

## Remote Learning Risk Assessment

Directorate: BFLPT MAT		Establishment: Hungerhill School			Location: Various homes of students/ Hungerhill School/Homes of various teachers		Date of Assessment: 05/10/2020 <i>Reviewed</i> 16/01/2021	Date for next Review: 26/03/2021
Activity or Work Area Assessed: The delivery of live online teaching from Hungerhill School teachers in light of Covid-19		Assessors: SLT / ICT Support team						
Hazard	Who could be harmed and how?	L – Likelihood (1 – 4)	S – Severity (1 – 4)	Risk rating – Lx S = R (1 – 16)	Date of completion	Control measures already in place	Person responsible for control measure	Date of completion
Safeguarding	Teachers and students	1	4	4	05/10/2020	<b>Disclosure and Barring Service (DBS) Check</b> All Hungerhill School teachers are subject to these checks, the practice of checking new staff joining Hungerhill School will continue regardless of the current situation regarding the COVID-19 pandemic.	HR manager	05/10/2020
		2	4	8		<b>Identification</b> Teachers will be required to wear their ID badge and lanyard, at all times during the lesson.	DSL	05/05/2020
		1	4	4		<b>Identifying Replacement Teachers</b> If the class teacher is unable to take the lesson then the Curriculum Leader will co-ordinate within department so that the recording of appropriate lessons will be shared via Teams.	Curriculum Leaders	05/10/2020 <b>Revised</b> 6/01/21 –

						Thus non-Hungerhill teachers will not be asked to deliver remote lessons. If a teacher is self isolating and delivering the lesson from home, to students still in school, then a member of Hungerhill staff will supervise the class in their classroom during the lesson.		see email from JRy
<b>Professional appearance</b>	Teachers and students	2	3	6	05/10/2020	Students and teachers are required to be dressed appropriately for remote learning. For students, this can be casual clothing, however it must be appropriate and modest. Teachers should also ensure they are dressed appropriately in normal business dress. Should the teacher feel there is a student(s) who does not meet this expectation and their dress is not acceptable, the teacher should eject them from the lesson and a report made to the Head of Year, ensuring that the DSL/DDSL is included in this communication.	Teachers & students – Monitored by the HOYs and DSL/DDSL	05/10/2020
<b>Suitable teaching environment</b>	Teachers and students	3	3	9	05/10/2020	<b>Suitable environment</b> – both students and teachers must be physically located in safe working spaces, appropriate for online lessons.  <b>Teachers</b> should be in their classroom, or a suitable room if working from home, where others cannot see or listen in, if this is not possible, then headphones must be worn, and screens angled away towards a wall and away from any other people.	Teachers & students – Monitored by HOYs and HODs	05/10/2020
<b>Communication</b>	Teachers and students	2	3	6	05/10/2020	Hungerhill School has guidelines in place regarding the appropriate route of teacher-student communication, it is expected as part of this risk assessment that this local policy is	ICT Support team DSL	05/10/2020

					<p>adhered to within each school. However, it is generally accepted that some communication will take place via the 'chat' section within Microsoft Teams as a part of the lessons.</p> <p>Hungerhill School teachers will only undertake communications with students through Microsoft Teams (including the Chat facility) or via their Hungerhill School email accounts.</p> <p>Under no circumstances should teachers' or students' personal contacts be shared and the use of social media or any way of communicating other than the above-mentioned methods through unofficial channels is strictly prohibited.</p> <p>Private chat or sharing of images between students and teachers is unacceptable. All Hungerhill School devices and activity over Teams can be monitored remotely by our I.C.T Support team.</p> <p>When a live lesson is taking place on Microsoft Teams, teachers should schedule the lesson using the calendar feature, inviting the 'team' which contains the students in a class to this 'meeting'. When the lesson goes live, the teacher must use the 'record video' feature in order to record the lesson taking place and to have a record of all interactions.</p> <p>Students should be instructed to mute their microphone and show the video. If a student wants to ask a question, this should be done</p>		
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					<p>using the “raise your hand” feature, or via the ‘chat’ messaging feature within the video call. Teachers do not need to enable the video on screen but can share their presentation on screen instead.</p> <p>Teachers may choose to enable two-way verbal and audio dialogue between teacher and students.</p> <p>After the lesson the teacher should upload the video to the Teams files (this will happen automatically if the lesson was scheduled directly through the Team), ensure that it is kept ‘private’ (only shared on that particular Team)– this ensures the video is secure, but also can be re-used at a later date.</p> <p>Further guidance circulated in relation to how to effectively use the lobby – only students with Hungerhill contact details to be admitted into lessons – no ‘guest’ students to be permitted</p>		Revised 11 <sup>th</sup> Jan 2021
<b>Pre Recorded Lessons</b>	Teachers	2	3	6	05/10/2020 If a member of staff has to self-isolate with a positive test and is unwell then the Curriculum Leader will co-ordinate within the department the recording of appropriate lessons to be shared via Teams to that teacher’s classes. This video will then be uploaded to the Teams files, ensuring the video is private (only shared on that particular Team). The Curriculum Leader would then use the ‘share’ feature to add a link to the relevant Microsoft team (class).	Curriculum Leader	05/10/2020

<b>Appropriate Language</b>	Teachers and pupils	2	3	6	05/10/2020	As with all school-based communications, the content and language of messages must at all times be professional by all parties concerned, including family members.	Teachers and students	05/10/2020
						Lessons will be recorded and stored securely. In line with GDPR, the teacher will not record the lesson until after the register is taken. The teacher will ensure that they only use the slide share function so that other students' names cannot be seen.		
						The duration of lessons will be kept to one hour, including time for students to work on tasks. This will be monitored in terms of teacher workload and quality. <b>KS3 lessons</b> to be reduced to 50 mins to allow comfort breaks and transition between lessons		
<b>Professional standards</b>	Teachers and pupils	1	3	3	05/10/2020	Online classrooms must be regarded as an extension of the physical classroom and the safeguarding expectations that pertain to this, such as, professional communication, attire, and language.	SLT, teachers, DSL	05/10/2020

Signed:

(Headteacher) 07/10/2020

**Risk Rating:**

Severity				
	1-Trivial	2-Minor	3.Serious	4.Major
4-Very Likely	4 L	8 M	12 H	16 C
3-Likely	3 L	6 M	9 H	12 H

<b>Likelihood</b>	2-Possible	2 L	4 L	6 M	8 M
	1-Remote	1 L	2 L	3 L	4 L

<b>Critical (16)</b>	Immediate	Stop. Do not undertake the activity-critical risk, too high and unacceptable. Controls need to be implemented and the risk rating reduced to an acceptable level before the activity can recommence
<b>High (9 -12)</b>	1 week	Require immediate attention to bring the risk down to an acceptable level
<b>Medium (6 - 8)</b>	1 month	Review existing controls and consider additional ones. Regular monitoring required
<b>Low (1 – 4)</b>	3 months	Continue with the existing controls, operations requires monitoring

**Hazard:** Something that has the potential to cause harm

**Likelihood:** The likelihood of the hazard causing harm

**Risk rating is calculated by multiplying the likelihood by the severity: e.g.: a likely chance of an accident resulting in a major injury = 3 x 4 = 12**

**therefore, a medium risk – within 1 month - review existing controls and consider additional ones. Regular monitoring required.**