

COVID-19 – A RISK ASSESSMENT FOR STAFF RETURNING TO SCHOOL

Introduction

The core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees” remains as does the obligation to risk assess and implement relevant control measures. Schools are required to carry out risk assessments directly addressing risks associated with COVID-19 and operating safely with their staff.

Rationale

This COVID-19 risk assessment for returning staff provides help in identifying methods of controlling hazards. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. Risk assessments must be dynamic and be updated whenever advice, circumstances, or any of the assessed hazards have changed.

This risk assessment is to support the school and staff members in returning to work in-school by assessing an individual’s vulnerability, health and how they might best serve the school by either returning to school or remaining at home in support of the school.

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| 1. Remaining at home | No possibility of support and drawing furlough. |
| 2. Remaining at home supporting the school | To teach, mentor, assist, supervise, mark. |
| 3. In-school but no contact with pupils’ | On-line teaching, Support Staff. |
| 4. In-school contact with only one group | To teach, supervise, Support Staff, Cleaners. |
| 5. In-school contact with multiple groups | Specialist teacher, Sports and Support staff but all SD++ distance. |

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
	School Policies / Documents			
1	Communications not effective to / from staff (letter, email, text, WhatsApp etc.).	Daily DfE updates. HM weekly updates Zoom Staff Meetings	All staff involved and informed.	
2	Uncertain of change to policies and working practices including COVID-19, staff handbook and code of conduct.	Risk assessments/policies reviewed and updated regularly.	Updates published to staff	
3	Safeguarding changes and DSL / ADSL details not notified or known.	Safeguarding updated and published on website and to staff.	Staff aware of Safeguarding practices during pandemic.	
4	No feedback for best practice and return to work solutions in-school or at home.	Issues and solutions via email, staff meetings and personal contact. SMT discuss all concerns.	An understanding of how to overcome problems.	
5	Uncertain of contract terms with school and requirement to return to work.	All personnel issues referred to legal team and ACAS. Individual questions addressed. If employment T&C's change, staff consulted.	Guidelines followed.	
	Activity Risk Assessments			
6	No consultation on risk assessments.	RA issued to staff and comments action.	RA updated ongoing.	
7	Risk assessments not published / shared.	RA on website. Staff emailed RA's.	Updated weekly.	
8	Insufficient risk assessments for indoor and outdoor activities such as sport, play, drama, dance and music.	Sports department RA's to be updated.	Safe outdoor activities.	
9	Unable to comply with return to work requirements.	Alternatives discussed. Unpaid leave, work from home, disciplinary action.	School sufficiently staffed.	
10	Sickness management rules and the "don't come to work if you are ill" not understood.	Return to work medical screening form completed by staff.	Reduced risk of transmission - Covid-19.	
	Well-being			
11	No mental or physical motivation to return to work in-school or at home.	Staff member to contact HM. School support to be offered.	Staff well-being regularly being assessed.	
12	No desire to return to school for fear of infection and risks to staff.	Reduced risk measures in place, reduced contact with pupils & staff, phased return, support from other staff members.	Staff feel secure and protected to return to work.	
13	Unable to work remotely from home.	Working from school classroom.	Improved, resources, stable internet. Can maintain lone working status.	

14	Unable to cope with demands of operating in-school with COVID-19 rules.	Staff unable to cope with demands must seek help and discuss issues with HM.	Understanding of staff issues to gain resolution.	
15	Mental health and wellbeing of individuals not properly considered.	Support offered by a nominated member of staff. All discussion are confidential.	Staff have 'go-to-person' for initial discussions.	
16	Insufficient support for vulnerable staff at school / home.	Support offered by a nominated member of staff. All discussion are confidential.	Staff have 'go-to-person' for initial discussions.	
17	Individual struggling with childcare.	Key Workers childcare available at school during the working week.	Staff children being supported.	
	Health			
18	Identified by the Government as 'clinically extremely vulnerable' and advised to 'shield'.	Staff in this category to work from home whenever possible.	Reduced health risks.	
19	Identified by the Government as 'clinically vulnerable' but able and willing to work with added precautions: <ul style="list-style-type: none"> • individuals aged 70 and over (regardless of medical conditions); • women who are pregnant; • Individuals aged under 70 with an underlying health condition. 	Home working whenever possible. If returning to work, RA's in place, reduced personnel contact. Shorter working day.	Reduced health risks.	
20	Lack of dialogue with those isolated at home.	Staff encouraged to contact the school via email or participate in staff meetings. HoD's to remain in contact with staff. Updates and communications are sent out regularly.	Whole staff communication and involvement.	
21	Suffering from symptoms of COVID-19 (high temperature; constant cough; loss or change to sense of smell or taste).	Any member of staff showing symptoms must stay at home and book a test.	No member of staff is to return to work until tested negative or shielded for 7 days.	
22	Temperature exceeds 37.5 degrees.	Daily tests for campus staff and recorded. If temperature high, a second test is taken. If above 37.5c the staff member is sent home and asked to get tested.	Removal of possible infected staff member to stop transmission.	
23	Tested for COVID-19 and not positive.	Staff remain shielded until results comeback.	Staff member can return to work.	
24	Tested for COVID-19 and positive.	Staff member stays at home for 7 days'. People who have been in contact with person asked to shield for 14 days.	Transmission reduced. Pods in contact asked to remain at home and be tested.	

25	Tested positive for COVID-19 and not completed required isolation.	Staff not to return to work. Staff to declare all positive tests to school.	Reduced possible transmission.	
26	Confirmed case of COVID-19 at home.	Staff member to remain at home and isolate until tested.	Only return to work once test result is negative or isolated for 7 days.	
27	Lack of regular dialogue with those that have suffered from COVID-19.	School to communicate with staff that have tested positive via email or telephone. Staff member to keep school updated.	Staff and school aware of return to work date.	
28	Household member receiving medical treatment in hospital.	Staff member to discuss situation with school. School to take a flexible approach.	Staff to be flexible duties.	
29	Household not completed 14 days self-isolation.	Staff not to return to work. Tests available for household member.	Staff return to work once household has tested negative.	
30	Household fully completed 14 days self-isolation.	Return to work.		
31	Inadequate evidence if health precludes working from home and / or in-school.	Staff member to contact medical services.	Staff remains at home.	
	Travel			
32	Unable to travel to work by car, cycle or walking.	Work from home.	Review work patterns.	
33	Unable to travel to work safely on public / school transport.	Work from home.	Review work patterns.	
34	Outside school SD rules not obeyed e.g. socialising, parties, games and play.	All staff to adhere to Government advice.		
	School Environment			
35	Not confident in school safety measures.	Staff to discuss with HM or Bursar concerns.	Concerns addressed.	
36	Insufficient safety measures in school.	Daily review of equipment, cleaning schedules and supplies.	Concerns addressed.	
37	Safety / fire drills not known or rehearsed.	Normal H&S procedures for fire or lockdown remain in place.	Whole school awareness of procedures.	
38	Staggered scheduling or timetable does not allow SD and / or safe practice.	Staff to raise concerns with SMT.	SD measures reviewed and adhered to.	
39	Re-scheduling of activities not operating safely.	Timetable to be reviewed weekly to allow for SD and equipment cleaning.	Safe activities for all ages.	
40	Not sufficiently trained for new working environment.	Staff to attend INSET before school returns. Bursar to visit all areas daily and note/action any concerns.	Staff aware of their role and measures that are required to keep their area safe.	
41	Unable to cope with new working environment.	Staff member to discuss with HM.	Offer of help or changes to improve confidence.	

42	Activity requires PPE.	PPE available.		
43	PPE not adequate.	Stop activity.	Stop possible transmission.	
44	Medical response and isolation area not known.	Matron's Room to continue as the medical centre of the school.	All staff and pupils to be taken to Matron if they show any signs of Covid-19.	
45	Staff admin and rest arrangements insufficient.	Staff room is limited due to SD but is available. Classrooms not in use are available.	Space available around the school if required.	
46	No respect for SD in-school.	Staff made aware of SD, The staff are aware of the seriousness of SD and the school standing.	SD respected.	
47	Groups, bubbles, pods mixing in-school.	Pods must remain separate. Timetable plans/allows for this action.	Pods remain contained.	
48	Hydration and food insufficient for full day at school.	Parents provide packed meals. Additional snacks are available if required.	Parents must be told if meals are insufficient by staff if pupil is going hungry or thirsty.	
	Teaching			
49	Able to teach and remain with group (of <15) in-school throughout the school day.	SD is an issue. Staff to be mindful of distances. Pupils asked not to approach teacher. Sneeze screens to be provided.	Staff to remain safe distance wherever possible.	
50	Specialist teachers able to teach remotely, from home, to pupils' in-school and/or at home.	Zoom and remote learning available.	Pupils' in school receive home-learning lessons.	
51	Specialist teachers able to teach in-school face-to-face but SD++ and to different groups (of <15) throughout the school day.	Limited specialist teaching available on campus.	Home-Learning programme followed. Key workers children receive Home-Learning programme on campus.	
52	Teach / support, at appropriate SD++, indoor activities in-school such as drama, dance and music activities.	Activities carefully planned with outdoor areas used whenever possible.	Reduced possible transmission.	
53	Teach / support, at appropriate SD++, outside activities such as non-contact sport, adventure play, Forest School, gardening etc.	Plan events and activities so every group experiences activity.	Outdoor spaces used wherever possible.	
	Support Staff			
54	Contracts re-written to reflect working from home an in-school permanent changes.	No permanent changes. Procedures reviewed daily.		
55	Job description and / or roles not changed to reflect operating environment.	Staff receive training on role and given cleaning schedules.		

56	Inadequate PPE for specialist tasks.	PPE available.	Short supplies recorded and procedures change to reflect issues.	
57	Visitors and contractors not briefed and escorted around school site.	Contractors only on campus for emergency repairs.	SD rules apply.	