

MANAGEMENT RISK ASSESSMENT



Department:	Activity:	Assessors Name:	Assessment Date:	Associated paperwork:
Teaching and support staff	Online learning from home during the Covid-19 pandemic	Tom Scantlebury	05/11/2020 Review: 08/01/2021	Safeguarding and Child Protection Policy Online Safety Policy Acceptable User Policy (AUP) Whistleblowing Policy

STEP 1	STEP 2	STEP 3	STEP 4		STEP 5		STEP 6					
What are the hazards?	Who might be harmed?	What control measures are already in place?	Likelihood	Severity	Risk Score	Risk Band	What other control measures might be necessary?	Action by who?	Action by when?	Action done		
Sharing personal email addresses and contact details	Pupils Staff	Staff and Pupils to use college registered accounts only. Some Pupils may not be able to access Microsoft. These need to be identified and if appropriate, a LA laptop could be requested. Staff must not use their own email addresses to contact pupils / parents .	3	x	2	=	6	L	Sampling from IT history	TS	Now	ongoing
Using different online platforms the SLT have not approved	Pupil Staff	The identified platform for online teaching is TEAMS. Staff have been trained through briefings by TS and IT in the use of Microsoft Teams All staff have been issued a Laptop to enable access to this platforms for all teaching and meetings. Any other online platforms must be checked with TS before use .	2	x	2	=	4	L	Zoom, Skype and Google Classroom are not being used and do not meet our requirements. Doodle online platform has discontinued, Academy 21 is being considered as an alternative..	Staff	Now	ongoing
Will some Pupils be excluded from online learning?	Pupils	All Pupils have their own electronic device, but where concerns are raised, work packs have been delivered.	2	x	2	=	4	L	LA laptops may need to be requested and issued	Staff	Now	ongoing
Do staff and Pupils have a safe and appropriate place, not a	Staff Pupils	Both staff and Pupils have been given online safeguarding protocols. If a staff member lives in a one bedroom flat, the	2	x	3	=	6	L		Staff	Now	ongoing

bedroom, or inappropriate objects / visible?		change of background software is to be implemented. Staff will exclude Pupil from streamed lesson if they are not in an appropriate place. Raise a My Concern and email parent with the reason you asked the child to leave the virtual classroom.						Refer to TS and work with parent/carer if a problem is identified				
Are lessons public to other users outside of FC?	Staff Pupils	Staff have training on how to access the MS Teams package to conduct online lessons at home and privacy settings. Staff have access to support from TS or TRI if they are uncertain / unsure.	2	x	3	=	6	L	Remind Pupils not to share codes with other users – breach of AUP	Staff	Now	ongoing
Have the settings been audited first? (Who can chat? Who can start a stream? Who can join?)	Staff Pupils	MS Teams: Pupils can engage through video and voice calls Pupils cannot record or stream meetings Only the meeting creator can remove other members from the meeting A full audit log of MS Teams session detailing; date, time, duration and participants will be retained for safeguarding purposes. Pupils will not have functionality to set up their own MS Team meetings with other Pupils at this time.	2	x	3	=	6	L	If this is abused, can we take this functionality away? Investigate turning off video/voice call engagement for Pupils if they abuse this, but will need to test to ensure Pupils can still join meet sessions created by staff Check that Chat History cannot be bypassed/switched off? The meeting creator must always be a staff member who remains in the meeting.	Staff	Now	ongoing
Vulnerable Pupils with SEND and CP needs?	Staff Pupils	We have a record of Pupils with EHCP, social worker, or perceived to be vulnerable. All Pupils have been risk assessed. These Pupils have been offered and encouraged to take up onsite learning. All lessons are recorded and consent given. SLT welfare calls will be introduced if necessary	2	x	3	=	6	L	. Doorstep visits may be required. Period of lack of visual contact of pupil by staff member will not exceed 4 weeks Establish protocols with new pupils/parents with whom a relationship does not yet exist.	SLT	Now	ongoing
Streaming by mistake	Staff	Staff have had access to relevant training. If in doubt, check, check and check again.	1	x	3	=	3	L	Refresher training	Staff	Now	ongoing

		<p>Don't turn on streaming for Pupils by mistake and don't leave the meeting before Pupils have logged off. Make sure when you leave, you don't leave your camera and mic on.</p> <p>The creator can terminate a meeting at any point as deemed necessary</p>										
Allegation made about a member of staff	Staff	<p>All staff, contractors, volunteers and Management Committee are required to have enhanced DBS.</p> <p>All streamed lessons are recorded and sampled / monitored by SLT.</p> <p>Recordings will be kept for 2 weeks as a minimum.</p> <p>Follow FC safeguarding reporting procedures.</p> <p>Any concerns - speak with the Headteacher as soon as possible.</p>	2	x	4	=	8	M	Staff to keep a personal log of lessons – what, when, with whom and anything that went wrong.	Staff	Now	ongoing
Pupils wearing / saying inappropriate things	Pupils	<p>Pupils should follow the normal college expectations for personal conduct.</p> <p>Ask Pupils to exit the meeting/lesson and follow up with an email home to explain the behaviour, copying in SLT member</p>	2	x	3	=	6	L	Review individual arrangements	Staff	Now	ongoing
Do you need the camera / mic turned on for Pupils? Can they chat when you are not there?	Staff Pupils	<p>This will depend on the objectives of the lesson. If the camera and or mic are not required, ask Pupils to mute / turn them off.</p> <p>Make sure you join first and leave the session last!</p>	1	x	4	=	4	L		Staff	Now	ongoing
Only approved one to ones are: - lessons as per published timetable by IT -wellbeing calls as advised by LB/JB	Staff	<p>All staff have been safeguard trained and are DBS checked in order to conduct 1:1s. Record all sessions and keep for 2 weeks or as advised.</p> <p>Wherever possible welfare calls to Pupils are made from onsite</p> <p>If tutors make calls from home, number blocking must be actioned</p>	2	x	3	=	6	L	If you are not sure or you are not comfortable to hold a 1:1 with a particular Pupil speak to a member of the SLT Protocol for Tutors making welfare calls	Staff	Now	ongoing

Remind Pupils and parents of Acceptable Use Policy	Staff Pupils	Parents and Pupils have been made aware of and signed the AUP at Induction. Staff to refresh and remind Pupils of AUP as and when appropriate.	2	x	3	=	6	L	All staff to make sure they have re-read the online safety policy and acceptable use policy.	Staff	Now	ongoing
Does our safeguarding policy and reporting process work remotely?	Staff Pupils	YES! My Concern is the tool for reporting all concerns regarding Pupils at FC and all staff have been trained in its use. Safeguarding Policy on Website DSL i/c designated for each day on staff plan	1	x	3	=	3	L	Issues logging on to My Concern - contact DSL i/c by email or phone to discuss or for further advice and guidance.	Staff DSL	Now	ongoing
How can Pupils ask questions or get help?	Staff	Via their planned lessons with staff, within the lesson or by email afterwards Reception is manned throughout the school day and a message can be left for staff to contact back	1	x	3	=	3	L		Staff	Now	ongoing
What are the ground rules? When can Pupils speak? How?	Staff	Staff need to create appropriate rules to manage the behaviour in their online classes. Muting mics and switching off camera is a good idea if multiple Pupils are present. Best practice is to agree expectations before the lesson/meeting starts, to set the tone, clarify and reassure	1	x	3	=	3	L	Review practice and refine as necessary	Staff	Now	ongoing
Is parental consent needed?	Staff	Its best practice to gain parental consent if you are asking Pupils to upload any personal images / videos. Please make sure a member of SLT is included in your virtual classroom for quality assurance and safeguarding purposes.	2	x	3	=	6	L	If parents do not wish their child to upload images / videos, this must be accepted.	Staff	Now	ongoing
Are we GDPR compliant?	Foundry College	Yes. We are GDPR compliant if FC policies are followed and FC email addresses used exclusively. If in any doubt, speak to TS for advice.	2	x	3	=	6	L	Regular sampling of practice	Staff	Now	ongoing

Signature of Assessor  Name: Tom Scantlebury Date: 21/10/2020	Signature of Headteacher  Name: Jay Blundell Date: 09/11/2020
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Risk Assessment Distribution			
	Name	Signature	Date
All staff	Louise Brookes	Email approval	25/11/2020
Chair of Management Committee	Rose Mahony	Email approval	27/11/2020
Management Committee i/c Health and Safety	John Bayes	Email approval	29/11/2020
Chair of Teaching & Learning Committee	Suzanne Richards	Email approval	30/11/2020

Completing a Risk Assessment

Why are we doing this?	All employers are required to undertake risk assessments in order to assess what the School needs to do to comply with health and safety legislation. What is important is to identify risks and to act reasonably to eliminate or minimise this risk.
Who should be the assessor?	The assessor should be someone with experience and knowledge of the work activities in the school and the tasks that are under assessment and with training in risk assessment.
What is a hazard?	A hazard is anything with the potential to cause harm to a person or damage to property.
Who might be harmed?	This shows all those who may be affected by the activity or hazard, this may not just be school employees.
What control measures are already in place?	Existing controls cover reasonable measures already in place to reduce the overall risk, e.g. PAT, staff training, window restrictors
Likelihood	The allocation of this score looks at the chance of something happening and is based on the risk matrix below.
Severity	The allocation of this score looks at the severity of the injury should the hazard be realised and is based on the risk matrix
Risk	This score takes into account likelihood x severity and should be used to prioritise the level of risk, based on the risk matrix below, and set appropriate control measures.
What other control measures might be necessary?	Depending on the level of risk allocated against each task or activity, reasonable additional control measures may be required. The aim is to minimise the risk as much as possible.

Step 1	Identify the hazard/s, e.g. trailing leads, slips & trips, electricity, no staff training
Step 2	Write down who might be harmed by the listed hazard/s, e.g. Pupils/staff/visitors
Step 3	Against each hazard, list what control measures are already in place to reduce the overall risks
Step 4	Calculate a total score to the likelihood and severity of each hazard. Refer to the risk rating matrix for guidance
Step 5	Based on the risk matrix, allocate a risk rating – High, Medium or Low. Refer to the risk banding matrix below for guidance
Step 6	Decide if any other control measures might be necessary to minimise the risk. Confirm who will ensure the additional actions are completed and by when. Whoever is responsible for the implementation should sign off these actions once complete
Step 7	The risk assessment should be signed off by the Headteacher and circulated to those involved with the activity. You should review your risk assessment annually or if you think it may no longer be valid, such as the introduction of new equipment or new work activities, or if there are any significant changes to the hazards.

Risk Assessment Risk Rating Matrix					
Severity	Likelihood				
	Improbable	Remote	Possible	Probable	Very likely
Accident or incident where no harm arises	1	2	3	4	5
Minor injury	2	3	6	8	10
Injury resulting in more than 7 days off work	3	6	9	12	15
Major injury	4	8	12	18	20
Fatality	5	10	15	20	25

Risk Banding Matrix & Action Guidance		
Level of risk	Action and timescale	
15-25	HIGH	You should not start work until the risk has been reduced. You may have to set aside resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk, even with significant resources, the work must be stopped.
8-12	MEDIUM	You should seek to ensure that the risk is reduced as low as reasonably practicable by introducing further risk control measures within a reasonable timescale
1-6	LOW	You do not need to take further action at this time by introducing additional measures. Monitoring is necessary to make sure that the controls are still effective and being used by those involved

