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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
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|  **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
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| **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
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| **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.