

THE BOUELVARD ACADEMY RISK ASSESSMENT		
COVID – 19	Date Reviewed: 12-04-21	
Lesson Observations	Status: <b>Initial Teacher Trainees are required to be observed and observe others.</b>	
Written by <b>Emma Hamer</b>	Position: <b>Assistant Principal</b>	
What are the risk factors associated with team lesson observations?	<p><b>Areas of need:</b></p> <ul style="list-style-type: none"> <li>• ITTs are required to observe experienced practitioners.</li> <li>• ITT are required to have their practice observed by other colleagues.</li> <li>• Staff may display symptoms of COVID-19 while in school.</li> <li>• Students may display symptoms of COVID-19 while in school.</li> <li>• Staff may be unknown carriers of COVID-19 while in school.</li> <li>• Students may be unknown carriers of COVID-19 while in school.</li> </ul> <p><b>Risks:</b> Student/staff may have COVID-19 infection and may or may not display symptoms; Staff must keep social distance protocol to protect themselves and others.</p>	<p><b>Safety Factors put in place:</b></p> <ul style="list-style-type: none"> <li>• Defined teacher area at the front of each classroom, large enough for 2 members of staff to stay 2 metres away – in this context more suitable for learning walks than full lesson observations.</li> <li>• Some teaching areas, specifically the sports hall, main hall and drama block, are large enough areas to safely live observe lessons by remaining 2 metres away from all other parties whilst being able to move around the room.</li> <li>• Iris equipment can be set up in any classroom before students/staff arrive in order to record and conduct remote lesson observations of both ITTs and more experienced colleagues. This is equipment is usually only used by one member of staff but will be cleaned down in between each lesson.</li> <li>• Iris equipment should be booked through the head of teaching and learning so that equipment use can be monitored and never double booked.</li> <li>• A minimum of 24 hours notice should be given to teaching staff when an</li> </ul>

		<p>observation is requested. This is to ensure that planning remains safe and any reasonable adjustments can be made.</p> <ul style="list-style-type: none"> <li>• Using staff shared, and onenote to share planning documents and observation records.</li> <li>• Use designated team working areas only i.e. between screen dividers in the staff room or at least 2 metres apart in the designated area of the canteen to give lesson feedback.</li> </ul> <p><b>Staff should stay a minimum of 2 metres away from all staff and students at all times (safeguarding emergency the only exception).</b></p> <p><b>Working areas should always be wiped down with cleaning products provided, after using.</b></p>
<p>What controls do we currently have in place/how are we currently mitigating this risk? Are they sufficient?</p> <ul style="list-style-type: none"> <li>• Hand washing/hand gel available in all classrooms &amp; offices</li> <li>• All students and staff displaying symptoms advised to self-isolate at home</li> <li>• No staff or student in the 'at risk' category on site</li> <li>• All staff and students on site aware of social distancing rules applied</li> <li>• All cleaning routines have been reviewed in accordance with COVID-19 guidance</li> <li>• All rooms used are deep cleaned every evening</li> <li>• PPE equipment available for staff who need it.</li> </ul>		

<ul style="list-style-type: none"><li>• Social Distancing Policy has been shared with all parties to ensure safe practices are adopted by all stakeholders.</li></ul>	
<b>Date of next review:</b>	17-05-21
<b>To be actioned by:</b>	EHA