



<b>Date of Assessment</b>	8 <sup>th</sup> July 2020		<b>Central Services Template Reference</b>	CS336
<b>Academy</b>	The Priory Belvoir Academy	<b>Description of activity being assessed</b>	<p>Following government guidance through COVID 19, the below risk assessment outlines control measures that The Priory Belvoir Academy will put in place for the Autumn term and the return of all students.</p> <p>The protective measures outlined will also be followed by the Trust's Early Years providers from 20<sup>th</sup> July 2020.</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 and guidance will be followed in <a href="#">Guidance for full opening: schools</a></p>	

<b>Assessors</b>	Levon Newton	<b>Job Roles</b>	Headteacher	<b>Signatures</b>		<b>Review Date</b>	Ongoing, pending updated Government guidance
<b>Endorser</b>	Anna Ward	<b>Job Role</b>	Estates and Facilities Co-ordinator	<b>Signature</b>		<b>Page No.</b>	1 of 26

'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					S x P = R	R				
<b>Protective measures and hygiene</b>													
<b>Academies are not aware of the protective measures that are required during the Autumn term</b>	All staff, pupils, visitors and contractors	5	4	20	High	Existing Trust and Academy policies are in place which staff are familiar with.	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> . All staff will 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 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.	Headteachers and Heads of Centre	Prior to increase in pupil numbers, ongoing review and monitoring is required.	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	P = R					S x P = R	R				
Academy areas and routines are not set out in a way that allows for social distancing or year group bubbles	All staff, pupils, visitors and contractors	5	4	20	High	Academies have already made some changes during the period of opening following initial academy closures.  Academies are making plans for the new academic year to enable social distancing as per government advice.	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 be implemented and displayed around the academy.	Headteachers and Heads of Centre	Prior to increase in pupil numbers, 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 x P = R	R				
<b>Cleaning may not be in line with guidance.</b>	All staff, pupils, visitors and contractors	5	4	20	High	<p>Enhanced cleaning has been in place during partial closure.</p> <p>Academies are currently planning their cleaning regimes for the new Academic Year in line with government guidance.</p>	<p>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.</p> <p>The Trust will continue to monitor and update the provision based on the guidance expected from Public Health England by the end of the summer term.</p>	Site Managers with the support of the Trust compliance team.	<p>Prior to increase in pupil numbers, ongoing review and monitoring is required.</p>	5	2	10	Medium

<p><b>Those in academy may not follow the enhanced hygiene procedures.</b></p>	<p>All staff, pupils, visitors and contractors</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>High</p>	<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>Agree, share and implement 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 will be cleaned and managed.</p> <p>It is 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>	<p>Headteachers and Heads of Centre</p>	<p>Prior to increase in pupil numbers, ongoing review and monitoring is required.</p>	<p>5</p>	<p>2</p>	<p>10</p>	<p>Medium</p>
<p><b>An individual falls ill and presents the symptoms of Covid-19, potentially exposing</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</p>	<p>Ensure the procedures and processes outlined in <a href="#">implementing protective measures in</a></p>	<p>Headteachers and Heads of Centre</p>	<p>Prior to increase in pupil numbers,</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Medium</p>

<p>others to the virus, or the Academy has an outbreak</p>						<p>to academy closures and first aiders will be in place and briefed regarding the correct responses and procedures.</p>	<p><a href="#">education and childcare settings</a> and <a href="#">Guidance for full opening schools</a> 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 ensure staff and parents are aware of reporting positive test results to the Academy immediately. The Academy will report any pupils with symptoms and positive test results to local public health 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</p>		<p>ongoing review and monitoring is required.</p>					
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						<p>each bubble, to ensure information can be provided to local health protection team if there is a positive case in the Academy.</p> <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. The Academy may ask for evidence of this contact and further details.</p> <p>Once Academies receive a small number of home testing kits, these 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</p>						
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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
					local health protection team and follow contingency plans for remote educational support outlined in <a href="#">Guidance for full opening schools</a>				



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				
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>Staff have subsequently been able to clarify with their senior leaders regarding PPE use.</p>	<p>Ensure staff are aware of the guidance outlined in <a href="#">implementing protective measures in education and childcare settings</a> and <a href="#">Guidance for full opening schools</a>.</p> <p>Make arrangements for the very small number of 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.</p>	Headteachers and Heads of Centre	<p>Prior to increase in pupil numbers, ongoing review and monitoring is required.</p>	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				
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 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.	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				
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.	Site Managers and Trust Compliance Team	Prior to increase in pupil numbers, 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	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 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.	5	4	20	High

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				
<p><b>Site Staff may not be aware of water systems, fire safety, cleaning and ventilation for managing the Academy site.</b></p>	<p>All staff, pupils, visitors and contractors</p>	4	3	12	Medium	<p>Estates and Facilities team have issued guidance and reminders.</p>	<p>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></p> <p>Air conditioning will not be used by the Academies.</p>	<p>Estates and Facilities team and Site Staff</p>	<p>Prior to increase in pupil numbers, ongoing review and monitoring is required.</p>	4	1	4	Low

<p><b>Introducing virus into the Academy environments from deliveries/meetings/visitors</b></p>	<p>All staff, pupils, visitors and contractors</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>High</p>	<p>Staff following hygiene guidance already issued (before and after handling delivered goods). Delivery companies also following enhanced hygiene measures.</p>	<p>Academies will rearrange any non-essential appointments and use technology for meetings, where possible. Academies follow <a href="#">Managing School Premises which are partially open during the Coronavirus Outbreak</a> for ventilation in office environments. Academies will stop 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 will provide a poster to display in all receptions, to give guidance to all visitors on arrival, including guidance on social distancing.</p>	<p>All staff</p>	<p>Prior to increase in pupil numbers, ongoing review and monitoring is required.</p>	<p>5</p>	<p>2</p>	<p>10</p>	<p>Medium</p>
<p>Human Resources</p>													

<p><b>STAFFING: Low returning staff numbers to cater for pupils in the Autumn Term</b></p>	<p>All Employees</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>High</p>	<p>NA</p>	<p>In line with government <a href="#">Guidance for full opening schools</a> the below will be considered by Academies for the Autumn term:</p> <ul style="list-style-type: none"> <li>- Where measures described in this risk assessment are in place, those in the clinically vulnerable and clinically extremely vulnerable groups can return to the Academy from 1<sup>st</sup> August 2020.</li> <li>- Those in the clinically extremely vulnerable group will be given roles where it is possible to maintain social distancing.</li> <li>- People who live with someone in the clinically vulnerable and clinically extremely vulnerable groups can be in the workplace.</li> <li>- Supply teachers, temporary staff and peripatetic staff can work in the Academy and move between schools maintaining social distancing</li> <li>- Staff can work across multiple classes and</li> </ul>	<p>Headteachers</p>	<p>Prior to increase in pupil numbers, ongoing review and monitoring is required.</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Medium</p>
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						<p>year groups in order to facilitate the delivery of the Academy timetable. However, they should ensure social distancing is maintained where possible.</p> <ul style="list-style-type: none"> <li>- Teaching Assistants may be used to lead groups or cover lessons, under the direct supervision of a qualified, or nominated, teacher.</li> <li>- Guidance for ITT Trainees will be in line with <a href="#">Guidance for full opening schools</a>.</li> <li>- Central Services office staff will receive operational plans in line with office working.</li> <li>- 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.</li> <li>- A Trust Equality Impact Assessment</li> </ul>					
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		S x P = R	R R					S x P = R	R R
					has been undertaken and will run along this risk assessment, acknowledging all protected characteristics.				



<p><b>STAFFING: Low staffing numbers due to the absence of members of staff, or someone in their household, who is showing symptoms of COVID 19.</b></p>	All Employees	4	4	16	High	Employees are currently required to remain on sick leave for 7-14 days.	<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><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> <p>Academies will assess staffing numbers alongside HR Business Partner to review staffing needs if multiple absences are recorded.</p>	Administration Staff Headteachers/ Head of Centre	Prior to increase in pupil numbers, ongoing review and monitoring is required.	4	3	12	Medium
<p><b>STAFFING: Low staffing numbers as a result of staff who do not fall into one of the above categories refusing to</b></p>	All Employees	4	4	16	High	NA	HR department will provide Headteachers with any trade union updated guidance.	Headteachers / Head of Centre HR Department	Prior to increase in pupil numbers, ongoing	4	3	12	Medium

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		S	P = R					S x P = R	R				
<u>attend work or due to trade union guidance.</u>					The HR team will work with the Headteacher to assess individual cases. Where necessary, the Trust will provide additional support.		review and monitoring is required.						
<b>STAFFING: Low staffing numbers in catering teams result in Academies being <u>unable to provide meals or free school meals.</u></b>	All Employees	4	4	16	High	NA	<ul style="list-style-type: none"> <li>- The government expects kitchens to be fully open in the Autumn term</li> <li>- Academies should comply with <a href="#">Guidance for Food Businesses on Coronavirus</a></li> <li>- Academies will consult with Catering Supervisors (or outsourced contractors) regarding any perceived / potential issues with meeting the government's expectation.</li> </ul>	Headteachers	Prior to increase in pupil numbers, ongoing review and monitoring is required.	4	3	12	Medium

<p><b>STAFFING: Low staffing numbers due to isolation result in Academies <u>not having the DSL or SENCO available on site.</u></b></p>	<p>All Employees</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>High</p>	<p>NA</p>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- Either the SENCO, Headteacher or identified member of the Senior Team should be available every day to undertake the SENCO role</li> <li>- In conjunction with the government <a href="#">Guidance for full opening schools</a> Academies should provide additional time for DSL's and deputies (or</li> </ul>	<p>Headteachers                  SENCO                  DSL/DSO                  Director of Welfare/Trust                  DSL                  Deputy Trust                  DSL</p>	<p>Prior to increase in pupil numbers, 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					S	x P = R	R	
						nominated person) to support pupils and staff in the first few weeks of term.						
<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 partial closure.  - Restore and Recover 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. The Trust's HR department will provide an audit over the summer holidays.	Restore and Recover: Wellbeing Group advice Headteachers	Prior to increase in pupil numbers, ongoing review and monitoring is required.	4	3	12	Medium

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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"> <li>- Due to the location of the Academies, it is not predicted that there will be a significant increase in the need for car park spaces.</li> <li>- The Academies will encourage staff not to car share and to walk to work, where possible.</li> </ul>	Headteacher	Prior to increase in pupil numbers, ongoing review and monitoring is required.	3	2	6	Low
Teaching and Learning													

<p><b>Teaching and Learning:                  Difficulty maintaining distinct groups or bubbles outlined in the government guidance, in aim to reduce the number of contacts between staff and pupils</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>Headteachers</p>	<p>Prior to increase in pupil numbers, 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					S	x	P = R	R
<b>Academy is unable to provide update training or required training to staff</b>	All Employees and Pupils / Students	4	4	16	High	NA	Academies to speak to HR Department about online compulsory training	Headteachers HR Department	Prior to increase in pupil numbers, ongoing review and monitoring is required.	4	2	8	Medium
<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 <a href="#">Guidance for full opening schools</a>	Headteachers / Senior Leadership Teams	Prior to increase in pupil numbers, ongoing review and monitoring is required.	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 prior and during the partial closure.	<ul style="list-style-type: none"> <li>- Academies will continue to encourage students to follow social distancing guidelines and personal hygiene guidelines.</li> <li>- Academies will update behaviour practices to make provision for students who refuse to follow social distancing guideli</li> </ul>	Headteachers / Senior Leadership Teams	Prior to increase in pupil numbers, ongoing review and monitoring is required.	4	3	12	Medium

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		S	P = R					R	R				
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	NA	<ul style="list-style-type: none"> <li>- Academies will assess their own student needs to create the correct resources.</li> <li>- Academies will 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.</li> <li>- Academies with a shared sixth form will work together on plans in the Academy, following the government guidance, allowing students to attend more than one setting.</li> <li>- Pupils who are self-isolating will receive remote education.</li> </ul>	Headteachers / Senior Leadership Teams	Prior to increase in pupil numbers, ongoing review and monitoring is required.	4	3	12	Medium



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<b>Teaching and Learning: the academy is unable to meet EHCP requirements incorporating COVID 19 guidelines</b>	All Employees and Pupils / Students	4	3	12	Medium	NA	<ul style="list-style-type: none"> <li>- Local authorities will review risk assessments alongside EHCP, Academies will take guidance from local authorities in reducing any flexibilities in the EHCP's.</li> <li>- 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></li> </ul>	Headteachers / Senior Leadership Teams	Prior to increase in pupil numbers, ongoing review and monitoring is required.	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	<ul style="list-style-type: none"> <li>- Academy will risk assess any students who display increased behaviours due to COVID 19 changing their environment on-site</li> <li>- Academies will create individual pupil support plans</li> </ul>	Headteachers / Senior Leadership Teams	Prior to increase in pupil numbers, ongoing review and monitoring is required.	4	3	12	Medium

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		S	x	P = R					R	S	x	P = 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. Letter has been sent to all parents from the Academies to advise they will be in touch shortly. Academies have kept parents updated regarding advice and expectations.</p>	<p>Academies will communicate updates to 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 / Headteachers / Senior Leadership Teams</p>	<p>Prior to increase in pupil numbers, ongoing review and monitoring is required.</p>	4	1	4	<p>Low</p>

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		S	P = R					S x P = 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 increased numbers plan.</b></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"> <li>- 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</li> <li>- Academies will inform social workers where children with a social worker do not attend.</li> <li>- Academies will encourage students to attend as stringent social distancing guidelines have been put in place.</li> </ul>	<p>Trust Central Services / Headteachers / Senior Leadership Teams</p>	<p>Prior to increase in pupil numbers, 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 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).

