

SCHOOL Greenvale			Risk Assessment No	012	
Topic:	SCHOOL STAFF		People at Risk:	Employee	
Assessment carried out by:	Lynne Haines Ann Sharp.	Date:	October 2020	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 the 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>	SLT Completed	M

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>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>		

Signed:

Role:

Date: