

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 Re-visited 15th January, 2020	Review interval: as required	Date of next review: Spring 2021
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

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
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 2020 Plan</u> <u>Risk Assessment for Reopening After Partial Closure</u> <u>Social Distancing Policy Statement</u> <u>Infection Control Policy</u> Regard is given to all the relevant guidance in the Welsh government's guidance to schools and educational setting re Covid-19 when planning and implementing procedures for staff working on-site Measures that are put in place for the staff member are determined based on this risk assessment and additional risk assessments conducted in relation to their specific role. 	Y	<u>Headteacher</u>	<u>July 17th 2020</u>	<u>L</u>
Decision about working on site		<ul style="list-style-type: none"> A return to work review after summer check-in and any absenceis conducted and staff have access to HR Manager (Sarah Maunder) and SAS for any issues which have arisen over the summer and/or raise with their line manager. Decisions about whether the staff member can work on site are made based on their response as requested <u>[Clinically extremely vulnerable staff members, i.e. they have</u> 	Y	SLT and S Maunder, HR	From June 1 st ongoing to June 29 th	

Decision about working site		<p>received a shielding letter]</p> <ul style="list-style-type: none"> The staff member stays at home to shield, in line with Welsh Government advice. Reviewed January 2021 taken into account and staffing reviewed accordingly. (shielding is now reinstated until 7th Feb, 2021) They are supported to work from home where possible. If they are unable to work from home, the headteacher considers whether normal sick pay entitlement applies or follows the guidance from WG. <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 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>[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. <p>[No appropriate childcare arrangements if they work on site]</p>	Y	SLT and S Maunder, HR	From June 1st ongoing to June 29th	L
			Y	SLT and S Maunder, HR	From June 1st ongoing to June 29th	

Decision about working on site	<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. If it is not possible for the staff member to work on site, the headteacher considers whether other types of unpaid leave would be appropriate and applicable. <p>[Caring for or living with a clinically extremely vulnerable person: Dependant and other]</p> <ul style="list-style-type: none"> The staff member and their line manager discuss the arrangements that would need to be in place for them to work on the school site – they should be able to follow stringent social distancing measures while travelling to and from school and while on site. These measures apply to all staff regardless If work cannot be conducted from home, the headteacher considers whether other types of leave would be applicable. <p>[Black, Asian and minority ethnic (BAME) staff – emerging evidence shows that BAME communities are disproportionately affected by coronavirus]</p> <ul style="list-style-type: none"> The staff member and their line manager discuss whether the staff member has any existing underlying health conditions that may increase the risks of them working on site. If the staff member would face unreasonable risks from working on site, they are supported to work from home where possible. The staff member and their line manager have regular discussions about their safety and mental health. Medical advice sought where appropriate. <p>[Unwell with coronavirus or other medical condition/s]</p> <ul style="list-style-type: none"> The government’s self-isolation guidance is followed, and the staff member accesses sick pay in the usual way. 	Y	Headteacher	as above	From June 1st ongoing to June 29th	L

Decision about working on site						L
		<ul style="list-style-type: none"> • Whole-school social distancing measures are implemented in line with the <u>Social Distancing Policy Statement</u> and relevant risk assessments. • Social distancing measures apply to all staff unless emergency First aid is carried out and WG guidance re PPE for First Aid in place by June 29th and ongoing into the autumn term. 	<u>Y</u>	<u>Headteacher</u>	<u>25th May 2020</u>	<u>L</u>

Social distancing	<ul style="list-style-type: none"> Where it is not possible to follow the social distancing measures in place, the headteacher considers whether the activity should continue or whether the risk can be mitigated by implementing other protective measures, e.g. infection control measures. – First Aid only – All other activities prevented if social distancing not possible <p>[If the staff member is unable to maintain a two-metre distance when undertaking their role, a discussion is held with their line manager about whether this involves an acceptable level of risk. If the level of risk is unacceptable, other arrangements are made to be determined by the headteacher</p> <p>[Staff members that will be working with pupil groups, e.g. teachers and LSAs]</p> <ul style="list-style-type: none"> The (LSA)staff member is assigned to designated pupil groups – this group does not change, unless directed by the headteacher. The staff member does not mix with any individuals outside of their designated teaching groups, other than brief transitory contact, e.g. in the corridor. Staff members provided with ‘team and area pods’ All staff must follow these and they will be made clear once again in September to all staff. Staff movement restricted to designated places with the exception of SLT and site technicians/ cleaners. This will assist with track and trace methods. All SLT to take every step to minimise social contact with other staff and maintain 2m social distancing, avoid any ‘gatherings’ larger than immediate team, unless via virtual methods. <p>[Staff members that will be working closely with pupils whose needs may present additional risks]</p> <ul style="list-style-type: none"> 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 reasonable practicable, with designated pupils (see pupil RA) 		<u>Headteacher with SLT</u>	<u>June 11th 2020</u>	
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Social distancing	<ul style="list-style-type: none"> • 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. <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 must adhere to these requirements • All areas of CCS which will not be subject to a 2m rule will be occupied with 1 person exclusively or the area will be out of bounds. All rooms will have potters with occupancy levels and staff must adhere strictly to these signs • Other controls such as reducing the number of people that the staff member has contact with by implementing fixed teams and 'staff pods'. Staff regularly reminded of the need to minimise contact, other than groups they teach and to maintain social distancing with pupils and other adults. <p>[Staff not assigned to pupil groups but who are required to be present around school, e.g. support staff and leadership staff who cannot be static]</p> <ul style="list-style-type: none"> • The staff member only enters pupil group areas if there is no other option. Other measures are implemented to prevent the staff member having to enter these areas, such as leaving items they require outside the classroom door. • If the staff member cannot avoid entering an area occupied by a pupil group, they maintain a two-metre distance from all individuals and do not touch any surfaces or objects in the area. • Where the staff member cannot maintain social distancing when in 		<u>Headteacher/</u> <u>deputy</u> <u>headteacher/</u> <u>school</u> <u>Business</u> <u>Manager</u>		
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Infection control measures		<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>. • If an individual that works within the same group as the staff member (this includes pupils and staff) tests positive, the staff member is sent home to self-isolate and for testing. The School delivers the Test, Trace, Protect policy in line with PHW • [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 				<p style="text-align: right;">L</p>

		<p>intimate care to pupils. Face masks and eye visors to avoid any 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. • 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. • The school uses its local supply chains to obtain PPE. Where there is unmet urgent need for PPE for the school to operate safely. • Since January 2021 all pupil and staff are required to wear face coverings in all areas of the school except in the classroom when teaching, in offices, in the dining area when eating/ drinking and outdoors 				
<p>Additional protective measures</p> <p>For CCS timetable where more than one teacher is teaching pupils</p>		<ul style="list-style-type: none"> • The setting 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. • The staff member adheres to social distancing measures as far as they are able to, while taking account of children's emotional needs. • If an individual in the setting develops coronavirus symptoms, the headteacher/ DHT assesses which groups need to self-isolate. The staff member is informed as soon as possible of if they are required to self-isolate. 	<u>Y</u>	<u>H/T DHT/AHT Timetable</u>	<u>29th June 2020</u>	
		<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. 		<u>All staff co-ordinated by Headteacher</u>	<u>Ongoing</u>	

Communication		<p>This includes via line management meetings and senior links</p> <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. • A log of concerns is kept, which enables the headteacher and line managers to identify trends in concerns and take appropriate action. • 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 (departmental teams only) - Visual posters and messaging - Written instructions in emails - Notice boards around school • 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. 		<u>and SLT</u>		
Communication						
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 		<u>All line managers</u>		

		<p>and act on wellbeing concerns.</p> <ul style="list-style-type: none"> • If the staff member has concerns about working on the school site, the following actions are taken: <ul style="list-style-type: none"> - The staff member's line manager has a discussion with them to establish exactly what the staff member's concerns are. - The line manager and staff member discuss what measures can be put in place to resolve concerns. - If the staff member says they are now unwilling to work on site due to their concerns, action is taken in line with the 'Decision about working on site' section of this risk assessment and decision taken by the headteacher • Regular one-to-ones are held between the staff member and their line manager – the frequency of these meetings is decided based on the staff member's needs. • The line manager signposts the staff member to any internal and external wellbeing support available to help with anxieties around working on site, e.g. occupational health, counselling and support from SAS. • The staff member's workload is monitored by their line manager and any concerns are reported to the headteacher who determines whether additional staffing resource is required. 				
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. 		<p><u>School Business Manager</u></p>	<p><u>May 25th onwards</u> <u>via online Safety smart</u></p>	

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 manager recommends to the headteacher that disciplinary action is taken. • Any disciplinary action is conducted in line with the <u>Disciplinary Policy and Procedure.</u> 	<u>Y</u>	<u>Line Managers</u>	<u>Ongoing</u>	<u>L/M</u>
Monitoring and reviewing measures	<ul style="list-style-type: none"> • All whole-school measures are reviewed by the headteacher and other key stakeholders weekly and when there are updates to government guidance, to establish their effectiveness. • Any changes made to whole-school measures are communicated to all staff. • [Clinically extremely vulnerable staff members] The staff member continues to work from home if they are able until the government says it would be safe for them to return to the school site. • [Other staff members that are not working on site] This decision is reviewed weekly by the staff member's line manager, the headteacher and the member of staff. • The staff member is encouraged to provide feedback to their line manager on the measures that are implemented to keep them safe while on site. • If the staff member's circumstances change, e.g. they become 	<u>Y</u>	<u>SLT</u> <u>All line managers as per the Staff Handbook</u>	<u>Ongoing</u> <u>May 30th ongoing</u>	

		<p>clinically vulnerable, they inform their line manager who decides on what the next steps should be, e.g. if they should continue to work on site.</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. 			<p><u>from June</u> <u>29th 2020</u> <u>and into</u> <u>the</u> <u>autumn</u> <u>term</u></p>	
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