

<b>Area/Activity Assessed</b>	Teaching/Teaching Assistant and Associate Staff– COVID-19	<b>Date</b>	29 <sup>th</sup> May 2020- updated 15 <sup>th</sup> June 2020
<b>Assessment Completed By</b>	MM/SLT	<b>Person(s) Consulted</b>	Staff/Governors

<b>Persons Exposed</b>	<b>Employees</b> <input checked="" type="checkbox"/>	<b>Contractor</b> <input checked="" type="checkbox"/>	<b>Young Person</b> <input checked="" type="checkbox"/>	<b>Expectant Mother</b> <input type="checkbox"/>	<b>Visitors and/or Public</b> <input checked="" type="checkbox"/>	<b>Trespassers</b> <input type="checkbox"/>
<b>Frequency of Exposure</b>	<b>Continually</b> <input type="checkbox"/>	<b>Hourly</b> <input type="checkbox"/>	<b>Daily</b> <input checked="" type="checkbox"/>	<b>Weekly</b> <input type="checkbox"/>	<b>Monthly</b> <input type="checkbox"/>	<b>Yearly</b> <input type="checkbox"/>
<b>Duration of Exposure</b>	<b>Less than 1hr</b> <input type="checkbox"/>	<b>1-2 hrs</b> <input type="checkbox"/>	<b>3-4 hrs</b> <input type="checkbox"/>	<b>5-6 hrs</b> <input type="checkbox"/>	<b>7-8 hrs</b> <input type="checkbox"/>	<b>More than 8 hrs</b> <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)  
 Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low risk No Action Required.  
 9-15 - Medium risk Ensure adequate controls are in use.  
 16-25 - High Risk Stop operation and implement adequate control measures

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	Staff showing signs or confirmed of having Coronavirus COVID-19	4	2	8	<ul style="list-style-type: none"> <li>Staff are instructed <b>NOT</b> to attend school if they are displaying Coronavirus symptoms.</li> <li>Staff are asked to follow the advice of their GP and should self-isolate for 7 or 14 days.</li> <li>Where possible the infected person will be tested before being allowed to return to work.</li> </ul>	4	1	4	
2	Staff who have received medical advice regarding social distancing or shielding due to underlying health conditions	4	4	16	<ul style="list-style-type: none"> <li>Staff who have been instructed to shield will work from home.</li> <li>Staff will follow the advice given to them by their General Practitioner or other qualified Medical Practitioner.</li> <li>Staff have a responsibility to keep their manager informed of any changes to their condition or the advice given to them by their GP.</li> <li>The Head Teacher will review each individual case to ensure all necessary precautions are in place to protect the member of staff.</li> <li>Temporary adjustments when necessary will be put in place.</li> </ul>	4	2	8	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
3	Staff displaying symptoms during school hours	4	3	12	<ul style="list-style-type: none"> <li>The Head Teacher and/or SLT will be notified immediately.</li> <li>Staff displaying symptoms of Coronavirus will be sent home.</li> <li>All Staff and pupils who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</li> </ul>	4	2	8	
4	Social Distancing in school	4	3	12	<ul style="list-style-type: none"> <li>All staff <b>MUST</b> practice social distancing. This includes:                             <ul style="list-style-type: none"> <li>Following all temporary alterations to the school routine and procedures that have been implemented by the school SLT to protect both the staff and pupils.</li> <li>Staff are required to wash their hands for 20 seconds and/or sanitise their hands regularly throughout the day.</li> <li>To prevent cross contamination, Laptops, schoolbooks and paperwork should not be taken home.</li> <li>If it is deemed necessary, all appliances and bags should be disinfected.</li> <li>Where possible teachers will refrain from stooping down to the child's height and avoid close face to face contact.</li> <li>Teachers are instructed to maintain a 2 metres (6ft) distance at all times.</li> <li>Staff are discouraged from gathering in large groups</li> <li>See COVID Reopening Risk Assessment</li> </ul> </li> </ul>	4	3	12	YES

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
5	Practicing Social Distancing with young people with an EHC plan	4	3	12	<ul style="list-style-type: none"> <li>Social Distancing rules are followed as far as reasonably practicable.</li> <li><b>Extra support.</b></li> <li>Pupils are encouraged to practice social distancing.</li> <li>Parents/Carers are asked to reinforce this message at home.</li> <li>Lesson plans/play activities are reviewed with social distancing in mind.</li> <li>Teaching support staff are instructed to wash their hands regularly and to avoid touching their face.</li> <li>Staff assistance is available to pupils who are having trouble washing their own hands.</li> <li><b>Toileting</b></li> <li>Suitable personal protective equipment is available e.g. Disposable gloves, masks and visors</li> <li>Once used all PPE is disposed of</li> <li>Hands are washed before and after each toilet visit.</li> <li>Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc.</li> <li>Pregnant staff or staff with a low immune system should not be supporting pupils who require assistance to this degree at this time</li> </ul>	4	2	8	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
6	Practicing Social Distancing with young people with an EHC plan "One to One Tuition"	4	3	12	<ul style="list-style-type: none"> <li>Each pupils' needs are evaluated to ensure that staff and the child safety is at the forefront of every decision.</li> <li>Prior knowledge of the pupil's behaviour must be made known to the teacher who carries out the one-one (e.g. information from other schools, social worker, parents etc.).</li> <li>Experienced and trained teaching staff will be used for children who have known behavioural/violent tendencies/issues.</li> <li>The teaching spaces used for session is bright and well ventilated with minimal or no distractions.</li> <li>Seating should be arranged so that both parties have an easily accessible exit route should they require it.</li> <li>The teacher/TA will keep a professional and social distance whilst taking the session.</li> <li>If the pupil is known for extreme behavioural issues, a system for regular checks to be carried out by a third party will be put in place.</li> <li>Classroom doors will remain open if staff have issues with potential accusations from pupils.</li> <li>Non-scheduled breaks may be taken to enable both parties "time out" if required.</li> <li>Teachers/TAs who work with potentially violent pupils should consider receiving appropriate training (e.g. Conflict resolution, Team Teach, Positive handling etc.).</li> <li>Where possible teachers will refrain from stooping down to the child's height and avoid close face to face contact.</li> <li>If at any time the teacher feels threatened or at risk, then the session is ended, and the teacher's line manager informed.</li> <li>Any incidents that do occur will be documented and investigated as per the school's normal procedures.</li> </ul>	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
7	Stopping the virus from spreading <b>Personal Hygiene</b>	4	3	12	<p><b>Transmission</b></p> <ul style="list-style-type: none"> <li>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes.</li> <li>This virus can be readily isolated from respiratory secretions.</li> <li>There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms.</li> <li>Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes.</li> </ul> <p><b>Handwashing/Sanitising</b></p> <ul style="list-style-type: none"> <li>Handwashing is one of the most important ways of controlling the spread of infections,</li> <li>The recommended method is the use of liquid soap, warm water and paper towels.</li> <li>Always wash hands after using the toilet, before eating or handling food, and as soon as you enter and before you leave site.</li> </ul> <p><b>Coughing and sneezing</b></p> <ul style="list-style-type: none"> <li>Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue.</li> <li>Wash hands after using or disposing of tissues.</li> <li>Spitting should be discouraged.</li> </ul> <p><b>Personal protective equipment (PPE).</b></p> <ul style="list-style-type: none"> <li>PPE will be provided and worn where necessary.</li> <li>If staff feel the need for any further PPE, please see AP</li> </ul> <p><b>After School visit</b></p> <ul style="list-style-type: none"> <li>Upon returning home all staff are advised to change out of their work clothing and shower.</li> </ul>	4	1	4	

# Risk Assessment

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
8	Work related stress	3	3	9	<ul style="list-style-type: none"> <li>All staff receive regular supervision/development reviews where workload, etc., can be discussed</li> <li>There is an open-door policy so that staff can approach their manager to discuss any potential stress factors.</li> <li>Stress assessments and awareness training is available for those identified as at risk, or for staff members who feel it would be beneficial.</li> <li>Staff should speak to the member of the Senior Leadership Team responsible for staff welfare if they feel this would be beneficial</li> </ul>	3	1	3	

<b>ACTION ARISING FROM RISK ASSESSMENT</b>					
<b>No</b>	<b>Risk Rating</b>	<b>Action Required:</b>	<b>Person (s) Responsible</b>	<b>Target Date</b>	<b>Date Completed</b>
	MED	See Main School Returning to Partial Opening Risk Assessments	Head Teacher	ASAP	June 2020