

Coronavirus (COVID-19): risk assessment for staff

St Michael's Church of England High School

Assessment conducted by: Wayne Hill	Job title: Assistant Headteacher	Covered by this assessment: Staff, Students & Visitors
Date of assessment: 15 th September 2020	Review interval: Bi-monthly or upon updated guidance	Date of next review: 15 th December 2020

Related documents

Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, Social Distancing Policy Statement, First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Behavioural Policy

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
Awareness of policies and procedures	H	<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 - Infection Control Policy - First Aid Policy - Social Distancing Policy Statement - Coronavirus (COVID-19) Full Opening Plan • 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 (2020) 'Guidance for schools: coronavirus (COVID-19)' • 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 - The school's local health protection team (HPT) • Staff and volunteers are made aware of the school's infection control procedures and other protective measures in relation to coronavirus via email. 	Y	Christina Handy-Rivett and Jane Mitchell-Barnes	20/08/2020	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 school consults staff on the new health and safety measures in good time. • The school shares the results of this risk assessment and any other relevant risk assessment relating to the opening of schools and coronavirus with all staff as soon as possible. • The SLT reviews relevant school policies to ensure they account for new provisions. • Staff minimise social mixing as much as possible. 				
Cleaning	H	<ul style="list-style-type: none"> • Interserve creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. • The necessary areas of the school are deep cleaned before opening with suitable cleaning agents and in line with the COSHH Policy. • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. • All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely. • Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly. 	Y	Wayne Hill	20/08/2020	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"> • Resources that are shared between bubbles, e.g. sports equipment, are regularly cleaned and thoroughly cleaned before they are shared between bubbles. • Specific additional cleaning procedures are in place for shared spaces and ICT rooms that will see multiple use between bubbles. <ul style="list-style-type: none"> - Wipes / Spray and Tissues available in all ICT rooms to adhere to cleaning procedures at the start and end of each lesson. - Specific Risk Assessments and cleaning routines apply to PE and Music. 				
Social distancing	H	<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 this is not possible the one metre plus rule is applied. • 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. - Work facing away from each other or side-by-side, where possible, instead of face-to-face. - Screens are placed between staff that are face to face less than 2m. - 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. 	Y	Christina Handy-Rivett and Wayne Hill	20/08/2020	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 size and frequency of essential group gatherings is limited to no more than five people, and this is communicated to staff and volunteers via email. • Any staff meetings are to be completed in large ventilated spaces and staff should be kept forward facing and 2m apart. Virtual meetings would also limit contact. • Where staff and volunteers must work in a team to carry out their role or perform a task, teams are arranged beforehand and, where possible, team mixing is minimised. • The use of communal areas, e.g. the staff room, workrooms, offices, and resource areas are limited to avoid unnecessary group gatherings – staggered times, queues, capacity numbers or rotas are implemented where required. • Floor markings or signs are used, where necessary, to indicate any two-metre spacing, e.g. where queues are likely to form. • Physical contact with parents is minimised and alternative arrangements are in place. • 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. 				
Confirmed coronavirus cases	H	<ul style="list-style-type: none"> • Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school grounds. • Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible. 	Y	Christina Handy-Rivett, Carolyn Hill and Sarah Beardsmore	20/08/2020	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"> • 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 • Staff and volunteers are informed of the symptoms of possible coronavirus infection, i.e. a cough, difficulty in breathing, a change in taste or smell 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 coronavirus is immediately sent home to isolate for 10 days and is advised to get a test. • Staff act in line with the Infection Control Policy and ensure that any unwell volunteers or members of staff who are waiting to go home are moved to a designated isolation area. • Self-isolation areas 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. • Any medication given to ease symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. • Where an individual in the school community tests positive for coronavirus, the headteacher will contact the local HPT immediately. • The school works with the DfE to manage the response. • Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> - Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) 				

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"> - Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual - Travelling in a small vehicle, like a car, with an infected person • A record is kept of staff and pupils in each bubble and of any close contact between individuals at school. • If required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. 				
Test and trace	H	<ul style="list-style-type: none"> • Staff members are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - book a test if they (or their child) display symptoms - provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace - self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive • Anyone in school who displays symptoms is encouraged to get a test. • If available, the school provides staff with a home testing kit if they develop symptoms. • Staff are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period. 	Y	Wayne Hill	20/08/2020	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
Infection control	H	<ul style="list-style-type: none"> • Staff adhere to the Infection Control Policy at all times. • 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 self-isolation period has passed, in line with the Infection Control 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 their line manager if they have an impaired immune system or a medical condition that means they are more vulnerable to infections. • Individuals who were shielding can return to work if social distancing can be maintained; however, additional protective measures are put in place where necessary. • Any concerns staff who were shielding have are raised with their SLT line manager or direct line manager and additional provision is implemented, e.g. some remote working or counselling. • 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 practise good respiratory hygiene. • Sufficient amounts of soap (or hand sanitiser where applicable) and paper towels and bins are supplied in infection control areas, bathrooms and kitchens. • In line with current government guidance, face coverings are not required to be worn on the premises. 	Y	Jayne Gray and Wayne Hill	20/08/2020	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"> • If an individual arrives at school wearing a face covering, they are asked to remove the covering safely upon entering the premises. • Sufficient amounts of 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 social mixing. • 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. • Dining areas are cleaned between use by different bubbles. • PPE is available to members of staff who require it to carry out cleaning safely, first aid or intimate care provision. • Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals. • Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. • Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place. • PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds. 				

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 area around the unwell individual is cleaned with normal household bleach after they have left the premises. Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. 				
Communication	M	<ul style="list-style-type: none"> The Headteacher puts into place any actions or precautions advised by the local HPT. The Headteacher contacts the local HPT for specific recommendations for their school Staff and volunteers are kept adequately updated about any changes to infection control procedures and social distancing arrangements as necessary. 	Y	Jayne Gray	20/08/2020	L
Staff wellbeing	M	<ul style="list-style-type: none"> Communication channels are available to all staff, who are required to communicate with their line managers once per week. Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have. Staff and volunteers notify the Headteacher and their line manager if they need to be shielded because they are extremely clinically vulnerable or if they are otherwise at increased risk from coronavirus. Extremely clinically vulnerable staff and volunteers notify the Headteacher and their line manager if they wish to return to work following a period of shielding. The Headteacher and line manager ensure measures are in place to keep the staff member or volunteer safe whilst on the school site. SLT Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. 	Y	Jayne Gray and Christina Handy-Rivett	20/08/2020	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
		<ul style="list-style-type: none"> The Headteacher considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. If required, staff can adjust their working hours, as agreed by the SLT. The Headteacher ensures that the school can be adequately and safely staffed. The SLT discusses the implications on staff workload and puts a plan in place to minimise the risk of stress. 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. 				
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. 	Y	Wayne Hill	20/08/2020	L
Reducing Contact Points	H	<ul style="list-style-type: none"> Printing around school will convert to auto print for staff. This meaning as soon as a member of staff logs into a printer the sent work will auto print off. NB Staff should ensure they only send one print job at a time and check costs via Papercut prior to sending to print. Photocopying is recommended to be sent through one week in advance to Reprographics so it can be completed and sit for 72 hours. If photocopying on staff / student devices, staff should clean touch screen before and after use as well as use hand sanitiser before and after. Biometrics will be turned off for all printing and cashless catering. Including top up machines. Staff will have to scan ID card to access both services. Classroom doors where possible should be left open. Office doors where possible should be wedged open to reduce contact points on doors. 	Y	Wayne Hill	20/08/2020	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"> • Water machines will all be turned off and sealed to stop the spread of infection. • Refreshments on site should be either in a paper cup with a lid or a personal cup or mug with a lid. Community use of cups will not be allowed. • There should be no use of money on site for food or refreshments. Everything must be paid for via the cashless catering system. • Telephone usage should be restricted to the designated member of staff. However, where this is not possible in workrooms when calls need to be made, telephones should be wiped down before and after use. 				

Changes to Risk Assessment Following Reopening

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
Social Distancing	H	<ul style="list-style-type: none"> Y7, 8 and 9 will bubble in form groups, including break times and lunchtimes Y10 and 11 in be in year bubbles. All subjects are taught in sets. However, pupils will be clustered with members of their form in each class. Y10 and 11 will bubble with their form groups at break and lunchtimes. Pupils in all year groups will not to be allowed to be in groups of more than 6 when outside at break and lunchtimes 	Y	Christina Handy -Rivett and Wayne Hill	17.09.2020	M
Infection Control	H	<ul style="list-style-type: none"> Staff are required to wear face coverings at all times, unless in classrooms/offices or eating or drinking. Pupils are required to wear face coverings at all times, including to and from school, unless in classrooms or eating or drinking. Parents and visitors are required to wear face coverings at all times whilst in the building, unless they are eating or drinking. 	Y	Jayne Gray and Wayne Hill	15/09/2020	M
Confirmed Coronavirus Cases	H	<ul style="list-style-type: none"> Where an individual in the school community tests positive for coronavirus, the headteacher will contact the DfE helpline immediately on 0800 046 8687. 	Y	Christina Handy-Rivett, Carolyn Hill and Sarah Beardsmore	17/09/2020	M
Test and Trace	H	<ul style="list-style-type: none"> The school will track the contact that a person who tests positive has had with pupils and staff. This information will be shared with the DfE as appropriate. 	Y	Wayne Hill	17/09/2020	M