














Corporate Risk Assessment

Activity being assessed: Online Learning		Risk assessment reference number: CWM OL1 Risk assessment created on: 8.1.2021 Review date due: 7.1.2022		
Persons undertaking or affected by the activity				
<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Pupil <input type="checkbox"/> Other				
Hazard	Control measure	Likelihood 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	Severity 1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	Risk Level <i>Likelihood x Severity = Risk Level</i>
Staff Conduct	<p>Staff must ensure a professional manner is maintained at all times (including appropriate appearance).</p> <p>Staff must use the school's official background or a blurred background. The natural background in the home without artificial Teams background being applied, should be a wall (no doorways) without personal or unsuitable materials being displayed. This is a secondary measure to address the possibility of the Teams background failing.</p> <p>One-to-one sessions are not permitted.</p> <p>Links to online lessons must not be shared via email, social media or messaging apps.</p> <p>If streaming from home, staff must ensure that any other members of the household are aware of the sessions and are not present during live lessons.</p>	1	2	2
Pupil Conduct	<p>Pupils must be given clear and consistent guidance outlining our expectations regarding conduct and behaviour.</p> <p>Pupils must dress in appropriate clothing (similar to a non-school uniform day).</p>	2	2	4

	<p>Pupils' background must be of a wall (no doorways) where possible and without personal or unsuitable materials being displayed.</p> <p>Pupils must always access live lessons in Teams through HWB and not their personal account.</p> <p>Pupils must have all other communication devices on mute or switched off at the time of the live lesson.</p> <p>Links to online lessons must not be shared via email, social media or messaging apps.</p> <p>Poor/inappropriate behaviour may lead to pupils being asked to leave or staff removing them from the live lesson.</p>			
Parental Conduct	<p>Parents to be made aware of expectations regarding conduct, behaviour and the procedure for live lessons via the school website and text message.</p> <p>Parents and other family members are not permitted to participate in the live lesson, but may assist their child with any technology issues.</p>	2	2	4
Appropriate/Sensitive documentation and materials	<p>Staff must ensure that only materials to be used in that lesson are open on the IT device.</p> <p>Any live internet resources must be fully researched and tested before the lesson to ensure no inappropriate material is shown.</p> <p>Desktops must not be personalised with personal or inappropriate material.</p>	1	2	2
Disclosures	<p>If a pupil makes a disclosure during a live lesson, then the member of staff taking the lesson should assess and determine the most appropriate course of action. If there is any immediate risk to the child, the lesson should be terminated and DCPO informed immediately.</p> <p>Depending on the severity of disclosure, staff may wait until the lesson has completed to initiate the school's Safeguarding and Child Protection Policy, but must assure the pupil that the disclosure will be referred on immediately after.</p> <p>In all cases, staff must contact the school's Designated Child Protection Officer via telephone immediately after.</p>	1	2	2

Lesson recording	Staff are permitted to record live lessons via Teams but must inform pupils at the beginning. Staff are not permitted to record/photograph/screenshot etc. any live lessons with any other source (e.g. mobile phone). Pupils are not allowed to record/photograph/screenshot etc. any live lessons by any means.	1	2	2
I.T. equipment suitability	Only the School's I.T. devices are to be used by staff for live lessons.	1	2	2

Personal Protective Equipment

											Other
Aprons must be worn	Eye Protection must be worn	Head Protection must be worn	Safety Harness must be worn	Ear Protection must be worn	Safety overalls must be worn	Safety boots must be worn	Respiratory equipment must be worn	Hi Viz clothing must be worn	Protective gloves must be worn	Face Protection must be worn	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional risk information

In the event of an incident/accident, please contact your nearest first aider.
All incidents/accidents must be recorded on NPT's Online Accident Reporting System.
Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided.
All staff to have regard for their and others health and safety at all times.

Please identify how this risk assessment has been communicated

Team brief / Team meeting	<input type="checkbox"/>
One to one	<input type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Other (please specify: _____)	<input type="checkbox"/>

Emergency Procedures

Contact name:	_____
Contact number:	_____
Contact number (out of hours):	_____
Hospital:	Neath Port Talbot Hospital

Emergency Services: 999

Name: _____ Position: _____ Date: _____

Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident

Reviews	Key								
Review date :	Likelihood	Severity	Likelihood of Injury	5	5Y	10R	15	20	25
Reviewed by:	<ol style="list-style-type: none"> Very Unlikely - This will probably never happen/occur Unlikely - Do not expect it to happen/recur but it is possible it may do so Likely - Might happen or recur occasionally Very Likely - Will probably happen/recur, but it is not a persisting issue/circumstance Certainty - Will undoubtedly happen/recur, possibly frequently 	<ol style="list-style-type: none"> Negligible - Minor injuries or discomfort. No medical treatment or measurable physical effects. Minor - Injuries or illness requiring on site first aid. Temporary impairment. Medical Treatment - Injuries or illness requiring hospital treatment. Major - Injury or illness resulting in permanent impairment. Fatal - Fatality. 		4	4	8	12	16	20
Review date :				3	3	6G	9	12	15
Reviewed by:				2	2	4	6Y	8	10Y
Review date :				1	1	2	3	4	5G
Reviewed by:				0	1	2	3	4	5
Review date :				Severity of Injury					
Reviewed by:					Low Risk		Medium Risk		High Risk