

## Coronavirus (COVID-19): staff working in school risk assessment

### Riversides School

Assessment conducted by: Mark Green	Job title: Assistant Headteacher	Covered by this assessment: <a href="#"><u>Staff attending training at Thorneloe Road from Newbridge</u></a>
Date of assessment: 12/06/20	Review interval: <a href="#"><u>weekly</u></a>	Date of next review: 19/06/20

#### Related documents

[Covid 19 Social Distancing Policy, First Aid Policy, COSHH Policy, Administering Medication Policy, Staff and Volunteer Confidentiality Policy, Records Management Policy, Staff Code of Conduct.](#)

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

**For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).  
Schools need to ensure this risk assessment reflects local and national arrangements.**

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
Awareness of policies and procedures	<b>H</b>	<ul style="list-style-type: none"> <li>• All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <a href="#">Health and Safety Policy</a></li> <li>- <a href="#">Covid 19 Social Distancing Policy</a></li> <li>- <a href="#">First Aid Policy</a></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>- DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department for Health and Social Care</li> <li>- PHE</li> <li>- The school’s local health protection team (HPT)</li> </ul> </li> <li>• Staff and volunteers are made aware of the school’s infection</li> </ul>	<b>Y</b>	<a href="#">Headteacher</a>	<a href="#">12/06/20</a>	<b>M</b>

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
		control procedures and social distancing arrangements in relation to coronavirus via <a href="#">email</a> and sent copy of the COVID 19 Social Distancing Policy.				
Poor infection control	H	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding everyone of infection control procedures and social distancing arrangements, e.g. regular hand washing and staying two metres apart where possible.</li> <li>• Everyone is encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's <a href="#">guidance</a>.</li> <li>• Everyone is encouraged to catch coughs and sneezes in a tissue and dispose of the tissue in a bin.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable) and paper towels and bins are supplied in infection control areas, bathrooms and kitchens.</li> <li>• Sufficient amounts of suitable cleaning agents are available on the premises to sanitise regularly-used areas and surfaces – cleaning agents are used and stored in line with the <a href="#">COSHH Policy</a>.</li> <li>• The number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection and minimise the costs of cleaning.</li> <li>• The <a href="#">headteacher</a> identifies which areas of the school may be used to carry out working activities and communicates this to staff and volunteers via <a href="#">email</a>.</li> </ul>	Yes	SLT	12/06/20	M
Lack of social distancing	M	<ul style="list-style-type: none"> <li>• Staff and volunteers avoid contact with people who show symptoms of coronavirus, both in and out of school.</li> <li>• Where a member of staff must accompany or supervise a pupil showing symptoms of coronavirus, infection control procedures and</li> </ul>				

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
		<p>social distancing arrangements are adhered to at all times.</p> <ul style="list-style-type: none"> <li>• Staff and volunteers avoid non-essential work-related travel, where practicable, e.g. the number of supervising staff on school transport is limited.</li> <li>• Where practicable, staff and volunteers always keep at least two metres apart and avoid close proximity interaction.</li> <li>• Where close proximity interaction (being less than two metres apart) cannot be avoided, staff and volunteers are instructed to: <ul style="list-style-type: none"> <li>- Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance or remotely.</li> <li>- Work facing away from each other or side-by-side, where possible, instead of face-to-face.</li> <li>- Where face-to-face interaction is essential, minimise the frequency and duration of the interaction.</li> <li>- Limit close proximity interaction to <b>15</b> minutes at a time.</li> <li>- Limit the number of people in close proximity interactions to no more than <b>two</b> people.</li> </ul> </li> <li>• The size and frequency of essential group gatherings is limited to no more than <b>ten</b> people, and this is communicated to staff and volunteers via <b>email</b>.</li> <li>• Where staff and volunteers must work in team to carry out their role or perform a task, teams are arranged beforehand and, where possible, team mixing is minimised.</li> <li>• Where group gatherings must occur in larger numbers or higher frequency, alternative arrangements are put in place and enforced by the <b>headteacher</b>, e.g. remote meetings are arranged.</li> <li>• Where applicable, class sizes are limited to <b>five</b> pupils and <b>two</b> members of teaching staff.</li> </ul>	Yes	SLT	12/06/20	M

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
		<ul style="list-style-type: none"> <li>The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required.</li> <li>Contact with parents is minimised and alternative arrangements are in place – where contact with parents must occur face-to-face, infection control procedures and social distancing arrangements are communicated to parents.</li> <li>Where staff or volunteers cannot follow social distancing arrangements for a particular activity, the <a href="#">headteacher</a> assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</li> </ul>				
Ill health	H	<ul style="list-style-type: none"> <li>Staff and volunteers are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>Any volunteer or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, is immediately sent home and advised to call 999 if they become seriously ill or their life is at risk.</li> <li>Staff act in line with the <a href="#">Covid 19 Policy</a> and ensure that any unwell volunteers or members of staff who are waiting to go home are moved to a quieter area of the school, away from others.</li> <li>Areas used by unwell volunteers and members of staff who need to go home are appropriately cleaned once vacated.</li> <li>If staff or volunteers are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> <li>Any medication given to ease symptoms, e.g. paracetamol, is administered in accordance with the <a href="#">Administering</a></li> </ul>	Yes	SLT	12/06/20	M

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
		<a href="#">MedicationsPolicy</a> .				
Spread of infection	H	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the <a href="#">Covid 19 Policy</a>, using PPE at all times.</li> <li>• Staff and volunteers are encouraged to transfer information digitally, e.g. via email, and to avoid transferring information in paper format.</li> <li>• Staff and volunteers are informed via <a href="#">email</a> that they must not enter the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Staff and volunteers do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the <a href="#">Covid 19 Policy</a> and local and national guidance.</li> <li>• Staff and volunteers inform the <a href="#">headteacher</a> when they plan to return to work after having coronavirus.</li> <li>• Staff and volunteers notify the <a href="#">headteacher</a> if they have an impaired immune system or a medical condition that means they are more vulnerable to infections – alternate working arrangements are put in place where required.</li> <li>• Any additional provisions for staff and volunteers who are more vulnerable to infections are put in place by the <a href="#">headteacher</a>.</li> <li>• Everyone is instructed to monitor themselves and others and look out for similar symptoms if somebody has been sent home with suspected coronavirus.</li> <li>• Staff and volunteers are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the <a href="#">SLT</a></li> </ul>	YES	SLT	12/06/20	M

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
Lack of communication	L	<ul style="list-style-type: none"> <li>The <b>headteacher</b> puts into place any actions or precautions advised by the local HPT.</li> <li>Staff and volunteers are kept adequately updated about any changes to infection control procedures and social distancing arrangements as necessary.</li> </ul>	YES	SLT	12/06/20	L
Poor staff wellbeing	L	<ul style="list-style-type: none"> <li>Communication channels are available to all staff, who are required to communicate with their line managers <b>TWICE</b> per <b>week</b>.</li> <li>Staff are informed via <b>email</b> about who they can talk to if they have concerns, e.g. about their commitments, health, workload and mental wellbeing.</li> <li>Where practicable, the <b>headteacher</b> liaises with the LA about putting staff rotas in place to minimise staff exposure to coronavirus, group sizes, and any additional workload.</li> <li>Staff and volunteers are encouraged to communicate remotely, where possible, and to minimise close-proximity interaction.</li> <li>Staff are encouraged to discuss with their line manager how to manage their workload and balance their commitments, e.g. caring for dependants.</li> <li>Staff are aware of how to report sickness, how long to stay away from the school, and how they will be paid during their absence.</li> </ul>	YES	SLT	12/06/20	L
Emergencies	M	<ul style="list-style-type: none"> <li>All staff members' and volunteers' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Staff members' and volunteers' alternative contacts are contacted where their primary emergency contact cannot be reached.</li> <li>The school has an up-to-date <b>First Aid Policy</b> in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	YES	SLT/OFFICE	12/06/20	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
Issues with fire doors in RSS	M	<ul style="list-style-type: none"> <li>• All staff informed by SLT prior to the start of the day of the changes to procedure caused by the work needing to take place on the internal fire door mag locks.</li> <li>• Pupils to be supported on a 1 to 1 basis whilst the work is being completed.</li> <li>• All staff to carry their keys at all times</li> <li>• Pupils and staff to base themselves in the DT Room which is nearest to the external door to the Playground. This will allow easy entry/exit to the building via a fob, and avoid the rest of the building whilst the mag locks are repaired on other doors.</li> <li>• Once work is completed, staff/pupils can return to using other areas of the building under the rules/routines outlined in this document.</li> </ul>	YES	SLT	23/06/20	L