

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

Assessment conducted by: Mrs Thomas		Job title: Headteacher		Covered by this assessment: All staff	
Date of assessment: 13th July 2020 Reviewed: 15/01/21 Reviewed: 03/03/21; 9/8/21; iSep '21		Review interval: <u>as required</u>		Date of next review: Autumn Term 2021 or next Guidance from WG	
Related documents					
<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>					
Risk rating		Likelihood of occurrence			
		Probable	Possible	Remote	
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)	
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)	
	Minor Causes physical or emotional discomfort.	M	L	L	

Last updated: 3rd March, 2021 following WG latest guidance

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
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Policy and procedure		<ul style="list-style-type: none"> 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"> - <u>Coronavirus (COVID-19): Autumn 2021 Plan and updated WG Operational Guidance for September 2021.</u> - <u>Infection Control Policy</u> Regard is given to all the relevant guidance in the Welsh government's guidance (September 2021) 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. (September 2021) 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. 	Yes	Headteacher	Reviewed 09/08/21 & 1/9/ 21	L
Decision about working on site		<ul style="list-style-type: none"> 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 All staff continue to have access to HR Manager (Sarah Maunder) and SAS for any issues which have arisen over the lockdown periods and the summer annual leave Jan- September 2021. Staff can also raise issues with their line manager and senior link. Decisions about whether the staff members can work on site are made based on their response as requested e.g staff still shielding and prior to them receiving their vaccine, although it is anticipated that with effect from September 2021, all staff will have received 	Yes	SLT & HR		

Decision about working site		<p>their first vaccine and probably their second. Individual RAs for those without immunisation to support in the workplace</p> <p>[Clinically vulnerable staff members, i.e. they are at higher risk of becoming severely ill, but have not received a shielding letter]</p> <ul style="list-style-type: none"> • The staff member and their line manager/ HR/ SLT discuss what the risks would be of the staff member working on site and what control measures would need to be in place as part of rtw. • The staff member is offered one of the safest roles available in school (e.g. those with minimum contact with others). • If a safe role is not available, the staff member is supported to work from home where possible. • If work cannot be conducted from home, the headteacher considers whether other types of leave would be applicable. <p>It is anticipated that all staff will have had at least one, and most likely 2 vaccinations by September 2021 and the above will not apply</p> <p>[Pregnancy – Third trimester and 28 weeks+ of pregnancy]</p> <ul style="list-style-type: none"> • The staff member and their line manager discuss what the risks of the staff member working on site would be and what control measures would need to be in place. • If a safe role is not available, the staff member is supported to work from home where possible. • If work cannot be conducted from home, the staff member still receives full pay. • All staff 28 weeks pregnant + work from home until guidance states otherwise/ 2 vaccinations received by pregnant staff member. <p>[No appropriate childcare arrangements if they work on site]</p> <ul style="list-style-type: none"> • The staff member and their line manager discuss what arrangements could be put in place to allow the staff member to work on site. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>SLT & HR</p>	<p>09/08/2021 & 1/9/2021</p>	
Decision about working on site						

Social distancing

[Staff members that will be working with pupil groups, e.g. teachers and LSAs]

[Staff members that will be working closely with pupils whose needs may present additional risks]

- 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. **Designated LSAs remain as much as reasonably practicable, with designated pupils (see pupil RA)**
- 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
- 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.
- 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.
- Where the staff member delivers intimate care, PPE is provided to them. First Aid only at CCS no other pupils require intimate care
- The **headteacher, deputy headteachers, 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.

Social distancing

[Staff members that will be working with pupils with an Individual Healthcare Plan (IHC plan)]

<p>Social distancing</p>	<ul style="list-style-type: none"> ● Provision is delivered in line with the pupil's IHC plan as far as possible. ● 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. ● If any changes are agreed to the way provision is delivered, this is communicated to the staff member. ● 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. <p>[Office-based staff, e.g. admin staff and support, other static support staff and office based staff]</p> <ul style="list-style-type: none"> ● The workspace is arranged so that all staff members can remain two metres away from others, all staff should adhere to these requirements as far as reasonably possible to ensure infection control for C-19 and other /infection ● All staff should continue to maintain social distancing wherever possible <p>Close contact of Coronavirus cases. No member of staff identified as a close contact will be required to self-isolate after receipt of their second vaccine. Staff in close contact with a case will be strongly encouraged to take a PCR test. Additionally, staff in the workplace are required to maintain social distancing as part of wider infection control.</p>				
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<p>Infection control measures</p> <p>Including face coverings</p>		<ul style="list-style-type: none"> • Robust infection control measures are implemented in line with the <u>Infection Control Policy</u> and relevant risk assessments. Testing is available to the staff member if they develop coronavirus symptoms, in line with the <u>Infection Control Policy</u>. • [Staff members who deliver First Aid to pupils and already require PPE for their role] 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 	<p>Yes</p> <p>Yes</p>	<p>Headteacher</p>	<p>Reviewed 09/08/21 & 1/9/21</p>	<p>L</p>
		<p>splashing from coughing etc. if pupil/ person has symptoms of Covid-19</p> <ul style="list-style-type: none"> • 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. <p>Additional risk assessments are conducted on a case-by-case basis</p> <ul style="list-style-type: none"> • to determine whether the member of staff requires PPE to undertake other aspects of their role safely. • The school uses its local supply chains including VoG LA, to obtain PPE. <p>From September, 2021 neither pupils or staff are required to wear face coverings in the classroom or other areas of the school . Staff are not required to wear face coverings in corridors or other areas, however, any members of staff can continue to wear face coverings. this situation may be subject to change should the area go from low risk to moderate/high/ very high risk (see Framework WG) the exception is close/ intimate contact e.g. First aid</p> <p>Staff are able to car share.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Headteacher</p>	<p>Reviewed 09/08/21 1/9/21</p>	<p>L</p>

<p>Additional protective measures For CCS timetable where more than one teacher is teaching pupils</p>		<ul style="list-style-type: none"> • The school adheres to the advice in line the Welsh Government and PHW and regularly cross-references any recent updates • 'Consistent staffing rotas are implemented. • Stringent infection control measures are implemented. • The staff member wears appropriate PPE for activities requiring close contact/ intimate care e.g. First Aid. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Headteacher</p>	<p>Reviewed 9/08/21 1/9/21</p>	<p>L</p>

Communication		<ul style="list-style-type: none"> 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"> - Provide an opportunity for staff to raise concerns, ask questions and offer feedback. Line managers hold regular virtual briefings with the staff in their team to discuss the measures in place and concerns and questions from their team. 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. 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. 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"> - Staff briefings - Visual posters and messaging - Written instructions in emails 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. 	Yes			
Communication			Yes			
			Yes	<u>All staff co-ordinated by Headteacher/DHT and SLT</u>	<u>Ongoing</u>	L
Wellbeing		<ul style="list-style-type: none"> 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. The daily briefing held by the line manager is also used to identify and act on wellbeing concerns. 	Yes			
			Yes			

		<ul style="list-style-type: none"> 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. 	Yes	<u>All line managers</u>	<u>Ongoing</u>	L
Training		<ul style="list-style-type: none"> The staff member is provided with training on the whole-school control measures that are in place. The staff member is provided with training on control measures that are in place based on their specific role and circumstances. [Staff working with pupils with IHC plans] The staff member is informed of any changes to the way provision in a pupil's IHC plan is to be delivered. Training is refreshed whenever any control measures are changed. 	Yes Yes Yes Yes	<u>School Business Manager</u>	<u>May 25th onwards via online Safesmart</u>	L
Non-compliance with measures		<ul style="list-style-type: none"> 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. In the first instance, the line manager explores whether non-compliance is accidental rather than intentional. During this discussion, the line manager and staff member discuss what changes need to be made to ensure measures are followed. Following this discussion, if it becomes apparent that the staff member is intentionally not complying with the measures, the line 	Yes Yes Yes Yes	<u>SLT & Line Managers</u>	Ongoing	L

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