

SCHOOL Greenvale			Risk Assessment No	012	
Topic:	SCHOOL STAFF		People at Risk:	Employee	
Assessment carried out by:	Lynne Haines Ann Sharp.	Date:	April 2021	Date of Review:	Ongoing/Every Half term

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p>Contracting Corona Virus How: Staff member coming into contact with someone that is infected with corona virus (symptomatic and asymptomatic) Staff member coming into contact with the virus due to touching a surface that has been contaminated by corona virus.</p>	<p>An enhanced cleaning regime has been implemented within the school.</p> <p>A cleaning / sanitising checklist is located in every class / area and updated by staff when cleaning and sanitising has been undertaken.</p> <p>Regular cleaning regimes in place of contact points – doorknobs / light switches / handrails / keyboards etc</p> <p>Hand washing and sanitising facilities available within the school and to be carried on staff in higher risk areas.</p> <p>Tissues available in every room. Waste bins available in every room and waste collecting procedure in place.</p> <p>Rotas in place to minimise the chance of people meeting from different bubbles and areas.</p>	H	<p>All school staff have been given an employee booklet setting out expectations. Staff requested to inform the Head Teacher if they feel they are at a heightened risk on their return to work – an individual risk assessment may be undertaken.</p> <p>Individual RA for vulnerable staff. RA offered to all staff. Some CEV staff will work from home during a lockdown.</p> <p>All school staff can book a test https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</p> <p>Cleaning checklist placed in classes to be initialled by staff and kept as a record.</p> <p>Staff all directed to watch a video training them how to use PPE effectively.</p> <p>One-way system is in place to enable staff to social distance with the students. One-way system in place in the office waiting area.</p>	<p>SLT Completed Reviewed March 21 Reviewed April 21</p>	M

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	<p>Outside learning planned to reduce the risk of infection.</p> <p>All staff made aware of the symptoms of the virus and what to look for. PHE posters displayed in several areas around the school with information.</p> <p>Staff are regularly updated on the requirement to maintain social distancing with other adults and students.</p> <p>Staff encouraged to drive, walk. Cycle to school. Staff advised to wear a face covering if they have to use public transport.</p> <p>Staff to wipe down worktops, kettles etc after use and use their own cup.</p> <p>Students who cannot social distance or have challenging behaviours have been risk assessed and extra measures are in place such as bum bags, smaller classes, outside space.</p> <p>PPE is available for staff undertaking specific duties to reduce the risk of contracting the virus. This includes medical procedures, personal care and mealtime activities.</p> <p>A risk assessment has been undertaken for staff assuming first aid / intimate care /</p>		<p>Marking signs in place to encourage social distancing at places where staff wait. Additional timetable display point put into place.</p> <p>First Aiders available to do temperature checks for those students who seem unwell. (routine temperature checks are no longer deemed necessary in the Government guidance.)</p> <p>Additional work and break spaces identified for staff.</p> <p>Students are not using communal areas such as upstairs and the library.</p> <p>Lifts only used by two people, guidance to keep socially distanced and sanitise is given.</p> <p>Students will be directly and discreetly taught how to socially distance.</p> <p>Staff have been given bum bags for every individual. They contain hand sanitiser, soapy water, PPE and are labelled for an individual. They can wear them around the school.</p> <p>Staff reminded to have their own cup and use it. All crockery cut down to a small amount. Staff to wash all crockery used daily.</p> <p>Signage to remind staff to wipe water heater/ kettle handle before and after use. Staff verbally reminded.</p> <p>Staff are advised to maintain social distancing and where possible restrict contact to those within their sub-bubble.</p>		

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	<p>administering of medications procedures.</p> <p>Social distance markers have been placed on the floor and fencing to ensure persons on site maintain social distancing.</p> <p>Procedure in place for a pupil that shows symptoms of the virus.</p> <p>Students regularly reminded of the need to maintain social distancing from staff and other students.</p> <p>Deep clean undertaken after confirmed case of the virus if required https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		<p>Members of staff with extra hours to monitor the distribution and supply of cleaning and sanitising products across the school.</p> <p>See separate RAs.</p> <p>Visors, face masks, aprons & gloves available.</p> <p>Class bubbles are maintained (Key Stage) Students to remain in Key stage bubbles Classes will take separate Key stage breaks.</p> <p>Some students will receive Home-learning via packs and class Zooms. Staff will undertake these from home. Only those students isolating or extremely medically vulnerable will receive homework pack. All other students will be expected to attend school. Some activities such as hydro and group physio that require close contact or regular mixing of classes will be temporarily suspended. Groups are reinstated and classes will mix with Key Stages. (Hydro, Swim & physio)</p> <p>Staff will undertake LFT tests at home twice a week. Any staff testing positive will leave the school premises immediately and have a PCR test. The bubble will then isolate.</p> <p>During Lockdown student and staff numbers in the building</p>		

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			<p>are reduced.</p> <p>Rooms have capacity notices so that they do not become overcrowded. If necessary when buses are full they will be unloaded two at a time to ensure the corridors are not crowded.</p> <p>80+% Staff are taking part in twice weekly Lateral Flow Device tests. Any positive results are acted upon immediately and close contacts are asked to isolate for 10 days.</p> <p>80+% Staff are taking part in twice weekly Lateral Flow Device tests from home. Any positive results are acted upon immediately, staff are asked to take a PCR test and close contacts are asked to isolate for 10 days.</p> <p>80+% staff have received their first Covid vaccination and many students have received their first dose.</p> <p>80+% staff have received their second Covid vaccination and many students have received their first dose.</p>		

Signed: *Lynne Haines*

Role: Headteacher

Date: April 2021