

Date of Assessment		30 th October 2020		Central Services Template Reference	CS336
Academy	The Priory Federation of Academies (All Academies)		Description of activity being assessed	<p>Following government guidance through COVID 19, the below risk assessment outlines control measures that an Academy within The Priory Federation of Academies Trust will follow if advised for staff and students to wear face coverings in specified areas.</p> <p>This risk assessment will be read in conjunction with the Trust and Academies individual risk assessments.</p> <p>All measures are taken from the government's and local Health Protection Teams guidelines and have been presented to staff by Headteachers.</p> <p>Active measures will be in place to monitor all Trust 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>	

Assessors	Verity Prosser	Job Roles	HR Business Partner	Signatures		Review Date	Ongoing, pending updated Government guidance
Endorser	Kathryn Creaser	Job Role	Compliance and Safeguarding Manager	Signature		Page No.	1 of 9

'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.

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												
Academies are not aware when face coverings are required to be worn in different parts of the Academy	All staff, pupils, visitors and contractors	5	3	15	Medium	Trust Risk Assessment Audit Group and the Academy will continue to monitor this situation through the Education Effectiveness Team, Public Health and Government guidance. The Academy has amended its protective measures to wearing face coverings in corridors and communal areas (unless exempt), following advice from Education Effectiveness Team/Health Protection Team or the government. This will be based on the fact that a high proportion of staff and students will be traveling from a tier 3 area, the Academy is in a Tier 2 or 3 area or the government guidance has been updated. The Trust's Risk Assessment Audit group will continue to monitor guidance and update Academies.	Headteachers and Heads of Centre	2 nd November 2020	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 x P = R			R					S x P = R			R
Pupils, staff and visitors are not aware of how to wear a face covering safely, dispose or store them correctly.	All staff, pupils, visitors and contractors	5	4	20	High	The Trust has created a poster on how to wear face covering on mini-buses	The Academy will display these posters and increase education with pupils on how to wear a face covering correctly, include sanitising process. Staff to model and support pupils in knowing how to wear and manage face masks safely.	Headteachers and Head of Centre	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 x P = R			R R					S x P = R			R R
There is an increased risk of transmission due to a number of staff and pupils travelling to the Academy from Tier 3 areas	All staff, pupils, visitors and contractors	5	4	20	High	Existing Trust procedures are in place which are in line with the government guidance for schools reopening .	The Trust Risk Assessment Audit Group will continue to monitor the situation and respond appropriately. Academies must follow government guidance if they are in a Tier 2 or Tier 3 area: Face Coverings in Education Staff and pupils living in Tier 3 areas must adhere to government rules which restricts their movements and prevents them from mixing with other households socially.	Headteachers and Head of Centre	Ongoing review and monitoring is required.	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			
		S x P = R			R					S x P = R			R
Staff or pupils do not want to wear a face covering in corridors or communal areas	Staff, pupils and visitors	5	4	20	High	NA	<p>Staff can contact their Headteacher or HR Business Partner to discuss individual concerns. Parents/Carers are encouraged to contact the Headteacher to discuss individual concerns and to review the next steps.</p> <p>The Academy will make exemptions to wearing the face covering based on government guidance.</p> <p>As the decision to wear face coverings in corridors and communal areas is following increased external risk relating to physical health, the Academy will support pupils and staff with additional pastoral support for wellbeing.</p>	HR Business Partner, Headteacher and Head of Centre	Ongoing review and monitoring is required.	5	2	10	Medium

<p>Staff or pupils want to wear face coverings in additional areas to those that have been advised.</p>	<p>Staff and Pupils</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Low</p>	<p>Existing Trust procedures are in place which are in line with the government guidance for schools reopening.</p>	<p>Government guidance continues to state that 'There is greater use of the system of controls for minimising risk, including through keeping in small and consistent groups or bubbles, and greater scope for physical distancing by staff within classrooms. Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided.'</p> <p>Face Coverings in Education</p> <p>The Trust will continue to monitor guidance and amend procedures, as required.</p> <p>However, individual concerns will be discussed with staff and pupils and dealt with a case by case basis. Staff and pupils may wear a mask in other areas if they wish to do so.</p>	<p>Headteachers and Heads of Centre</p> <p>Trust Risk Assessment Audit Group</p>	<p>Ongoing review and monitoring is required.</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>Low</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 R					S x P = R			R R
Staff or pupils are not able to wear a face covering due to health reasons	Staff and pupils	5	3	15	Medium	Existing Trust procedures are in place which are in line with the government guidance for schools reopening .	Academy Headteachers will work with individual pupils and their parents or carers to establish exemptions in line with government guidance. Face coverings: when to wear one, exemptions, and how to make your own Academy Headteachers and HR Business Partners will work with staff to establish any exemptions in line with government guidance. All staff will continue to be advised to maintain social distancing and all other protective measures and those staff not wearing face coverings must also adhere to this.	Headteachers and Heads of Centre HR Business Partners	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 x P = R			R R					S x P = R			R R
Staff or pupils do not understand the importance of the need to wear a mask and do not want to follow the guidance	Staff and Pupils	5	3	15	Medium	Existing Trust procedures are in place which are in line with the government guidance for schools reopening .	Academies will work with staff and pupils to reiterate the importance of the need to wear face coverings when recommended.	Headteachers and Heads of Centre	Ongoing review and monitoring is required.	5	2	10	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	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 incident is reduced to the lowest level possible. (Employee consultation should be included in the review).

- All Trust employees who encounter the hazard(s) identified in this Risk Assessment should sign below to confirm that they have read and understood its content, agree to implement the specified control measures and to follow safe working practices as directed by the Risk Assessment and their respective Line Manager
- Risk Assessments should be reviewed on an annual basis or in the event of a related incident, occurrence or near miss
- All Risk Assessments should be approved (endorsed) by a competent person who has undertaken the Institute for Occupational Safety and Health (IOSH) training as a minimum

We the undersigned have been fully briefed on this Risk Assessment and other control measures in place to reduce the risk of injury to the lowest possible level. We fully understand our duties as employees to follow the control measures in this Risk Assessment.

Employee Name	Job Role	Date	Employee Comments / recommendations	Signature