.	2 3 6

	behind with school work			• All known vulnerable students are monitored closely by the pastoral teams and names shared with Local Authority. *See academy specific risk assessment for more details*			
Asymptomatic testing	Staff, students and visitors being put at risk of unknown exposure to Covid-19	High		• The Trust fully engaging with the Governments Asymptomatic testing programme. • Communications to parents encouraging student participation in the asymptomatic testing programme. *See academy specific risk assessment for more details*	2	3	6
Conflicting advice/information from recognised bodies (DfE and PHE)	Staff, students, parents, wider community if incorrect decisions are made re self-isolation	Medium		• All guidance read and followed. • Centralised team (CEO, Estates Director and Principal(s)) meet and discuss actions before decisions are made to ensure responses and actions are proportionate, reasonable, timely and reflect guidance. CEO has final decision at this point • IET Board/Chair of Board advised and involved in any decisions which are "out of the ordinary" or impact a wider range of stakeholders than normal. • All cases reported to North Lincs Public Health Team through their online report form. • Advice sought from a recognised body (DfE, PHE, PH North lIncs, North Lincolnshire Local Authority) with any questions/confusion/ambiguity with published guidance. • National/local advice or guidance shared with parents and staff so that all decisions are	2	3	6

			transparent through weekly updates from the CEO or more regularly as appropriate. *See academy specific risk assessment for more details*			

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

Signed: Name: Date
(IET CEO)

Signed: *C Williamson*   Name: C. Williamson   Date: 24 February 2021
(Assessor)

Assessment Review Date: Monthly, after a confirmed case and when any new guidance is issued by government

Date assessment review carried out:

Are existing control measures still satisfactory: Yes/No?

Additional control measures added and highlighted in red

Comments:

Signed_____ _____ (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"