

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

Newbridge School

Assessment conducted by: Leesa Davies	Job title: School Business Manager	Covered by this assessment: Staff attending Newbridge School
Date of assessment: 16/07/2020	Review interval:	Date of next review:

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	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

**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	<u>H</u>	<ul style="list-style-type: none"> • 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"> - Health and Safety Policy - Covid 19 Social Distancing Policy - First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ - DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE • Staff and volunteers are made aware of the school’s infection control procedures and social distancing arrangements in relation to 	<u>Y</u>	Headteacher	02/09/2020	<u>M</u>

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
		coronavirus via email and sent copy of the COVID 19 Social Distancing Policy.				
Poor infection control	H	<ul style="list-style-type: none"> • 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. • 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 guidance. • Everyone is encouraged to catch coughs and sneezes in a tissue and dispose of the tissue in a bin. • Sufficient amounts of soap (or hand sanitiser where applicable) and paper towels and bins are supplied in infection control areas, bathrooms and kitchens. • 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 COSHH Policy. • 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. • The headteacher identifies which areas of the school may be used to carry out working activities and communicates this to staff and volunteers via email. 	Yes	SLT	02/09/2020	M
Lack of social distancing	M	<ul style="list-style-type: none"> • Staff and volunteers avoid contact with people who show symptoms of coronavirus, both in and out of school. • Where a member of staff must accompany or supervise a pupil showing symptoms of coronavirus, infection control procedures and social distancing arrangements are adhered to at all times. 				

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		<ul style="list-style-type: none"> • Staff and volunteers avoid non-essential work-related travel, where practicable, e.g. the number of supervising staff on school transport is limited. • Where practicable, staff and volunteers always keep at least two metres apart and avoid close proximity interaction. • 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"> - Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance or remotely. - Work facing away from each other or side-by-side, where possible, instead of face-to-face. - Where face-to-face interaction is essential, minimise the frequency and duration of the interaction. - Limit close proximity interaction to 15 minutes at a time. - Limit the number of people in close proximity interactions to no more than two people. • The size and frequency of essential group gatherings is limited to no more than eight people, and this is communicated to staff and volunteers via email. • 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. • Where group gatherings must occur in larger numbers or higher frequency, alternative arrangements are put in place and enforced by the headteacher, e.g. remote meetings are arranged. • Where applicable, class sizes are limited to six pupils and two members of teaching staff. 	Yes	SLT	02/09/2020	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"> 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. 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. Where staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. 				
Ill health	H	<ul style="list-style-type: none"> 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. 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. Staff act in line with the Covid 19 Policy 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. Areas used by unwell volunteers and members of staff who need to go home are appropriately cleaned once vacated. 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. 	Yes	SLT	02/09/2020	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"> Any medication given to ease symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. 				
Spread of infection	H	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Covid 19 Policy, using PPE at all times. Staff and volunteers are encouraged to transfer information digitally, e.g. via email, and to avoid transferring information in paper format. Staff and volunteers are informed via email that they must not enter the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. 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 Covid 19 Policy and local and national guidance. Staff and volunteers inform the headteacher when they plan to return to work after having coronavirus. Staff and volunteers notify the headteacher 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. Any additional provisions for staff and volunteers who are more vulnerable to infections are put in place by the headteacher. Everyone is instructed to monitor themselves and others and look out for similar symptoms if somebody has been sent home with suspected coronavirus. Staff and volunteers are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the SLT 	YES	SLT	02/09/2020	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"> Staff and volunteers are kept adequately updated about any changes to infection control procedures and social distancing arrangements as necessary. 	YES	SLT	02/09/2020	L
Poor staff wellbeing	L	<ul style="list-style-type: none"> Staff are informed via email about who they can talk to if they have concerns, e.g. about their commitments, health, workload and mental wellbeing. Staff and volunteers are encouraged to communicate remotely, where possible, and to minimise close-proximity interaction. Staff are encouraged to discuss with their line manager how to manage their workload and balance their commitments, e.g. caring for dependants. 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. 	YES	SLT	02/09/2020	L
Emergencies	M	<ul style="list-style-type: none"> All staff members' and volunteers' emergency contact details are up-to-date, including alternative emergency contact details, where required. Staff members' and volunteers' alternative contacts are contacted where their primary emergency contact cannot be reached. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	YES	SLT/OFFICE	02/09/2020	L