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| **Staff and Visitors SAFETY RISK ASSESSMENT** | | | | | |
| Directorate: **School** | | **COVID 19** | | | |
| Job role/s: Teachers / TA’s / Support Staff / | | | | | |
| People who might be harmed i.e. staff, members of public: | | | | | Assessment date August 2020 |
| Are there any special considerations needed for new & expectant mothers or persons under 18, etc**. Yes / No If yes, specify:** | | | | | Review date: September 2020 |
| Names of all involved in assessment process: Julia Sandiford-Mitchell (Headteacher) Paula Wilson (NEU Member) | | | Manager authentication:  Julia Sandiford-Mitchell | | |
| **Hazard / risk identified**  Task/ activity / process / stressor | **Current precautions in place** | | | **Improvement action needed**  following incidents, changes, etc. Place these on an action plan. | |
| **Infection Control :**  **Staff** | * Communicate with ALL staff on their wellbeing and health * Review staffing to ensure sufficient numbers available * Maintaining staff wellbeing and providing support where required, offer Employee Assistance programme etc. * Expectation that all staff follow procedures and protocols identified in Year Group Risk assessments and training sessions * Staff to use Staff room/ identified Phase areas for breaks/lunchtimes not exceeding numbers permitted * Staff to follow good respiratory hygiene and frequent hand washing/ gel sanitisation * Staff expectation of self- isolation as required and engagement with track and trace | | |  | |
| **Medical Conditions/Pregnancy Staff:** | * All staff who have previously shielded ensure they follow the protocols set out in risk assessments and training * Staff with underlying medical conditions continue to manage their conditions as directed by their GP * Staff to use the recommended by Asthma UK action plan to manage their conditions (see attached) * Staff must keep their inhalers etc on them at all times * Pregnant staff to follow the updated guidance from Public Health England at every stage | | |  | |
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| **Communication to Parents** | * Using mobile phone texting information updates * Emailing parents with information updates * Zoom meetings if essential or urgent * If necessary to hold a meeting ensure room size has capacity to meet with the government guidance on social distancing * Keep the school website up to date | | |  | |
| **Control of Visitors and Contractors etc.** | * Ensure the entrance office is always manned by a member of staff. * Ensure effective cleaning system in place hand sanitiser stations available * Ensure all visitors/contractors adhere with onsite social distancing guidance and engage with track and trace | | |  | |
| **Fire Safety** | * Ensure that communicating to staff and pupils what will be the procedure whilst working in school as systems might need to be reviewed. * Use all other current measures as in Fire Risk assessments and procedures | | |  | |
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This assessment should be reviewed following significant changes, the introduction of new machinery, equipment, substances or procedures & following incidents, or at least annually.