

Introduction.

The Lincolnshire Educational Trust (LET) places great emphasis on its risk assessments as they are of paramount importance to the Trust in ensuring pupils and staff feel safe to learn and work in our academies. Our overriding policy is to do everything that is feasible under the government and local authority guidance and to take further enhanced actions where staff feel that would help. At no time has cost factors influenced our decisions, they are all based on what we consider to be the safest way of providing suitable educational provision. As a Trust we have learnt a great deal since the start of the pandemic and that will continue as we move forward. Our protocol for dealing with cases or suspected cases has worked well and we believe we have dealt with these in a constructive manner and in line with advice from Public Health officials. We have greatly appreciated the support from parents and carers on these matters and we recognise it has been inconvenient on occasions; however, it has always been carried out to protect your children. We recognize that good communication with parents, carers and pupils is critical and that is why each academy has a Covid section for all, to up to date information and each academy also has its own system of informing parents/carers of actions that are required. It is important to recognize that LET senior staff are not experts in public health and on key issues of whether the local level of infection is so high that a school should close. We have to rely on advice from local and national public health experts. I do want assure parents, pupils and staff that my Trustees, having given me as CEO the authority to make decisions, I will immediately close any academy if I am given the advice to do so.

Structure and methodology for our risk assessment documentation.

The normal practice with risk assessments is to adjust with references to each new pieces of regulations/guidance. That was our initial aspiration however it has proved impossible to carry out because new or revised guidance has appeared almost daily from the DfE, furthermore it has frequently changed sometimes over a number of days. The Trust is operating in the following process:

- a. All new guidance is read by the senior team and after discussion at the Senior Leadership Team (SLT) meeting any areas where we need to adjust policy or process/procedure that is agreed. (The SLT is CEO, DCEO, 2 Executive Principals and 2 Principals).
- b. Senior staff take part in regular online seminars and feedback into the SLT.
- c. There is a sharing of what is working well and what may need to change.
- d. The aim is however not to create a one fits all solution, as our academies are very different.

The Trust has normal risk registers for both the Trust and for each academy. Following a Trustees meeting on 21st April 2020, Trustees asked that a Covid specific risk register and delegated responsibility for it to the executive staff. LET Covid 19 Risk Register Mark1 was formally registered with Trustees on 7th May 2020. This was a single comprehensive Trust based Risk Register cover all aspects of the Covid 19 risk for the Trust and its academies. It was informally updated until 2nd July 2020 when the new DfE Guidance for full opening was published. It was shared with Trustees, Governors and was available for staff and parent/carers. At this stage because of different demands and regulations we decided to we needed a risk register for each academy so it could reflect more precisely the risks and the ways we would seek to mitigate the risks for pupils and staff. In addition, it was remained as our risk assessment so as not to confuse parents and staff. The Government's July guidance was a key document for the full reopening of schools in September so to help parent/carers we restructured our risk registers in line with that document for ease of use and reference. The Guidance has 5 sections:

1. Minimising Coronavirus,
2. Academy Operations,
3. Curriculum, pastoral support and behavior,
4. Assessment and accountability,
5. Contingency planning including remote learning,

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We have taken the above and added the following from July 2020:

6. Governance,
7. Finance and Compliance,
8. Reputational risk.

From January 2021 when the government asked secondary schools to start testing, we have added a new section.

9. Testing.

Under section 5 we have broadened the heading to include remote learning, this was covered in the section, but this makes the information easier to access. From the 3rd September 2020. It concludes that “the balance of risk is now overwhelmingly in favour of children returning to school.” The Government recognises that it is not totally risk-free but believes if the measures it recommends are put in place then it will be a safe for children and staff. Throughout the Autumn term staff in our academies did a remarkable job to keep schools open and protecting children and staff when outbreaks occurred. Clearly our academies were not working in a normal way as groups need to be maintained to reduce potential infection and some lessons were modified to conform to the guidance and regulations. However, we continued to provide an appropriate broad and balanced curriculum with opportunities for catch-up and extra support where necessary. We further developed our remote learning in consultation with parents and pupils to ensure what was manageable and what was the best form. The level of face to face online teaching has increased significantly. The attendance was good throughout most of the term in light of the pandemic and related social issues.

January 2021 has brought a new set of challenges and with a quick change of Government policy to close all schools, remaining open for critical workers children and vulnerable children. Secondary school has a duty to set up and administer mass testing from the 11th January. We have followed advice on the testing and carried out risk assessments which will require modification as the programme is developed.

If there is a case or suspected case in our academy there is a strict protocol for dealing with it and that is set out in the Government’s advice which is summarised in Protocol A attached to this document. We also have plans in the case of a local lockdown. Where that occurs, work is prepared for remote learning in various forms to meet individual needs and ensure education can continue

As CEO I believe we have created as safe environment as we possibly can within the constraints and guidance the Government has asked us to follow, we will of course react to any further advice from Government as well as looking at any comments made by young people, parent/carers and staff to further improve what we are doing.

A. M. Breckon CEO 1/9/2020 Update 6/1/2021

Note: The Covid19 risk assessments will be reviewed by the Principal on a regular basis.

Principal’s Updates: Please initial and date from 1/9/2020				
SP	November 6 th 2020			
SP	January 6 th 2021			

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Risk	Up dated	Risk Description	Impact 5 high 1 little	Likelihood 5 high 1 low	Risk Factor 25 high	Actions and Mitigations	Responsible officer - team	Review frequency	Impact 5 high 1 little	Likelihood 5 high 1 low	Current Risk 25 high
1. Minimising Coronavirus infection											
1.1 Prevention of the spread of coronavirus	Aug. 2020	Minimise contact with individuals who are unwell with Covid symptoms or have someone in their household	4	4	16	We have a set protocol based on PHE advice to deal with any symptoms or knowledge of cases at home. Protocol A is attached. NHS guidance has been shared with parents/ carers and is available on the school website.	Principal Vice Principal	Daily	3	3	9
1.2 Clean Hands more frequently	Aug. 2020	Hands are seen as a key transmitter of the virus	4	4	16	More opportunities are built into the school day for hands to be washed, new signage to remind pupils to wash their hands.	P Harcourt SMT	Daily	3	3	9
1.3 Good respiratory hygiene	Aug. 2020	The transfer of the virus from respiratory means is considered a common factor	4	3	12	We have adopted the "catch it, bin it,kill it." approach with staff reminders to pupils and clear signage has been installed.	P Harcourt	Daily	3	3	9
1.4 Enhanced cleaning	Aug. 2020	Cleaning of shared areas, frequently touched surfaces and particularly toilets provide high risks of spreading the virus	4	4	16	Enhanced cleaning schedules have been put in place across all key areas in line with PHE Covid-19: cleaning of non-healthcare settings guidance, The school has purchased a fogging machine to sanitise rooms and sports facilities.	P Harcourt	Daily	3	3	9
1.5 Minimise contact and social distancing	Aug. 2020	Social distancing to minimise contact between individual has been at the cornerstone of government policy and remains a key way of minimising risk	4	5	20	Pupils have been arranged into 4 main groups as follows: - individual year groups 7-11, KS5 Level 3, KS5 Technical and Vocational and Apprentices. Pupils will be registered and taught, for the most part, in specified rooms in 'zones' within the school. Access to specialist teaching areas, where possible, will be available Staff have been made aware of the DfE guidance and are asked to observe where possible these guidelines. However, the Trust recognises this will not always be possible and periods of closer working should be limited as far as possible.	Principal SMT	Daily	3	4	12
1.6 Personal protective equipment	Aug. 2020	The Government concludes that most staff will not require PPE and it is only required	3	3	9	We accept the DfE/PHE advice however we are keen to protect our staff and therefore will offer staff the opportunity to wear PPE	Principal SMT/ S Milne for Teaching Assistants	Daily	2	2	4

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		where children are unwell when the risk is high.				including facemasks and face screens if they wish. All staff and pupils will continue to wear a face mask in communal areas. Staff working in closer proximity to pupils such as Teaching Assistants will be provided with and asked to wear PPE. They will be provided with face shields should they wish to wear one. Full PPE is available and digital thermometers for staff dealing with pupils who are unwell. Appropriate staff have been given the guidance "Safe working in Education, childcare and children's social care." Individual risk assessments will be completed to those who are in identified vulnerable groups e.g. pupils with an EHCP.					
1.7 Responding to any infection	Aug. 2020	An infection in or related to those in the academy is very high risk, this includes our responsibilities for managing a confirmed case and how to contain any outbreak	5	4	20	The academy will engage fully with Public Health Lincolnshire and with the NHS Test and Trace process. The senior leadership teams are fully briefed on the protocols related to individual cases and where there is more than one case. We have already used the protocols and we have regular updates on the protocols and Track and Trace. The school has registered with the Government portal for staff testing. The Academy has at least one named senior member of staff for dealing with responding to any infection. Protocol A is attached.	Principal Vice Principal	Daily	4	3	12
2. Academy Operations											
2.1 Transport	Aug. 2020	There are four forms of transport in use across our academies. Our own mini buses, transport provided by the LA, public transport used by families and transport commissioned by an academy. The government guidelines recognise transport as potentially high risk.	5	5	25	Mini bus use is subject to covid safety measures and forms part of any risk assessment. Pupils using public transport must conform to the bus regulations. Most transport is provided by LCC transport services, but these are not within our control although have pointed out to all schools they cannot meet the government guidelines. In line with Government guidance, pupils will	Principal SMT	Daily	4	4	16

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						be seated in year groups on the bus at the end of the day.					
2.2 Attendance	Aug. 2020	Following a long break away from schools getting all pupils attending again will be crucial. There are two categories of parents, those still worried at the risks involved and those whose parents don't value education and thus don't push their children to return. In addition there is a small number of children who need to be shielded or self-isolating.	4	3	12	We have a clear strategic staged approach to attendance and we will continue to operate to the normal code, This applies the same to recommending to the LA to take parents to court. We will be offering visits to parents reluctant to return on safety grounds to visit the site and we will be communicating with all parents to reassure them of the measures we have put in place. Vulnerable children will continue to have phone calls until they return and warning letters will be issued. For those children unable to return because of their condition we will continue to provide support at home via the VLE, work posted home and, where possible, the use of Microsoft Teams to stream lessons.	Ben Read/ Mark Vayro	Daily	3	2	6
2.3 Staff Welfare and deployment <i>Staff are defined as those on our payroll, those trainees, ITT students, visiting specialists including coaches and apprentices. Where volunteers are essential they are also included.</i>	Aug. 2020	The loss of staff expertise during this emergency is a risk, combined with the transferring of infection as they move between groups. Those not full time staff or in specialist training or visiting specialists are a particular risk in spreading infections.	4	3	12	Staff welfare is crucial and every effort to support our staff will be made. We will follow to the DfE advice on the clinically vulnerable, extremely clinically vulnerable and pregnant women. Individual risk assessments will be completed for identified groups such as those who were instructed to shield and BAME staff. We will ensure all staff/visitors/ volunteers are fully informed of the regulations and processes and procedures. In addition, face masks and face shields can be used by all staff, visitors and trainees if they wish. Within the context of Covid 19 some staff may be asked to change their role or methods of working because of the demands on the academy which the Principal has to meet. Staff who have been required to shield from January 4 th will receive welfare calls and supported in streaming lessons.	Principal Vice Principal	Daily	3	3	9

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2.4 Safeguarding and child protection	Aug. 2020	There are likely to be an increased number of safeguarding and child protection issues emerge following the shutdown.	4	4	16	All staff will be fully updated on the updated safeguarding and child protection policies on the training days before the start of term and any known cases will have staff designated to work with that child and family.	S Milne	Daily	3	3	9
2.5 Catering <i>Meals will be available as before the shutdown, however they will be either staggered to enable social distancing or eaten in their designated rooms.</i>	Aug. 2020	The risks relate to hygiene and related social distancing of staff and pupils, while preparing, serving and cleaning during meal times.	3	3	9	Enhanced cleaning at lunchtimes where food is served and eaten. Staff are fully aware of the protocols set by the senior staff to ensure social distancing where practical. Catering staff and suppliers must comply with Guidance for Food businesses on Coronavirus	Principal Vice Principal C Cardwell	Daily	2	3	4
2.6 Estates	Aug. 2020	The risks related to site safety, cleanliness and its signage to inform and direct users of the site. There are specific risks related to arrival and leaving the Academy	3	3	9	The academy estate must have a site health and safety check by the site manager prior to opening. A SLT member will carry out a cleanliness check. The Principal will check adequate and appropriate signage is in place including that for visitors.	Principal N Lamb P Harcourt	Daily	3	2	6
2.7 Academy Uniform <i>The Trust has decided that academies should return to normal school uniform.</i>	Aug. 2020	This may be a problem for some parents because of cost or not been able to purchase before coming back to school	3	2	6	Staff will give time where they feel it is justified for parents/carers to acquire new uniform. There may be occasion when the Principal informs parents of a day when other clothes should be worn. Ample warning will be given.	Principal Vice-Principal	Daily	2	2	4
2.8 Educational visits	Aug. 2020	Educational visits are a potential high-risk activity.	5	4	20	Educational visits will only be allowed in exceptional cases, authorised by the Principal in writing. We recognise our apprentices who we are training or have work placements with us will need careful monitoring as will the trainees who require visits.	Principal G Raven	Weekly	3	3	9

3. Curriculum, pastoral support and behaviour

3.1 Curriculum expectations	Aug. 2020	The risk is if we do not provide a broad and balanced curriculum for the vast majority of our pupils as well as bespoke intervention and support for those assessed with special needs	4	3	12	The Trust's objective is to provide the broad and balanced curriculum for all its pupils, recognising that, following the return to school, some pupils may need initially highly focused learning to reestablish the capacity to learn and have adequate building bricks for future learning.	Principal SMT	Half Term Review	3	2	6
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						Intervention and support for pupils will be provided to include Saturday School Catch-up, After-school catch-up, 1:1 support, tutor group reading, 1:3 tutoring.					
3.2 Assessment of pupil needs	Aug. 2020	Failure to assess pupil needs following the long break is a significant risk	4	3	12	Pupil will be organised in year groups and identified as three categories in relation to their learning and as those who have: Fully engaged Engaged partly Not engaged This will help to inform the school of interventions needed.	Principal SMT	First half term	3	2	6
3.3 Specific curriculum risks – Music/PE	Aug. 2020	There is increased risk where young people are in close physical contact or are expressing themselves vocally by singing or making speeches in Drama.	4	3	12	Large assemblies will not take place and singing will not feature in our activities, unless it is an integral part of developing communication skills, in such cases H&S Guidance Singing in School – Coronavirus must be followed. Care will be taken for all sporting activities and guidance from the Association for Physical Education – will be followed. Sports coaches can be used provided they comply with guidance in 2.3.	Principal SMT	Daily	3	2	6
3.4 Catch-up Support	Aug. 2020	Most pupils who have not attended school since March are likely to have fallen behind, so failure to provide appropriate programmes to help these pupils catch up will inhibit future learning and success in their education.	5	4	20	The Academy will use its catch up funding and other resources, if necessary, to ensure we can provide appropriate programmes to meet the needs of our pupils. The length and size of the programmes will vary depending on the needs. These will be reported to Governors at their November meeting.	Principal SMT	Daily	4	3	12
3.5 Pupil wellbeing and support	Aug. 2020	Pupils may be experiencing a variety of emotions following Covid 19, which need to be addressed.	5	4	20	From the return to schooling in the summer term we have observed a range of responses from sheer delight at being back at school and meeting friends to anxiety, stress and low motivation. Staff will be assessing every pupil and making decisions based on observation what support is required. The 'Teaching Mental Wellbeing' module from the DfE about mental health has been shared with staff.	Principal SMT	Daily	4	3	12

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3.6 Behaviour expectations	Aug. 2020	The new rules need to be reflected in the behavior policies	3	3	9	All behaviour and related policies have been updated to reflect the new rules. The application of some aspects of the policy will be implemented sensitively, because we recognise returning to school for a small group may be challenging.	Principal SMT N Lamb B Read S Milne	Daily	2	2	4
4. Assessment and accountability											
4.1 Inspection	Aug. 2020	Ofsted Inspections will be suspended for the Autumn Term, but visits from HMI are possible to evaluate how we have handled Covid 19	4	4	16	We have detailed records of what we have done and we have put together our Ofsted preparation file.	Principal SMT	Weekly	3	3	9
4.2 Assessment/ Examinations	Aug. 2020	We are aware of the assessment position in 2020 but await further clarification on 2021, which may be a risk to our performance.	4	4	16	This will be kept under review and action taken if required once full details are available.	Principal Vice Principal	Monthly	3	3	9
5. Contingency planning including remote learning											
5.1 Local outbreak process	Aug. 2020	This could have a severe impact on our pupils.	5	4	20	Any full closure will be based on Government/ PHE advice. The Trust will follow the external professional advice. Plan is in place. See Protocol A for further detail.	Principal	Daily	4	3	12
5.2 Contingency plans for outbreak	Aug. 2020	Every institution must have contingency plans for individual, groups/bubbles/ year groups or whole school closure for learning to continue.	4	3	12	A comprehensive set of education and support programmes are in place based on experience in the pandemic so far. These will be reviewed on a monthly basis.	Principal SMT	Monthly	3	2	6
5.3 Continuation of remote learning	Aug. 2020	There is a requirement to maintain remote learning for those unable to attend school. This should where possible come into operation with in 1 working day of the absence. Thus, having packages of appropriate learning or online provision is critical. Where appropriate we will seek to provide blended learning with face to face teaching. In Primary the provision will be for at least 3 hours per day and in secondary 4 hrs per day; with more for those working	3	3	9	The academy has in place the relevant remote learning materials and support packages in the event of school based learning being suspended. In addition we have learnt a great deal about remote learning and we are seeking over time to enhance our offer to pupils to enhance or reinforce their learning. The use of Microsoft Teams has allowed pupils to access learning with their specified teachers. This has proven to be successful with safeguarding measures put in place. The school will continue to	Principal Vice- Principal SMT	Weekly	2	2	4

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		on examination courses. Where computer provision is not available at home, we will provide that technology and will also seek to address issues with larger families and the lack of equipment.				use this platform in the event of a lockdown. A timetable for streamed lessons and independent learning is in place for all year groups and available on the school website. These have also been sent to pupils.					
6. Governance											
6.1 Maintaining governance and leadership at all levels	Aug. 2020	Governance and leadership is crucial at this time and it is vital clear delegated authority is made, with good communication and the Trust Board and Governors maintain monitoring of the academy.	3	3	9	The Chair has delegated the management of the academies to the CEO and his staff during this challenging period. The CEO intends all scheduled meetings in the handbook will run as set out, but some may be on line. Initially we are seeking to minimise visits to our academies so Governors should not visit unless specifically requested by the Principal.	A Breckon Ex. Principal Principal	Weekly	2	2	4
7. Finance and Compliance											
7.1 Financial Implications	Aug. 2020	DfE have indicated that all additional costs must be met from existing resources, additional cost surround potential staff absence, PPE and additional cleaning costs.	4	3	12	We will seek to adjust our budgets to meet these costs, most of our Academies have reasonable reserves and these will need to be used to ensure we provide a safe environment for pupils returning to school. Catch-up learning programmes will be a major project moving forward; we have Government funding but may need additional funds once our returning pupils are assessed. Investigation into the National Tutoring Programme is underway to provide additional support.	Ex. Principal Principal	Weekly	3	3	9
7.2 Compliance issues	Aug. 2020	The Academy and the Trust has a vast range of compliance issues to deal with, plus the extensive range of Covid -19 full opening of schools guidance and regulations.	3	3	9	A very detailed analysis of all our compliance issues is being carried out. In terms of Covid, specific guidance have been analysed in detail and risk assessed through this document.	Ex. Principal Principal	Weekly	2	2	4
8. Reputational											
8.1 Communications with parents/carers and pupils	Aug. 2020	Failure to communicate effectively with parent/carers and pupils will limit pupils returning to school and	3	3	9	Through communication with parent/carers using a range of media we will seek to demonstrate	Principal Vice-Principal	Weekly	2	2	4

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		therefore exacerbate enabling our provision of good education for those young people.				how school is safe and why pupils should return. UAH will communicate via post, email and/or text. Specific information and documents will be uploaded to the school website.					
8.2 Managing the Press and social media	Aug. 2020	Negative material in the press or on social media could impact on attendance.	3	3	9	We need to prepare press releases or follow up letters regarding attendance. A follow up letter from July will be sent to homes detailing procedures and guidance for the return of all pupils: transport, arrival and departure points, timetable and curriculum, uniform and expectations.	Ex. Principal Principal Vice-Principal	Daily	2	2	4
9. Testing											
9.1 Preparation	Jan 2021	Failure to establish appropriate environment which meets the national specification. Not having the appropriate resources, and unable creating the team with the right skills to manage the various stages in the process. Inadequate training and supervision of the team.	3	4	12	Training has taken place and will be regularly updated and all new staff employed will be trained. DfE responsible for the provision of resources. Initial allocations on time. Team selected have the right skills sets and supervision process in place. A member of the SMT has been registered as the lead for the provision.	Principal Vice-Principal G Raven	Daily	2	2	4
9.2 Managing the process	Jan 2021	Failure to no adopt and maintain the correct testing process set out for managing each stage. Failure to have the correct process for dealing with cases which test positive and communications to parents.	3	3	9	Supervision will ensure correct approach is maintained; the process is clearly labelled. Trials have gone well. New software written to ensure whole process including results is communicated. Outstanding risk is how to maintain the team if a proportion have to self-isolate. Secondly the schedule for testing if a student tests positive can become very demanding and difficult to deliver.	Ex. Principal Principal Vice-Principal	Daily	2	3	6

Reference Staff responsible
 CEO: Andy Breckon
 Deputy CEO/ Ex. Principal: Steve Baragwanath

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Principal: Sheila Paige

Vice-Principal: Donna Allen

SMT: Stephen Milne, Ben Read, Sher Alam, Jane Moody, Natalie Lamb, Garry Raven, Lynda Oddie

Guidance for completing the Risk Register

This is a specific risk assessment covering Covid 19 and the full opening of the academy. It will be reviewed by the Trust committees, but is the operational responsibility of the CEO and his staff.

Column 1 - **Risk** This has been divided into five key headings for risk to be classified and in the risk column a simple heading is required. The template as the basic headings and Principals may add others they consider as a risk; for example GHA not retaining its NAS accreditation.

Column 2 - The **date raised**, however some risks such as 'pupils making progress' will be annual so simply insert A in this column.

Column 3 - The **Risk Description** should be concise, but capable of being understood by all staff, governors and Trustees.

Column 4 - The **Impact** of this occurring on the Academy or the Trust; for example being judged inadequate by Ofsted could lead to the academy being removed from the Trust, thus very high impact possible 5. [1 - insignificant, 2 - minor, 3 - moderate, 4 - serious and 5 - very serious.]

Column 5 - The **Likelihood** is the chances of that risk occurring; for example if our performance in terms of standards and progress is good the likelihood of the risk is very low 1. [1 - very low, 2 - low, 3 - medium, 4 - high and 5 very high.]

Column 6 - **Risk Factor** is a combination of the impact and likelihood, which are multiplied to create this factor. [1 to 6 is low risk, 8 to 15 medium risk and 16 to 25 is high risk and must be considered on a regular basis to prevent failure]. The risk tolerance matrix illustrates high, medium and low.

Risk Tolerance Matrix									
Likelihood	5 Very High	LOW	1 Insignificant	2 Minor	3 Moderate	4 Serious	5 Very Serious	Impact	
	4 High								HIGH
	3 Medium								
	2 Low								
	1 Very Low								
Lincolnshire Educational Trust									

Column 7 - The **Actions and Mitigation** should be short and concise describing what is been done to address the risk.

Column 8 - The CEO/Principal should appoint a **responsible person or team** to take the lead on each risk. If the risk factor is above 6 that person must be a senior member of staff.

Column 9 - This should indicate the **review frequency**, which is required to monitor the actions and mitigation.

Column 10 - The **Impact** of this occurring on the Academy or the Trust **after** the Actions and Mitigations in column 7 have been taken into account. This is scored on the same basis as column 4.

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Column 11 - The **Likelihood** is the chances of that risk occurring **after** the Actions and Mitigations in column 7 have been taken into account. This is scored on the same basis as column 5.

Column 12 – This is the **current risk** assessment after actions and mitigations, which will hopefully show a reduction. **Current Risk** is a combination of the impact (column 10) and likelihood (column 11), which are multiplied to create this factor.