


RISK ASSESSMENT

Activity/Environment Description: Covid -19 – Health and Safety of Staff	Date of Assessment: 22/8/20	
Written by: Jonathan Pickles Approved by:	Date of Review: 25/10/20 03/01/21 03/03/21 20/04/21 28/05/21	

Ref No.	Possible hazard	Who is at risk?	Control Measures
1	<u>Mental health and wellbeing.</u> - What is in place to ensure that staff have opportunities for self-referral to mental health support? - What is in place to provide opportunities for confidential conversations/ counselling sessions?	Staff	<ul style="list-style-type: none"> • All staff can self-refer for counselling through Kirklees Occupational Health and we also have access to the care first system meaning people can speak to someone by phone at any time 24 hours a day. • All staff have been consulted regarding their concerns around returning to work, having opportunity to express their thoughts. The HT has spoken to a number of staff individually to try to put concerns to ease. • Identified wellbeing lead in place in school. • Staff made aware they can speak to SLT at any time they feel they need to.
2	<u>Shielding staff</u> - How will you ensure these staff are kept up to date with developments in school, so they don't feel isolated? - What are your expectations of them regarding working from home?	Staff	<ul style="list-style-type: none"> • Communication is regular via school communication systems, email, Arbor etc. • Shielding staff will be able to join in staff meetings via teams. • There will be an expectation for any staff who are shielding to continue to work. This will vary depending on the role of the member of staff. Teachers will be expected to continue to plan and prepare resources for teaching and potentially support pupils electronically. Support staff may be asked to help produce resources to help support teachers. Office staff will be expected to maintain some of their daily duties that are able to be done remotely.

RISK ASSESSMENT

			<ul style="list-style-type: none"> As a result of second National Lockdown – members of staff who are extremely clinically vulnerable will be able to shield. Clinically vulnerable staff will be able to adapt duties where possible. See individual risk assessments. Shielding staff have now all returned, conversations held to check on their wellbeing and ensure they are fit for the return to work.
3	<p>Staff living with someone who is shielding</p> <ul style="list-style-type: none"> If they can't be separate from the person isolating what are your expectations? 	Staff	<ul style="list-style-type: none"> There will be an expectation for any staff who are living with someone who is isolating to continue to work from home. This will vary depending on the role of the member of staff. Teachers will be expected to continue to plan and prepare resources for teaching and potentially support pupils electronically. Support staff may be asked to help produce resources to help support teachers. Office staff will be expected to maintain some of their daily duties that are able to be done remotely.
4	<p><u>Staff who have to self-isolate</u></p> <ul style="list-style-type: none"> If a member of staff develops symptoms: <ul style="list-style-type: none"> what will be your actions to ensure safety of that member of staff and other staff who may have been in contact? How will you organise testing for that member of staff? What are your arrangements if a child shows symptoms (or siblings) e.g. send home to isolate? What will be your actions to inform parents/carers? What will be your actions to make changes to the arrangements in school? 		<ul style="list-style-type: none"> If a member of staff develops symptoms – please see flow chart and guidance for actions if this occurs in school. Please see relevant guidance for details on steps to be taken if individuals show symptoms. Staff members will be given the option to book a test for themselves or if they wish school to organise this for them. Parents kept up to date through the use of the school's MIS.

RISK ASSESSMENT

	<p>How are you going to collate the above information and keep this up to date?</p> <p>What if some children or staff decide to wear face masks and other PPE?</p>		<p>All relevant information regarding who is absent from school and for what reasons will be stored in the school's MIS.</p> <p>All individuals entering school will be encouraged to not wear PPE (as per Government guidance). Where an individual feels the need to wear PPE then conversations with that person will take place and mutual agreements will be reached.</p>
--	--	--	--