

## Coronavirus (COVID-19): working on the school site risk assessment for staff

|   |                                     |   |
|---|-------------------------------------|---|
| Assessment conducted by: Mrs Thomas   | Job title: Headteacher              | Covered by this assessment: <b>All staff</b>              |
| Date of assessment: 13th July 2020<br>Reviewed: 15/01/21<br><b>Reviewed: 03/03/21</b><br><b>9/8/21</b><br><b>01/09/21</b><br><b>04/01/22</b>  | Review interval: <u>as required</u> | Date of next review: Spring 2022 or next Guidance from WG |
| <b>Related documents</b>  |                                     |   |
| <b><u>Coronavirus (COVID-19) Reopening Plan, Risk Assessment for Reopening After Partial Closure, Social Distancing Policy Statement, Infection Control Policy, Staff Working in School Risk Assessment, Disciplinary Policy and Procedure.</u></b> |                                     |   |

| Risk rating          |   | Likelihood of occurrence |          |            |
|----------------------|---|--------------------------|----------|------------|
|                      |   | Probable                 | Possible | Remote     |
| <b>Likely impact</b> | <b>Major</b><br>Causes major physical injury, harm or ill health.       | High (H)                 | H        | Medium (M) |
|                      | <b>Severe</b><br>Causes physical injury or illness requiring first aid. | H                        | M        | Low (L)    |
|                      | <b>Minor</b><br>Causes physical or emotional discomfort.                | M                        | L        | L          |

| Area for concern               | Risk rating prior to action<br>H/M/L | Recommended controls   | In place?<br>Yes/No | By whom?     | Deadline   | Risk rating following action<br>H/M/L |
|--------------------------------|--------------------------------------|--|---------------------|--------------|--|---------------------------------------|
| Policy and procedure           |                                      | <ul style="list-style-type: none"> <li>• All work undertaken by staff members on the school site is conducted in line with the relevant policies, including the following:               <ul style="list-style-type: none"> <li>- <b><u>Coronavirus (COVID-19): January 2022 Updated WG Guidance , Local Dec Frameowrk and ‘ Planning for the Unplannable document’.</u></b></li> <li>- <b><u>Infection Control Policy</u></b></li> </ul> </li> <li>• Regard is given to all the relevant guidance in the Welsh government’s guidance (January 2022) to school’s setting re Covid-19 when planning and implementing procedures for staff working on-site. We have cross-referenced this RA with the latest version from WG. (January 2022)</li> <li>• Measures that are put in place for staff members are determined based on this risk assessment and additional risk assessments conducted in relation to their specific role.</li> </ul> | Yes                 | Headteacher  | Reviewed<br>09/08/21<br>&<br>1/9/ 21<br><br>04/01/22 | L                                     |
| Decision about working on site |                                      | <ul style="list-style-type: none"> <li>• All staff have access to Lateral Flow tests and have been provided with information regarding their use and procedures to follow to minimise risk of transmission of Covid-19 (Mon, Weds and Fri weekly)</li> <li>• All staff continue to have access to HR Manager ( Sarah Maunder) and SAS for any issues. Staff can also raise issues with their line manager and senior link.</li> <li>•</li> </ul>   | Yes<br><br>Yes      | SLT<br><br>& |  |                                       |



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| Decision about working on site |  | <ul style="list-style-type: none"> <li>The staff member and their line manager discuss what arrangements could be put in place to allow the staff member to work on site.</li> <li>If it is not possible for the staff member to work on site, the <b>headteacher</b> considers whether other types of unpaid leave would be appropriate and applicable.</li> </ul> <p>[Caring for or living with a clinically extremely vulnerable person: Dependant and other]</p> <p><b>It is anticipated that all staff will have had at least one, and most likely 2 vaccinations by September 2021 and therefore the above measures will no longer apply. Any staff members without immunisation will be entitled to an individual RA to best support them in the workplace</b></p> <p><b>All staff should have received the ‘ booster’ vaccine by Dec 31st , 2022</b></p> <p>[Black, Asian and minority ethnic (BAME) staff – emerging evidence shows that BAME communities are disproportionately affected by coronavirus]</p> <p><b>As per ‘red’ above</b></p> <p>[Unwell with coronavirus or other medical condition/s]</p> <ul style="list-style-type: none"> <li>The government’s self-isolation guidance is followed, and the staff member accesses sick pay in the usual way.</li> <li>The staff member only returns to the site once the <b>self-isolation period has ended. see updated guidance January 2022</b></li> <li><b>[ All Staff members working on site]</b></li> </ul> <p>All measures identified in this risk assessment and relevant policies are implemented.</p> | Yes |                |  |  |
|                                |  | <ul style="list-style-type: none"> <li>Whole-school social distancing measures are implemented in line with as per WG Guidance/ risk assessments, where this is practically and reasonably possible.</li> </ul>   |     | SLT<br>&<br>HR |  |  |

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| Social distancing |  | <ul style="list-style-type: none"> <li>• Social distancing measures apply to all staff unless emergency First aid is carried out and WG guidance re PPE for First Aid in place.</li> </ul> <p>[Staff members that will be working with pupil groups, e.g. teachers and LSAs]</p> <p>[Staff members that will be working closely with pupils whose needs may present additional risks]</p> <ul style="list-style-type: none"> <li>• Individual risk assessments are conducted for all pupils whose needs may present additional risks, e.g. those with ALN, This risk assessment considers the risks that would be posed to staff working with these pupils. <b>Designated LSAs remain as much as reasonably practicable, with designated pupils (see pupil RA)</b></li> <li>• The member of staff, their line manager and other relevant staff members, e.g. the ALNCo, work together to assess the risks the member of staff would be exposed to when working with pupils whose needs may present additional risks. PPE provided to all LSAs</li> <li>• Depending on the pupils' needs, a two-metre distance is maintained between pupils and staff members and between staff to staff contact where practical and possible.</li> <li>• If it is not possible to maintain a two-metre distance between the pupil and the staff member due to the pupil's needs (e.g. close contact provision), the staff member follows stringent infection control measures, including PPE - medical grade face coverings available.</li> <li>• Where the staff member delivers intimate care, PPE is provided to them. First Aid only at CCS no other pupils require intimate care</li> <li>• The <u>headteacher, deputy headteachers,</u> determines on a case-by-case basis whether PPE is required for other activities undertaken by the staff member when working with pupils whose needs may present additional risks.</li> </ul> |  |  |  |  |
| Social distancing |  |  |  |  |  |  |

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| Social distancing  | <p><b>[Staff members that will be working with pupils with an Individual Healthcare Plan (IHC plan)]</b></p> <ul style="list-style-type: none"> <li>• Provision is delivered in line with the pupil's IHC plan as far as possible.</li> <li>• Where provision cannot be delivered in line with the pupil's IHC plan, the ALNCO works with the LA and pupil's parents to explore how provision can be reasonably delivered.</li> <li>• If any changes are agreed to the way provision is delivered, this is communicated to the staff member.</li> <li>• If the staff member has concerns about the risks posed by delivering provision within a pupil's IHC plan that have not been addressed, they speak to their line manager/ALNCo/SLT.</li> </ul> <p><b>[Office-based staff, e.g. admin staff and support, other static support staff and office based staff]</b></p> <ul style="list-style-type: none"> <li>• The workspace is arranged so that all staff members can remain two metres away from others, <b>all staff should adhere to these requirements as far as reasonably possible to ensure infection control for C-19 and other /infection</b></li> <li>• <b>All staff should continue to maintain social distancing wherever possible</b></li> </ul> <p>Close contact of Coronavirus cases. See updated guidance Jan 2022 and note differences between vaccinayted and unvaccinated staff</p> |     |  |  |                                  |   |
| Infection control measures<br><br>Including face coverings | <ul style="list-style-type: none"> <li>• Robust infection control measures are implemented in line with the <b><u>Infection Control Policy</u></b> and relevant risk assessments. <b>Testing is available to the staff member if they develop coronavirus symptoms, in line with the <u>Infection Control Policy</u>.</b></li> <li>• <b>[Staff members who deliver First Aid to pupils and already require PPE for their role]</b> Appropriate PPE is provided to the staff member, e.g. disposable gloves and aprons, when they deliver intimate care to pupils. Face masks and eye visors to avoid any</li> </ul>   | Yes |  |  | Reviewed<br>09/08/21<br>& 1/9/21 | L |

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|   |  | <p>splashing from coughing etc. if pupil/ person has symptoms of Covid-19</p> <ul style="list-style-type: none"> <li>• The staff member is provided with appropriate PPE if they are in close contact (i.e. less than two metres) with an individual displaying coronavirus symptoms.</li> <li>• Additional risk assessments are conducted on a case-by-case basis to determine whether the member of staff requires PPE to undertake other aspects of their role safely.</li> <li>• The school uses its local supply chains including VoG LA, to obtain PPE.</li> <li>• From January 2022 pupils and staff are required to wear face coverings in the classroom and other areas of the school . (see Framework WG)</li> <li>• Staff are able to car share.</li> </ul> | Yes |             | 04/01/22                                  |   |
|   |  |  | Yes |             |   |   |
|   |  |  | Yes | Headteacher | Reviewed<br>09/08/21<br>1/9/21            | L |
|   |  |  | Yes |             | 04/01/22                                  |   |
|   |  |  | Yes |             |   |   |
| Additional protective measures For CCS timetable where more than one teacher is teaching pupils |  | <ul style="list-style-type: none"> <li>• The school adheres to the advice in line the Welsh Government and PHW and regularly cross-references any recent updates</li> <li>• ‘Consistent staffing rotas are implemented.</li> <li>• Stringent infection control measures are implemented.</li> <li>• The staff member wears appropriate PPE for activities requiring close contact/ intimate care e.g. First Aid.</li> </ul>  | Yes |             |   |   |
|   |  |  | Yes |             |   |   |
|   |  |  | Yes | Headteacher | Reviewed<br>9/08/21<br>1/9/21<br>04/01/22 | L |
|   |  |  | Yes |             |   |   |
|   |  |  |     |             |   |   |

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|---------------|--|--|-----|---|--|--------------------------------------|
| Communication |  | <ul style="list-style-type: none"> <li>All staff are engaged with the development of the whole-school measures that are implemented to keep the school community safe. This includes via line management meetings and senior links <ul style="list-style-type: none"> <li>Provide an opportunity for staff to raise concerns, ask questions and offer feedback.</li> </ul> </li> <li>Line managers hold <b>regular briefings</b> with the staff in their team to discuss the measures in place and concerns and questions from their team. (See ' Planning for the Unplannable Jjan 2022 doc.)</li> <li>The line manager discusses the specific measures that are in place for the staff member, to give them the opportunity to raise any concerns and ask questions.</li> <li>All relevant risk assessments, policies and procedures are shared with the staff member, so they are fully aware of all the measures that are in place to keep them safe.</li> <li>Measures are communicated in a number of different ways to account for the different learning styles of staff members, including: <ul style="list-style-type: none"> <li>Staff briefings</li> <li>Visual posters and messaging</li> <li>Written instructions in emails</li> </ul> </li> <li>The staff member is told who they should speak to if they have any concerns, questions or feedback in relation to the measures in place.</li> </ul> | Yes |   |  |                                      |
| Communication |  |  | Yes | <p style="text-align: center;"><b><u>All staff co-ordinated by Headteacher/ DHT and SLT</u></b></p> | <p style="text-align: center;"><b><u>Ongoing</u></b></p> | <p style="text-align: center;">L</p> |
| Wellbeing     |  | <ul style="list-style-type: none"> <li>A wellbeing reminder via email is sent out to all members of staff, to assess whether the measures in place are helping with concerns about being on site and to flag any emerging wellbeing concerns staff have.</li> <li>The <b>daily</b> briefing held by the line manager is also used to identify and act on wellbeing concerns.</li> </ul>  | Yes |   |  |                                      |



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|                              | <ul style="list-style-type: none"> <li>The line manager signposts the staff member to any internal and external wellbeing support available to help with anxieties e.g. occupational health, counselling and support from SAS.</li> </ul>   | Yes                      | <u>All line managers</u>                | <u>Ongoing</u>  | L |
| Training                     | <ul style="list-style-type: none"> <li>The staff member is provided with training on the whole-school control measures that are in place.</li> <li>The staff member is provided with training on control measures that are in place based on their specific role and circumstances.</li> <li><b>[Staff working with pupils with IHC plans]</b> The staff member is informed of any changes to the way provision in a pupil's IHC plan is to be delivered.</li> <li>Training is refreshed whenever any control measures are changed.</li> </ul>  | Yes<br>Yes<br>Yes<br>Yes | <u>School Business Manager</u>          | <u>May 25<sup>th</sup> onwards via online Safesmart</u> | L |
| Non-compliance with measures | <ul style="list-style-type: none"> <li>If the staff member does not comply with the whole-school and specific measures, the line manager conducts an informal discussion to establish why the staff member is not following the measures.</li> <li>In the first instance, the line manager explores whether non-compliance is accidental rather than intentional.</li> <li>During this discussion, the line manager and staff member discuss what changes need to be made to ensure measures are followed.</li> <li>Following this discussion, if it becomes apparent that the staff member is intentionally not complying with the measures, the line</li> </ul> | Yes<br>Yes<br>Yes<br>Yes | <u>SLT</u><br>&<br><u>Line Managers</u> | Ongoing   | L |

|                                   |  |  |            |                      |                |   |
|-----------------------------------|--|--|------------|----------------------|----------------|---|
|                                   |  | <p>manager recommends to the <b>headteacher that disciplinary action is taken.</b></p> <ul style="list-style-type: none"> <li>Any disciplinary action is conducted in line with the <b>Disciplinary Policy and Procedure.</b></li> </ul>   | Yes        |                      |                |   |
| Monitoring and reviewing measures |  | <p>Regular review of any issues</p> <ul style="list-style-type: none"> <li>Any changes made to whole-school measures are communicated to all staff.</li> <li>Any changes required to the measures specific to the staff member are discussed between the staff member and their line manager.</li> </ul> | Yes<br>Yes | <u>Line Managers</u> | <b>Ongoing</b> | L |