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| Date of Assessment | 19 th May 2020 | | Central Services Template Reference | CS336-He |
| Academy | Heighington Millfield Primary Academy | Description of activity being assessed | Following government guidance through COVID 19, the below risk assessment outlines control measures that Heighington Millfield Primary Academy will put in place for increased numbers of students returning to the Academy, and eventually all students returning when the government advises Academies to do so. All measures are taken from the government's guidelines and have been presented to staff by Headteachers. | |

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| Assessors | John Beaven | Job Roles | Headteacher | Signatures |  | Review Date | Ongoing, pending updated Government guidance |
| Endorser | Anna Ward | Job Role | Estates and Facilities Co-ordinator | Signature |  | Page No. | 1 of 29 |

'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 x P = R | R R | | | | | S x P = R | R R |
| Protective measures and hygiene | | | | | | | | | |

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| <p>Academies are not aware of the protective measures that are required during and after the reopening of academies.</p> | <p>All staff, pupils, visitors and contractors</p> | <p>5</p> | <p>4</p> | <p>20</p> | <p>High</p> | <p>Existing Trust and Academy policies are in place which staff are familiar with.</p> | <p>Ensure all relevant staff read the guidance on implementing protective measures in education and childcare settings and have implemented the necessary actions. Staying Safe at Work poster has been issued to all staff. Signage will be created by the Academy for areas, as required. All staff have supported SLT in the writing of protocols based on the guidance – these have been checked against a union checklist.</p> <p>All Academies will communicate with parents social distancing guidelines and encourage parents to share these with their children. Briefings/posters will be used in the setting to remind pupils of the expectations.</p> | <p>Headteacher</p> | <p>1st June 2020</p> | <p>5</p> | <p>2</p> | <p>10</p> | <p>Medium</p> |
|---|--|----------|----------|-----------|-------------|--|---|--------------------|---------------------------------|----------|----------|-----------|---------------|

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| | | S | P | R | | | | | S | P | R | R |
| <p>Academy areas and routines are not set out in a way that allows for social distancing.</p> | <p>All staff, pupils, visitors and contractors</p> | 5 | 4 | 20 | High | <p>Academies have already made some changes during the period of opening following initial academy closures.</p> <p>Follow the guidance in implementing protective measures in education and childcare settings including reviewing classroom layouts, entry and exit points, staggered starts and end, break times, class sizes, lunchtime arrangements, use of communal areas. Agree how safety measures will be implemented and displayed around the academy.</p> <p>Academy based protocols</p> | <p>Headteacher</p> | <p>1st June 2020</p> | 5 | 3 | 15 | 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 | | | | | |
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| | | S | P = R | | | | | R | R | | | | |
| Cleaning may not be in line with guidance. | All staff, pupils, visitors and contractors | 5 | 4 | 20 | High | Enhanced cleaning has been in place during partial closure but this has been for reduced areas. | The Trust has agreed with the cleaning team / contractors an enhanced spec, daily cleaning schedule and how they will be implemented in line with implementing protective measures in education and childcare settings including the sourcing of cleaning materials. Academy based protocols | Site Managers with the support of the Trust compliance team. | Prior to increase of pupils, ongoing review and monitoring is required. | 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 | P = R | | | | |
| Those in academy may not follow the enhanced hygiene procedures. | All staff, pupils, visitors and contractors | 5 | 4 | 20 | High | Enhanced Hygiene processes and signage have been in place since the initial outbreak and before academy closures. | Agree, share and implement the approach to how enhanced hygiene will be managed in line with implementing protective measures in education and childcare settings including for example toilet use, hand washing / cleaning. This should also include how shared items such as books, toys, practical equipment etc will be cleaned and managed. Academy based protocols | Headteacher | Prior to increase of pupils, ongoing review and monitoring is required. | 5 | 2 | 10 | Medium |

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| <p>An individual falls ill and presents the symptoms of Covid-19, potentially exposing others to the virus.</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 implementing protective measures in education and childcare settings are understood by staff with an emphasis on those who will deal with first aid matters. Ensure a suitable space is identified and available for children to wait in, until they are collected. Academies will report any pupils with symptoms and positive test results to the Federation Services Lead for tracking. Academies will report staff with symptoms and positive test results to their HR Business Partner for tracking. If a member of staff is showing symptoms and has been working in the Academy, the Academy will act in accordance with the government outlined in Opening Schools and other Educational Settings from 1 June:</p> | <p>Headteacher</p> | <p>Prior to increase of pupils, ongoing review and monitoring is required.</p> | <p>5</p> | <p>3</p> | <p>15</p> | <p>Medium</p> |
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| | | S x P = R | R R | | | | | S x P = R | R R |
| | | | | | Guidance for Parents and Carers The Academy will support any member of staff who is contacted by the NHS Test and Trace service and advised to isolate for 14 days following government guidance outlined in NHS Test and Trace: Workplace Guidance . The Academy may ask for evidence of this contact and further details. Academy based protocols | | | | |

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| | | S | P = R | | | | | S x P = R | R | | | |
| Staff may not understand where PPE should be used or have access to it. | Staff, contractors | 5 | 4 | 20 | High | <p>Policies are already in place which outline the use of PPE, i.e. intimate care.</p> <p>Ensure staff are aware of the guidance outlined in implementing protective measures in education and childcare settings . Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your 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.</p> <p>Academy based protocols</p> | Headteacher | <p>Prior to increase of pupils, ongoing review and monitoring is required.</p> | 5 | 3 | 15 | Medium |

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| | | S | x | P = R | R | | | | | S | x | P = R | R |
| Academies are unable to complete routine maintenance / planned works. | All staff, pupils, visitors and contractors | 4 | 4 | 16 | High | Clear maintenance procedures and programmes are in place and followed by Academies. | Maintenance procedures should be reviewed and updated taking into account all Government guidance. The Trust Compliance Team will provide support as required. The Capital Projects Manager will manage any ongoing or planned capital works following Government guidance. | Site Managers Trust Compliance Team Capital Projects Manager | Prior to increase of pupils, ongoing review and monitoring is required. | 4 | 3 | 12 | 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 | | | | | |
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| | | S | P = R | | | | | R | R | | | | |
| Academy supplies may not be available for delivery or may not meet with the required social distancing requirements. | All staff, pupils, visitors and contractors | 5 | 4 | 20 | High | Communication with key suppliers has been maintained during the closure period. | 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. Academy based protocols | Site Managers and Trust Compliance Team | Prior to increase of pupils, ongoing review and monitoring is required. | 4 | 3 | 12 | Medium |
| 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 | Heighington Millfield does not have any transport services required for the pupils. | Headteacher | Prior to increase of pupils, ongoing review and monitoring is required. | 0 | 0 | 0 | Low |

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| | | S x P = R | | | R | | | | | S x P = R | | | R |
| <p>Site Staff may not be aware of water systems, fire safety, cleaning and ventilation for managing the Academy site.</p> | 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 Managing School Premises which are partially open during the Coronavirus Outbreak | Estates and Facilities team and Site Staff | Prior to increase of pupils, ongoing review and monitoring is required. | 4 | 1 | 4 | Low |
| <p>Introducing virus into the Academy environments from deliveries/meetings</p> | All staff, pupils, visitors and contractors | 5 | 4 | 20 | High | Staff following hygiene guidance already issued (before and after handling delivered goods). Delivery companies also following enhanced hygiene measures. | Academies will rearrange any non-essential appointments and use technology for meetings, where possible. Academies follow Managing School Premises which are partially open during the Coronavirus Outbreak for ventilation in office environments. Academies will stop deliveries of non-essential items. | All staff | Prior to increase of pupils, ongoing review and monitoring is required. | 5 | 2 | 10 | Medium |
| Human Resources | | | | | | | | | | | | | |

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| <p>STAFFING: Low returning staff numbers to cater for year groups which will return on 1st June 2020.</p> | <p>All Employees</p> | <p>5</p> | <p>4</p> | <p>20</p> | <p>High</p> | <p>Reduced academy rotas have been established in all Academies.</p> | <p>In line with government guidelines the below will be considered by Academies, where possible:</p> <ul style="list-style-type: none"> - Reduced Academy rotas to be reviewed and communicated to staff. - Teachers can be used within any year group. - Teaching assistants can be used to lead classes with guidance and direction from a teacher. - 1:1 Teaching Assistants may be used with other students during this time. - Where possible, the same member of staff will be used for the same group of students, on the same day. - In line with the Trust Equality Impact Assessment, the Academy will ensure those from Black and Ethnic Minorities, are following social distancing along with other staff members. | <p>Headteacher</p> | <p>Prior to increase of pupils, ongoing review and monitoring is required.</p> | <p>5</p> | <p>3</p> | <p>15</p> | <p>Medium</p> |
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| | | S | P = R | | | | | S x P = R | R | | | | |
| <p>STAFFING: Low staffing numbers due to the absence of <u>Clinically Extremely Vulnerable People</u> (those who have received a letter from the NHS or guidance from their clinician).</p> | All Employees | 5 | 4 | 20 | High | <p>The partial reopening of Academies will see rotas of staffing requirement levels increased</p> | <p>In line with government guidelines: COVID 19: Implementing protective measures in education and childcare settings</p> <ul style="list-style-type: none"> - Clinically extremely vulnerable staff should continue shielding till the end of June 2020. - Clinically extremely vulnerable staff will be required to provide the Academy with a copy of their NHS letter or confirmation from their clinician to confirm this category. - These members of staff should be used remotely to support learning or provide services. | Headteacher | <p>Prior to increase of pupils, ongoing review and monitoring is required.</p> | 5 | 3 | 15 | Medium |

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| <p>STAFFING: Low staffing numbers due to the absence of <u>Clinically Vulnerable People</u> (those who have pre-existing medical conditions such as diabetes or asthma).</p> | <p>All Employees</p> | <p>4</p> | <p>4</p> | <p>16</p> | <p>High</p> | <p>The Academies have currently been able to accommodate these members of staff not being required on the on-site rota.</p> | <p>In line with government guidelines: COVID 19: Implementing protective measures in education and childcare settings - Clinically vulnerable people have been advised to take extra care in observing social distancing and should work from home where possible. Academies will continue to accommodate, where possible home working. However, if clinically vulnerable individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres</p> | <p>Headteacher</p> | <p>Prior to increase of pupils, ongoing review and monitoring is required.</p> | <p>4</p> | <p>3</p> | <p>12</p> | <p>Medium</p> |
|---|----------------------|----------|----------|-----------|-------------|---|--|--------------------|--|----------|----------|-----------|---------------|

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| | | S x P = R | R R | | | | | S x P = R | R R |
| | | | | | of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk. | | | | |

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| | | S | P = R | | | | | S x P = R | R | | | | |
| <p>STAFFING: Low staffing numbers due to the absence of <u>staff members living with someone who is a Clinically Extremely vulnerable person.</u></p> | All Employees | 4 | 4 | 16 | High | <p>The Academies have currently been able to accommodate these members of staff not being required on the on-site rota.</p> | <p>In line with government guidelines: COVID 19: Implementing protective measures in education and childcare settings</p> <ul style="list-style-type: none"> - It is advised they only attend an education or childcare setting if stringent social distancing can be adhered to. - Staff will be required to provide the Academy with a copy of their NHS letter or confirmation from their family member's clinician to confirm this category. - Where these members of staff are not used on the on-site rota they will support remotely with learning and provide services. | Headteacher | <p>Prior to increase of pupils, ongoing review and monitoring is required.</p> | 4 | 3 | 12 | 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>STAFFING: Low staffing numbers due to the absence of <u>staff members living with someone who is in the Clinically vulnerable group.</u></p> | All Employees | 4 | 4 | 16 | High | <p>The Academies have currently been able to accommodate these members of staff not being required on the on-site rota.</p> | <p>In line with government guidelines: COVID 19: Implementing protective measures in education and childcare settings - Staff who have someone in their household who is in the clinically vulnerable group, including those who are pregnant, they can attend their education or childcare setting.</p> | Headteacher | <p>Prior to increase of pupils, ongoing review and monitoring is required.</p> | 4 | 3 | 12 | Medium |

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| | | S | P = R | | | | | R | R | | | | |
| <p><u>STAFFING: Low staffing numbers due to the absence of members of staff, or someone in their household, who is showing symptoms of COVID 19.</u></p> | All Employees | 4 | 4 | 16 | High | <p>Employees are currently required to remain on sick leave for 7-14 days.</p> | <p>Academies will actively encourage all staff to book tests if someone in the household is showing symptoms or they have symptoms. Posters for testing have been shared and should be displayed by all Academies. 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>Key worker C-19 testing – instructions – April 2020</p> <p>Key worker C-19 testing – FAQs – April 2020</p> | Administration Staff Headteacher | <p>Prior to increase of pupils, ongoing review and monitoring is required.</p> | 4 | 3 | 12 | Medium |

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| | | S | P | R | | | | | S | P | R | | |
| 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. | All Employees | 4 | 4 | 16 | High | NA | <ul style="list-style-type: none"> - 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. | Headteacher HR Department | Prior to increase of pupils, ongoing review and monitoring is required. | 4 | 3 | 12 | Medium |
| STAFFING: Low staffing numbers in catering teams result in Academies being unable to provide meals or free school meals. | All Employees | 4 | 4 | 16 | High | NA | <ul style="list-style-type: none"> - Academies should consider solutions with their catering teams that will work for the setting. Some solutions are outlined in the government guidance: Planning Guide (section 5) | Headteacher | Prior to increase of pupils, ongoing review and monitoring is required. | 4 | 3 | 12 | Medium |

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| | | S | P = R | | | | | S x P = R | R | | | | |
| <p>STAFFING: Low staffing numbers result in Academies <u>not having the correct level of first aiders or paediatric first aiders on site.</u></p> | All Employees | 4 | 4 | 16 | High | NA | <ul style="list-style-type: none"> - Primary academies will review staffing levels following government guidance: Planning Guide for Primary Schools - (Similar guide will be issued for Secondary Academies and will follow) - The Academy will have at least one first aider or paediatric first aider available every day. | Headteacher First Aiders/Paediatric First Aiders Estates and Facilities Department | Prior to increase of pupils, ongoing review and monitoring is required. | 4 | 3 | 12 | Medium |

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| | | S | P = R | | | | | S x P = R | R | | | | |
| <p>STAFFING: Low staffing numbers result in Academies <u>not having the DSL or SENCO available on site.</u></p> | All Employees | 4 | 4 | 16 | High | NA | <ul style="list-style-type: none"> - Either the DSL, DSO, 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. - 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. - Either the SENCO, Headteacher or identified member of the Senior Team should be available every day to undertake the SENCO role | <p>Headteacher SENCO DSL/DSO Director of Welfare/Trust DSL Deputy Trust DSL</p> | <p>Prior to increase of pupils, ongoing review and monitoring is required.</p> | 4 | 3 | 12 | Medium |

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| | | S | P | R | | | | | S x P = R | R | R | | |
| 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 | All Employees | 4 | 4 | 16 | High | Wellbeing projects and monitoring have been happening across the Trust throughout the partial closure. | <ul style="list-style-type: none"> - Restore and Recover initiatives are being formulated across the Trust, with regards to wellbeing - Agree staff workload expectations (including for leaders) | Restore and Recover: Wellbeing Group advice Headteacher | Prior to increase of pupils, ongoing review and monitoring is required. | 4 | 3 | 12 | Medium |
| STAFFING: Low staffing numbers due to the absence of members of staff who have been furloughed | 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 initial 3 week period will end on the 26 th May 2020. | <ul style="list-style-type: none"> - The Academies will assess with the HR Department if these employees are required back into the Academy. - HR will consult with the members of staff and give required notice. | Headteacher HR Department | Prior to increase of pupils, ongoing review and monitoring is required. | 4 | 3 | 12 | Medium |

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| | | S | P | = | R | | | | | S | P | = | R |
| Unable to provide staff car parking due to staff using cars rather than public transport | All Employees | 3 | 3 | 9 | Medium | NA | <ul style="list-style-type: none"> - Due to the location of Academies it is not predicted that there will be a significant increase in need for car park spaces. - The Academies will encourage staff not to car share and walk to work, where possible. | Headteacher | Prior to increase of pupils, ongoing review and monitoring is required. | 3 | 2 | 6 | Low |
| Teaching and Learning | | | | | | | | | | | | | |
| Teaching and Learning: Difficulty maintaining classroom sizes outlined by government guidance | All Employees and Pupils / Students | 4 | 4 | 16 | High | NA | Academies will follow government guidelines on students per class and need. Consideration will also be made for the technical side of the classroom and numbers that can be accommodated following social distancing guidance. | Headteachers | Prior to increase of pupils, ongoing review and monitoring is required. | 4 | 3 | 12 | Medium |

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| | | S | x | P = R | R | | | | | S | x | P = R | R |
| Staffing Levels: Academies being unable to complete online Education Setting Status Form due to reduced staffing levels in the data department or staffing who complete this form. | All Employees and Pupils / Students | 4 | 4 | 16 | High | DfE Educational setting status on-line form is completed by HT with other SLT members trained to complete it. | - Senior Administrator has access and could complete if needed to | Headteacher HR Department | Prior to increase of pupils, ongoing review and monitoring is required. | 4 | 1 | 4 | Low |
| Academy is unable to provide update training or required training to staff | All Employees and Pupils / Students | 4 | 4 | 16 | High | NA | Academies to speak to HR Department about online compulsory training | Headteacher HR Department | Prior to increase of pupils, ongoing review and monitoring is required. | 4 | 2 | 8 | Medium |

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| | | S | x | P = R | R | | | | | S | x | P = R | R |
| <p>Staffing Levels: Academies are unable to provide breakfast clubs, lunch clubs and after-school clubs.</p> | All Employees and Pupils / Students | 4 | 4 | 16 | High | Protocol for Breakfast club is being written for up to 30 children in the Priority Group. Currently in talks with afterschool provider for assurance regarding social distancing and hygiene compliance. | Provision will only be provided should sufficient staffing levels exist | Headteacher / Senior Leadership Teams | Prior to increase of pupils, ongoing review and monitoring is required. | 4 | 3 | 12 | Medium |

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|--|-------------------------------------|--------------------------------------|---------|----|---------------------------|---|--|---------------------------------------|---|---------|---|----|--------|
| | | S | x P = R | R | | | | | S | x P = R | R | | |
| Teaching and Learning: Students passing on the virus as a result of not following social distancing guidelines. | All Employees and Pupils / Students | 4 | 4 | 16 | High | Academies have promoted social distancing guidelines prior and during the partial closure. | <ul style="list-style-type: none"> - Academies will continue to encourage students to follow social distancing guidelines and personal hygiene guidelines. - Academy has updated Behaviour practices to make provision for students who refuse to follow social distancing guidelines. - Academy protocols. | Headteacher / Senior Leadership Teams | Prior to increase of pupils, ongoing review and monitoring is required. | 4 | 3 | 12 | Medium |
| Teaching and Learning: failure to provide the correct plans, schemes of work and programmes of study. | All Employees and Pupils / Students | 4 | 4 | 16 | High | Home learning programmes/ packs are currently in place and will continue for year groups not returning. | <ul style="list-style-type: none"> - Academies will assess their own student needs to create the correct resources. | Headteacher / Senior Leadership Teams | Prior to increase of pupils, ongoing review and monitoring is required. | 4 | 3 | 12 | 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 | x | P = R | R | | | | | S | x | P = R | R |
| Teaching and Learning: the academy is unable to meet EHCP requirements incorporating COVID 19 guidelines | All Employees and Pupils / Students | 4 | 3 | 12 | Medium | NA | <ul style="list-style-type: none"> - Risk Assessment for EHCPs for individual students. Academies to consult with parents. - Academies to refer to SEND risk assessment guidance. | Headteacher / Senior Leadership Teams | Prior to increase of pupils, ongoing review and monitoring is required. | 4 | 3 | 12 | Medium |
| Teaching and Learning: potential increase in student behaviour incidents | All Employees and Pupils / Students | 4 | 3 | 12 | Medium | NA | <ul style="list-style-type: none"> - Academy will risk assess any students who display increased behaviours due to COVID 19 changing their environment on-site - Academies will create individual pupil support plans | Headteacher / Senior Leadership Teams | Prior to increase of pupils, ongoing review and monitoring is required. | 4 | 3 | 12 | 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 | x P = R | R | | | | | S | x P = R | R | |
| <p>Parents: Lack of communication or miscommunication with parents could lead to uncertainty around attendance procedures.</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. Letter has been sent to all parents from the Academies to advise they will be in touch shortly.</p> <p>A webpage has been set up on the academy site to support communication - https://www.millfield.lincs.sch.uk/information-on-reopening-school/</p> | <p>Academies will communicate updates with parents, following Trust direction, on various areas including social distancing rules for parents on-site and the education provision for students going forward.</p> | <p>Trust Central Services / Headteacher / Senior Leadership Teams</p> | <p>Prior to increase of pupils, ongoing review and monitoring is required.</p> | 4 | 2 | 8 | <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 | P = R | | | | | S x P = R | R R | | | | |
| <p>Parents: parents are unwilling to send children back to the Academy or students are unwilling to attend the Academy, meaning the Academy are unable to deliver the government increased numbers plan.</p> | <p>Parents / All Employees and Pupils / Students</p> | 4 | 4 | 16 | High | <p>Assurances should be made to indicate how the Academy / Trust plans to implement safety measures and follow government guidelines</p> | <ul style="list-style-type: none"> - Government guidelines have advised that parents will not be fined for not sending their children to the Academy during this time. - Academies will inform social workers where children with a social worker do not attend. - Academies will encourage students to attend as stringent social distancing guidelines have been put in place. | <p>Trust Central Services / Headteacher / Senior Leadership Teams</p> | <p>Prior to increase of pupils, ongoing review and monitoring is required.</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 time scale shown in Risk Assessment and review working practices on a regular basis. Review working practices used to reduce the probability of an accident 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 accident is reduced to the lowest level possible. (employee consultation should be included in the review). |

