

<b>Area/Activity Assessed</b>	Teaching and Teaching Assistant Staff– COVID-19	<b>Date</b>	11 <sup>th</sup> May 2020
<b>Assessment Completed By</b>	Gillian Marshall	<b>Person(s) Consulted</b>	

<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 to 14 days.</li> <li>Where possible the infected person will be tested before being allowed to return to work or into any of our schools.</li> </ul>	4	1	4	
2	Staff who have received medical advice regarding social distancing or shielding due to underlying health condition	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.</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 General Practitioner.</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> <li>A suspected coronavirus letter will be sent home with each child and parents/cares are asked to monitor the health of their child.</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 etc:                             <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 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	2	8	

5	Practicing Social Distancing with young people with an EHC plan or children of EYFS age	4	3	12	<ul style="list-style-type: none"> <li>• Social Distancing rules are followed as far as reasonably practicable.</li> </ul> <p><b>Extra support.</b></p> <ul style="list-style-type: none"> <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 wash their own hands.</li> </ul> <p><b>Nappy or Pad Changing</b></p> <ul style="list-style-type: none"> <li>• Parents/carers are requested to ensure their child has a clean new nappy/pad on when they arrive at school. This is to minimise the number of nappy/pad changers throughout the day.</li> <li>• Where possible staff are to stand side-on when changing nappies/pads and to wipe away from themselves.</li> <li>• Suitable personal protective equipment is available Disposable gloves</li> <li>• Fluid resistant type IIR surgical mask Only if you suspect the child may have coronavirus as you will be within the 2 metres social distancing rule.</li> <li>• Once used all PPE is disposed of together with the nappy.</li> <li>• Hands are washed before and after each nappy/pad change.</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 must take care and use the precautions available when dealing with bodily fluids</li> <li>• Where possible potty training should be implemented</li> </ul>				
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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 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 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 local procedure.</li> </ul>	4	1	4	

# Risk Assessment

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
7	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> </ul>	3	1	3	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
8	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</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> </ul> <p><b>After School visit</b></p> <ul style="list-style-type: none"> <li>Upon returning home all staff are instructed to change out of their work clothing and shower.</li> </ul>	4	1	4	

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
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## Acknowledgement

The following members of staff have read this risk assessment.  
Their signatures are confirmation that they have read and understood all of that which is within its contents.

Name	Signature	Date	Name	Signature	Date