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.

- 1. Remaining at home
- 2. Remaining at home supporting the school
- 3. In-school but no contact with pupils'
- 4. In-school contact with only one group
- 5. In-school contact with multiple groups

No possibility of support and drawing furlough. To teach, mentor, assist, supervise, mark. On-line teaching, Support Staff. To teach, supervise, Support Staff, Cleaners. Specialist teacher, Sports and Support staff but all SD++ distance.

| | Hazard | Control Measures | Outcome | Remarks / |
|----|--|---|--|---------------|
| | | | | Re-assessment |
| 1 | School Policies / Documents 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. Safeguarding changes and DSL / ADSL details not | Risk assessments/policies reviewed and updated regularly. Safeguarding updated and | Updates published to staff Staff aware of | |
| 3 | notified or known. | published on website and to staff. | 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. | |

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| 14 | Unable to cope with demands of operating in-school with COVID 10 mlas | Staff unable to cope with | Understanding |
| | with COVID-19 rules. | demands must seek help | of staff issues to |
| | | and discuss issues with HM. | gain resolution. |
| 15 | Mental health and wellbeing of individuals not | Support offered by a | Staff have 'go- |
| | properly considered. | nominated member of | to-person' for |
| | | staff. All discussion are | initial |
| | | confidential. | discussions. |
| 16 | Insufficient support for vulnerable staff at school / | Support offered by a | Staff have 'go- |
| | home. | nominated member of | to-person' for |
| | | staff. All discussion are | initial |
| | | confidential. | discussions. |
| 17 | Individual struggling with childcare. | Key Workers childcare | Staff children |
| | | available at school during | being |
| | | the working week. | supported. |
| | Health | a | |
| 18 | Identified by the Government as 'clinically | Staff in this category to | Reduced health |
| | extremely vulnerable' and advised to 'shield'. | work from home whenever | risks. |
| | | possible. | |
| 19 | Identified by the Government as 'clinically | Home working whenever | Reduced health |
| | vulnerable' but able and willing to work with added | possible. If returning to | risks. |
| | precautions: | work, RA's in place, | |
| | individuals aged 70 and over (regardless of medical conditions); | reduced personnel contact. Shorter working day. | |
| | | Shorter working day. | |
| | women who are pregnant;Individuals aged under 70 with an underlying | | |
| | • Individuals aged under 70 with an underlying health condition. | | |
| 20 | Lack of dialogue with those isolated at home. | Staff encouraged to | Whole staff |
| 20 | Lack of dialogue with those isolated at home. | contact the school via | communication |
| | | email or participate in staff | and |
| | | meetings. HoD's to remain | involvement. |
| | | in contact with staff. | |
| | | Updates and | |
| | | communications are sent | |
| | | out regularly. | |
| 21 | Suffering from symptoms of COVID-19 (high | Any member of staff | No member of |
| | temperature; constant cough; loss or change to | showing symptoms must | staff is to return |
| | sense of smell or taste). | stay at home and book a | to work until |
| | | test. | tested negative |
| | | | or shielded for 7 |
| | | | days. |
| 22 | Temperature exceeds 37.5 degrees. | Daily tests for campus | Removal of |
| | | staff and recorded. If | possible |
| | | temperature high, a second | infected staff |
| | | test is taken. If above | member to stop |
| | | 37.5c the staff member is | transmission. |
| | | sent home and asked to get | |
| 00 | Tooted for COVID 10 and not a sitisf | tested. Staff remain shielded until | Staff mambar |
| 23 | Tested for COVID-19 and not positive. | results comeback. | Staff member |
| | | results comedack. | can return to |
| 24 | Tested for COVID 10 and positive | Staff member stays at | work. Transmission |
| 24 | Tested for COVID-19 and positive. | home for 7 days'. People | reduced. Pods |
| | | who have been in contact | in contact asked |
| | | with person asked to shield | to remain at |
| | | for 14 days. | home and be |
| | | 101 1 4 uays. | tested. |
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| 25 | Tested positive for COVID-19 and not completed | Staff not to return to work. | Reduced |
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| | required isolation. | Staff to declare all positive | possible |
| | | tests to school. | transmission. |
| 26 | Confirmed case of COVID-19 at home. | Staff member to remain at | Only return to |
| | | home and isolate until | work once test |
| | | tested. | result is |
| | | | negative or |
| | | | isolated for 7 |
| | | | days. |
| 27 | Lack of regular dialogue with those that have | School to communicate | Staff and school |
| | suffered from COVID-19. | with staff that have tested | aware of return |
| | | positive via email or | to work date. |
| | | telephone. Staff member to | |
| | | keep school updated. | |
| 28 | Household member receiving medical treatment in | Staff member to discuss | Staff to be |
| | hospital. | situation with school. | flexible duties. |
| | L | School to take a flexible | |
| | | approach. | |
| 29 | Household not completed 14 days self-isolation. | Staff not to return to work. | Staff return to |
| | | Tests available for | work once |
| | | household member. | household has |
| | | | tested negative. |
| 30 | Household fully completed 14 days self-isolation. | Return to work. | <u> </u> |
| 31 | Inadequate evidence if health precludes working | Staff member to contact | Staff remains at |
| | from home and / or in-school. | medical services. | 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 | Work from home. | Review work |
| | transport. | | patterns. |
| 34 | Outside school SD rules not obeyed e.g. socialising, | All staff to adhere to | |
| | parties, games and play. | Government advice. | |
| | | | |
| | School Environment | | |
| 35 | Not confident in school safety measures. | Staff to discuss with HM | Concerns |
| | | or Bursar concerns. | addressed. |
| 36 | Insufficient safety measures in school. | Daily review of | Concerns |
| | | equipment, cleaning | addressed. |
| | | schedules and supplies. | |
| 37 | Safety / fire drills not known or rehearsed. | Normal H&S procedures | Whole school |
| | | for fire or lockdown | awareness of |
| | | remain in place. | procedures. |
| 38 | Staggered scheduling or timetable does not allow | Staff to raise concerns with | SD measures |
| | SD and / or safe practice. | SMT. | reviewed and |
| | · · · · · · · · · · · · · · · · · · · | | adhered to. |
| 39 | Re-scheduling of activities not operating safely. | Timetable to be reviewed | Safe activities |
| | same second and second second second. | weekly to allow for SD | for all ages. |
| | | and equipment cleaning. | |
| 40 | Not sufficiently trained for new working | Staff to attend INSET | Staff aware of |
| .0 | environment. | before school returns. | their role and |
| | | Bursar to visit all areas | measures that |
| | | daily and note/action any | are required to |
| | | concerns. | keep their area |
| | | | safe. |
| 41 | Unable to cope with new working environment. | Staff member to discuss | Offer of help or |
| -+1 | onable to cope with new working chvironment. | with HM. | changes to |
| | | wittii 111vi. | improve |
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| 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 publis 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. All staff and publis to be taken to Matron if they show any signs of Covid-19. 46 No respect for SD in-school. Staff made aware of SD, The staff are aware of 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. Pods must remain separate. Timetable plans/allows for this action. Pods remain contained. 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. Paproach teacher. Sneeze scress to be provided. Staff to remain safe distance wailable. 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 programme on campus. 51 Specialist teachers able to teach in-school face-to- face but SD++ and to different groups (of <15) throughout the sc | 42 | Activity requires PPE. | PPE available. | | |
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| Jo job doscription and / or roles not changed to reflect jotall feeelye italining on | 55 | Job description and / or roles not changed to reflect | Staff receive training on | | |
| operating environment. role and given cleaning | | | | | |
| schedules. | | | | | |

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