

THE BOUELVARD ACADEMY RISK ASSESSMENT		
COVID – 19	Date Reviewed: 12-04-21	
Team Teaching and Team Planning	Status: Initial Teacher Trainees are required to Team Teach and team plan alongside their host teacher.	
Written by Emma Hamer	Position: Assistant Principal	
What are the risk factors associated with team teaching?	<p><b>Areas of need:</b></p> <ul style="list-style-type: none"> <li>• ITTs are required to teach alongside the host teacher.</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.</li> <li>• Staff given own equipment pack, equipment should not be shared in any circumstance.</li> <li>• The teachers both wear gloves during team teaching lessons and sanitise their gloves regularly throughout the lesson.</li> <li>• Staff to use face masks or visors when switching places in the classroom, if this is required.</li> <li>• Using staff shared, google classrooms and onenote to share documents when planning, ensuring staff remain 2 metres apart in the designated communal planning areas, whilst communicating effectively, sharing a quality experience.</li> <li>• Staff to organise the lesson so there is no need to cut across or pass each other, maintaining a 2m distance.</li> <li>• Use designated team working areas only i.e. between screen dividers in the staff room or at</li> </ul>

		<p>least 2 metres apart in the designated area of the canteen.</p> <p><b>Any hard copies of documents should not be shared or passed between staff at any point unless gloves are worn to collect and distribute at a social distance.</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 each evening</li> <li>• PPE equipment available for staff who need it.</li> <li>• Social Distancing Policy has been shared with all parties to ensure safe practices are adopted by all stakeholders.</li> </ul>		
<p><b>Date of next review:</b></p>	<p>17-05-21</p>	
<p><b>To be actioned by:</b></p>	<p>EHA</p>	