



**RISK ASSESSMENT FOR:**

**Protection of staff and contractors during COVID-19 restrictions**

**Steps/guidance for staff:**

- If a member of staff is showing symptoms they are sent home immediately and told to isolate and book a test. If their test is negative they can return to work. If they're positive they follow the time frame sent to them.
- If a member of staff is alerted to having been a close contact from someone else who has tested positive they are sent home and told to self-isolate for 14 days (14 day period starts from when they had close contact not from the date of the person's positive result) They are only to have a test if they are showing symptoms and even if they test negative their 14 day isolation period has to remain.
- If a member of staff has someone at home showing symptoms they must isolate until a negative test is confirmed. If someone at home tests positive they must isolate and follow close contact guidance.
- If a member of staff has someone at home who is identified as a close contact of someone else- they do not have to isolate. Contacts of contacts need no action.

<b>Establishment:</b> Sirius Academy West	<b>Assessment by:</b> GRA/VHO	<b>Date:</b> 13.10.2020
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Monitoring	Further action	Action by who?	Action by when?
<b>Maintaining social distancing with staff</b>	<b>Staff, Visitors/Contractors</b>  Exposure to virus through coughing, sneezing, physical contact, shared equipment or resources	<ul style="list-style-type: none"> <li>• Virtual meetings directed, rather than face to face held, even if staff are on site.</li> <li>• Full staff briefings replaced by weekly bulletin.</li> <li>• Large gatherings such as parents' evenings and assemblies cancelled.</li> <li>• All office space / PPA rooms / staffrooms etc are set up for social distancing.</li> </ul>	All meetings monitored through link line management  Learning walks check accurate distancing, maximum capacity adherence	Additional screening to be added in high use areas such as between staff PCs.  Water bottles supplied to all staff to prevent sharing and distribution of plastic water bottles.	VHO  VST	23/10  09/10

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		<ul style="list-style-type: none"> <li>Staggered timings and split lunches as well as the use of PPA rooms / staffrooms etc.</li> <li>Cleaning materials to disinfect shared computers / telephones / photocopiers etc in place.</li> <li>No use of shared mugs, glasses, cutlery etc.</li> <li>All staff directed to abide by maximum capacity labels on all office/shared space doors.</li> <li>Face masks are provided for all staff and it is now policy to wear in all indoor communal areas. (Exemptions apply).</li> <li>Clearing of classrooms allow for “front of class” teaching. T&amp;L adaptation document directs teaching from of the classroom and direct.</li> <li>A separate T&amp;L adjustment guide produced to mitigate against lost learning through staff movement. E.g. Smooth access to IT, distancing.</li> <li>Perspex screening in place in high volume areas, reception, student services and serveries.</li> </ul>	<p>Staff workrooms</p> <p>Duty staff present to challenge non adherence of masks/one way system. Early challenge has set 100% adherence.</p> <p>Staff duty revisions made through SLT meetings.</p> <p>100% of the team, 100% of the time monitoring shows effective adherence to T&amp;L adaptations</p>	<p>Revisit “bubbling” of PSA rotas and cover supervisors</p> <p>Staff are now to be off site by 3:30pm</p> <p>All MER, CPD, Events after work calendared time cancelled.</p>	<p>KSU/KPR</p> <p>GRA</p> <p>GRA</p>	<p>15/10</p> <p>9/11/20</p> <p>9/11/20</p>
<p><b>Maintaining social distancing with parents / visitors / Service engineers</b></p>	<p><b>Staff, Visitors/Contractors</b></p> <p>Exposure to virus through coughing, sneezing, physical contact</p>	<ul style="list-style-type: none"> <li>Staggered start and end times for school day.</li> <li>Markings and signage on school drives / entrances to school buildings to encourage maintenance of social distancing.</li> <li>Hand sanitiser available at school reception entrance for all visitors.</li> </ul>	<p>Site inspection highlights the presence of all signage.</p> <p>Leadership duties monitor effectiveness at all</p>	<p>Clarification of staff work and welfare spaces to be produced.</p> <p>IT system to support virtual parents’ evenings ordered.</p>	<p>GRA</p> <p>AKA</p>	<p>15/10</p> <p>15/10</p>

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	The risk of spreading the virus is greater if social distancing of 2m is not maintained	<ul style="list-style-type: none"> <li>• Protocols in place for visitor sign in and information for track and trace.</li> <li>• Visitors to school kept to a minimum with only essential personnel on school site.</li> <li>• Arrangements in place for telephone, email or virtual meetings with parents rather than face to face (however brief).</li> <li>• Risk assessments are requested from all</li> <li>• Contracts before engineers attend site to carry out any works.</li> <li>• When signing in to the building a declaration form is to be signed. This information is kept for 14days for track and trace reasons and then destroyed.</li> <li>• Deliveries are stored in the site room for 24hours, site staff to sanitise before and after.</li> <li>• Contractors and site are asked to work individually where possible.</li> <li>• Site team are social distancing and track and tracing when a task's longer that 15 minutes. This includes shared working with contractors.</li> <li>• All cleaning staff social distance and have their own cleaning rounds so minimising contact.</li> <li>• Visitor protocol and guides in place with direction form reception staff.</li> </ul>	<p>entrances.</p> <p>Leadership checks on visitor protocols being followed.</p> <p>Significant reduction in parental walk ups.</p> <p>Trust site visits in place to monitor the adherence by site, cleaning and catering staff.</p>	<p>Signage added to entrance gates explaining that appointments must be made in advance.</p> <p>Further individual hand sanitiser ordered.</p>	<p>VHO</p> <p>VHO</p>	<p>09/10</p> <p>09/10</p>

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<b>Contamination of equipment or resources</b>	<b>Staff, Visitors/Contractors</b>  Exposure to virus through contaminated equipment or resources	<ul style="list-style-type: none"> <li>All soft furnishings and resources which can't be disinfected are removed from classrooms / shared areas.</li> <li>All equipment that has been used is cleaned / disinfected daily or between users.</li> <li>Stocks of disinfectant and cleaning products monitored weekly to maintain appropriate levels.</li> <li>Additional hours for cleaning staff, including provision for cleaning during the school day. These focus on specialist rooms and frequently touched places.</li> <li>Staff are supplied with individual "clip on" sanitiser.</li> </ul>	Site checks completed with the removal, de-cluttering of classroom, social and office areas.  All staff carry sanitiser  Monitoring of cleaning rotas by leadership team.	Additional fridges ordered in order to prevent overcrowding of lunches etc.	VHO	23/10
<b>Spread of virus due to hygiene issues</b>	<b>Staff, Visitors/Contractors</b>  Risk of spreading virus due to lack of handwashing  Risk of spreading virus through contamination of surfaces	<ul style="list-style-type: none"> <li>Staff wash hands for 20 seconds regularly on arrival to school, before and after eating, after sneezing or coughing and at regular times throughout the day.</li> <li>Staff using toilets / handwashing facilities to maintain social distancing.</li> <li>Twice daily inspections of handwashing / toilet facilities throughout day to ensure appropriate levels of soap / paper towels etc.</li> <li>Stocks of handwashing equipment monitored weekly to maintain appropriate levels.</li> <li>Additional hand sanitiser available. Personal "clip on" sanitiser available.</li> <li>Alert premises staff of any risks that emerge during the day in toilets.</li> </ul>	Cleaning log in place to cover all frequently touched places and toilets. Monitored by Trust estates manager visits.		GRA          VHO	

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		<ul style="list-style-type: none"> <li>Increased cleaning throughout school day and at the end – paying particular attention to door handles, banisters, light switches, sinks, toilets, toys, books, desks, chairs.</li> <li>Tissues readily available – ‘catch it, bin it, kill it’. Bins emptied daily.</li> <li>‘Deep clean’ for rooms that have been used at end of each day.</li> <li>Where possible doors should be open (door wedges provided). Windows can be used where possible.</li> <li>Air conditioning can be used using the external source AC. Fans should not be used to circulate air.</li> </ul>				
<b>Staff becoming ill with symptoms whilst on site</b>	<b>Staff, Visitors/Contractors</b>  High risk of infection if exposed	<ul style="list-style-type: none"> <li>Clear information provided to staff regarding symptoms to be aware of – procedure in place to report these promptly to SLT.</li> <li>Designated room to isolate Staff with symptoms set up. (Well ventilated and thoroughly cleaned after use, hair salon)</li> <li>PPE provided for staff members supervising pupils with symptoms. (Fluid-resistant surgical mask).</li> <li>Staff with symptoms sent home immediately.</li> <li>Staff access testing promptly and school is informed of results if positive, or to access testing. Where there may be delays in testing a small number of kits can be provided.</li> <li>Staff to provide tracking of break/lunch</li> </ul>	Test cases have tested the use of specified room with de-briefs.  Test cases completed of testing procedure with full de-brief.  First case of staff positive effectively tested the symptoms for internal track and trace and staff log.	Further teams meeting held to talk through the suspected case procedure and internal track and trace.  Additional home testing kits ordered	GRA  DDA	09/10  07/10

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		<p>interaction and travel information.</p> <ul style="list-style-type: none"> <li>Staff tracking document in place to support internal track and trace/identification of patterns.</li> <li>Due to the separate bubbles the Trust Estates Manager will take over responsibility of daily operations in the event of site staff having to isolate. To cover wider health and safety/COVID commitments.</li> </ul>				
<b>Staff displaying symptoms at home</b>	<p><b>Staff, Visitors/Contractors</b></p> <p>High risk of infection if exposed</p>	<ul style="list-style-type: none"> <li>Staff who display symptoms at home must not attend school.</li> <li>Anyone displaying symptoms at home advised to self-isolate for 10 days from their symptoms showing- (staff are infectious 48 before showing symptoms) Staff to access testing to determine if they can return sooner. Responsibility to inform the Academy via the staff absence policy.</li> <li>Anyone living with someone who displays symptoms advised to self-isolate for 14 days. Staff to access testing to determine if they can return sooner.</li> </ul>	Leadership tracking of the staff tracker has ensured adherence to policy.		GRA	
<b>Exposure to virus when managing suspected cases</b>	<b>Staff, Visitors/Contractors</b>	<ul style="list-style-type: none"> <li>Identified room(s) for managing intimate care / first aid to be distinct from managing suspected COVID:            Medical room- First aid            Accessible toilet area- Intimate care- also yellow pod            Multi Faith and hair salon- COVID</li> </ul>	Test cases have highlighted the effectiveness of the provision.	Ensure secondary training of additional staff for COVID support in case of low staffing levels.	VHO/WKI	15/10
<b>Lack of staff to teach / supervise pupils due to</b>	Lack of supervision	<p>All staff inform line manager by 8am if they will be unable to attend work due to illness, self-isolating.</p> <p>Staffing designed to mitigate against high levels</p>	Daily monitoring of cover.	Analysis of acceptable levels of staffing based upon current projections.	GRA	

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<b>high staff absence</b>	Risk of spreading virus if strict pupil grouping is not adhered to	<p>of staff absence.</p> <p>No splitting of a group between other classes to enable cover.</p> <p>Staff access testing promptly to identify accurately when they can return to work.</p> <p>Keep staff updated with quarantining policy when returning from holiday prior to the start of term.</p>	Oversight form HOS.			
<b>Risk associated with the preparation and distribution of food</b>	<b>Catering staff</b>	<ul style="list-style-type: none"> <li>The catering team are following the government guidelines, (Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services). This information is updated regularly and assessed by the Trust Catering Manager.</li> </ul> <p><a href="https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-pubs-takeaway-services-200910.pdf">https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-pubs-takeaway-services-200910.pdf</a></p> <p>Masks and visors are provided.</p>	External trust visit needed to verify the adherence to the guidance.	<p>Catering manager to adapt the government guidance to identify site specific areas of risk.</p> <p>Specific guidance to identify key areas where social distancing may be difficult in food preparation.</p> <p>In line with government guidelines, the expectation of the Trust is that all staff working in the Catering department will wear facemasks when preparing and serving food. Those staff with a medical exemption will be expected to wear a visor</p>	<p>JPI</p> <p>JPI</p> <p>VHO</p>	<p>15/10</p> <p>15/10</p> <p>26/11</p>

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<b>Risk of exposure when working with other Staff</b>	<b>Staff</b>  Risk of infection due to exposure to bodily fluids or physical contact	<ul style="list-style-type: none"> <li>Working together is not permitted unless completely necessary and no other way of completing the task.</li> <li>Mechanical aides are provided in most cases that will stop the likelihood of needing multiple staff working together.</li> <li>Site staff have all completed an H&amp;S, and manual handling course so are capable to assess any situation for themselves if an assessment has not already been done for a particular task.</li> <li>Staff work areas have been sign posted to identify maximum number of people in the rooms at one time.</li> </ul>	<p>Daily Leadership monitoring has identified adherence to maximum capacity guidance.</p> <p>Weekly trust estates manager visits evidence site working practice adherence.</p>		GRA          VHO	
<b>High risk staff</b>	<p><b>Clinically extremely vulnerable staff with pre-existing medical conditions.</b></p> <p><b>Clinically vulnerable staff</b></p> <p>Higher risk of complications from the virus</p>	<ul style="list-style-type: none"> <li>Identify staff who are clinically extremely vulnerable / clinically vulnerable.</li> <li>Identify staff who live in a house with someone who is clinically extremely vulnerable should only attend if stringent social distancing measures can be in place (assess risk case by case). Follow Gov guidance when updated</li> <li>Extremely Clinically vulnerable individuals (those with defined pre-existing conditions) assigned roles in school where <b>strict social distancing can be maintained or work from home to support remote learning.</b></li> <li>Individual risk assessments created with clinically extremely vulnerable staff.</li> </ul>	<p>Staff tracker in place.</p> <p>Individual risk assessments in place.</p>	<p>Identify staff who also have contact with clinically vulnerable people through support bubbles.</p> <p>Review of individual risk assessments in place each month.</p>	HR          LRI	12/10          15/10
<b>Lifts</b>	<b>Staff, Visitors/Contractors</b>	<ul style="list-style-type: none"> <li>Only one person uses a lift at a time.</li> <li>Ensure daily cleaning including controls / buttons.</li> </ul>	Duty staff monitor lift usage.		VHO/ WKI	



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	Risk of exposure in confined spaces					
<b>Deliveries</b>	<b>Site staff</b>  Risk of exposure to virus through deliveries	<ul style="list-style-type: none"> <li>All deliveries to specified location. Site office/ reception</li> <li>Floor markings in place to ensure social distancing with delivery drivers.</li> <li>Packages wiped down or gloves worn when unpacking deliveries.</li> <li>Hand to be washed for minimum of 20 seconds after receiving deliveries.</li> <li>Storage held in the Site room for 24hrs.</li> </ul>	Weekly trust estates manager visits evidence site working practice adherence.		WKI	
<b>Transport to school</b>	<b>Staff</b>  Risk of exposure for pupils travelling on mini buses / school buses / public transport	<ul style="list-style-type: none"> <li>Staff encouraged to walk or cycle if possible.</li> <li>Follow '<a href="#">Coronavirus (COVID-19) safer travelling guidance for passengers</a>'.</li> <li>Ensure travel arrangements are reported where there are suspected/confirmed cases.</li> </ul>	Test case highlighted effectiveness of the internal track system.		GRA	
<b>Mental health and wellbeing</b>	<b>Staff, Visitors/Contractors</b>  Impact on emotional health and wellbeing. Anxiety, depression. Absence.	<ul style="list-style-type: none"> <li>Ongoing support for staff from Educational Psychologist / counselling services.</li> <li>Open door policy to take feedback/concerns for staff.</li> </ul>	Provision confidentially accessed.	Additional teams session for those with significant concerns around local increases.	LRI	09/10

**Risk assessment to be regularly reviewed throughout.**