

Academy	Devonshire Junior	Risk Assessment Author:	Elise Waldron / Ian Kirby
Assessment	Staff Risk Assessment	Date:	17/01/2022
Next Review Date:	Jan-22	Version	15
Who could be harmed	Trust employees, sub-contractors and visitors	Level of Overall Risk (H/M/L)	M

#	Risk Factor	Potential Consequence	Likelihood (1 to 5)	Severity (1 to 5)	Risk Rating	Risk Rating Low/Med/High	Potential Control Measures	Individual school context Measures	Likelihood (1 to 5)	Severity (1 to 5)	New Risk Rating
1	Diagnosed with coronavirus	Member of staff infected with COVID-19	3	3	9	Medium	<p>Anyone diagnosed with COVID-19 should not attend school setting for the required isolation period as per the latest government guidelines. Member of staff, and school personnel should adhere to PHE and track and trace advice and guidance.</p> <p>Lateral flow tests are only to be taken by people who do not have COVID symptoms. If a staff member receives a positive LFD test result, they must complete a period of self-isolation. Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January 2022. LFD test results are to be reported via the NHS reporting portal irrespective of result.</p> <p>Staff should get a PCR test as soon as possible if they have any of these symptoms, even if mild - a high temperature, a new continuous cough, a loss or change to sense of smell or taste.</p> <p>The isolation period starts immediately after the positive LFD test result. Staff may be able to end their self-isolation period before the end of the 10 full days. They can take an LFD test from the fifth day of their isolation period, and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both LFD tests results are negative, they may end their self-isolation after the second negative LFD test result and return to the education setting immediately. They should not take an LFD test before the fifth day of their isolation period and should only end their self-isolation following 2 consecutive negative LFD tests which should be taken at least 24 hours apart.</p> <p>Staff may then return to work if they meet the following criteria: the staff member should not have any COVID-19 symptoms; the staff member should continue to undertake daily LFD tests for the remaining days of isolation period. For example, if the first LFD test was taken on the fifth day, and the second LFD test was taken on the sixth day, they should continue to take LFD tests on day 7, 8, 9 and 10. If the first LFD test was taken on the sixth day and the second LFD test was taken on the seventh day, they should continue to take LFD tests on day 8, 9 and 10; if any of these LFD test results are positive the staff member should isolate and should wait 24 hours before taking the next LFD test; on days the staff member is working, the LFD test should be taken prior to beginning their shift, as close as possible to the start time; the staff member must continue to comply with all relevant infection control precautions and appropriate PPE must be worn properly throughout the day.</p>	As per Trust	3	3	9
2	COVID Asymptomatic	A member of staff is infected with COVID but is asymptomatic	3	5	10	Medium	<p>The government has issued lateral flow tests to primary schools. All staff are to be issued with testing kits and guidance to enable them to test twice weekly (3-4 days apart) at home. If a member of staff tests positive then they need to self-isolate immediately, following the current public health guidance.</p> <p>Staff who have received a positive PCR test within the last 90 days should take an LFD test regardless of whether they have tested positive previously as this is a good indicator of high viral load, and therefore infectiousness.</p>	As per Trust	3	1	4
3	Living with a person who is self-isolating,	Living with someone who has symptoms of COVID-19, or has tested positive for COVID-19	4	4	16	High	<p>All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating.</p> <p>Once notified by NHS Test and Trace as a close contact, all eligible staff, pupils and students should take an LFD each day for 7 days and report the results through the Online Reporting System and to their setting. If they test negative, they can continue to attend their education setting.</p> <p>Anyone whose rapid test comes back positive should self-isolate immediately and follow the latest isolation guidance.</p> <p>Anyone identified as a contact with a negative rapid lateral flow result is strongly advised to limit close contact with other people outside their household, especially in crowded or enclosed spaces and with anyone who is more vulnerable. They should also follow government guidance on wearing a face covering and working from home where possible.</p> <p>Unvaccinated adults are not eligible for this new daily testing policy, they must self-isolate for 10 days if they are a contact of someone who tests positive for COVID-19 – Omicron or not – unless eligible for an existing workplace daily contact testing</p>	As per Trust	3	5	15
4	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) - whilst commuting to work	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	3	4	12	Medium	<p>Staff should avoid travelling to school on public transport where possible. They should use their personal vehicles or taxis (if possible).</p> <p>Employees should travel in separate vehicles to and from school wherever possible. In the first instance this will be our own vehicles. The only time that sharing of vehicles can be considered is when there is no option to do otherwise and mitigating factors in line with latest guidance such as spacing, use of masks and ventilation should be followed.</p> <p>If employees do use public transport a face mask or face covering should be worn, and taken off before entering the school building.</p> <p>On arrival all employees to use alcohol based hand sanitizer at the entrance to the building, and ensure distancing measures are in place should employees arrive at the same time.</p>	As per Trust	3	5	15

5	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) - entering school building	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	3	3	9	Medium	All staff are to wear face coverings when entering the premises and in all communal areas. When signing in, staff should sanitise before and after using any electronic signing in systems, or if my pen, use their own pen. If you have to enter the school building, or queue to enter any part within, then staff should ensure they abide by social distancing guidance.	As per Trust	2	4	8
6	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) access and egress - staircases, lifts, pedestrian routes	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	3	3	9	Medium	All staff are to wear face coverings in all communal areas. Only use lifts as a last resort Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation Where possible consider one-way circulation	As per Trust	3	4	12
7	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) access and egress - classrooms	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	4	4	16	High	Employees should only use their designated areas/ rooms and should not use areas which they are not required to enter. Hand sanitizer to be provide at the entrance of each classroom to be used on entry by all pupils and staff. All classrooms are to be thoroughly cleaned each day follow the COVID-19: cleaning of non-healthcare settings guidance. Where possible all spaces should be well ventilated using natural ventilation (opening windows). Use CO2 monitors to monitor ventilation. Use outdoor space for learning as appropriate. Staff should stay on site for as minimum time as possible and leave promptly at the end of the school day when all necessary work is completed. Face masks / coverings can be worn in classrooms if agreed with Headteacher.	As per Trust	3	4	12
8	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when using welfare facilities - eating and drinking	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	3	3	9	Medium	Employees are encouraged to bring their own food to work, and not to share it with anyone All staff are to wear face coverings all communal areas. Employees should have access to welfare areas, but should use their own, lidded cups, which are washed and kept with them. When using communal items such as kettles/ boilers, employees should wash/sanitise hands before and after, and wipe down any handles/ surfaces immediately. Before preparing and eating food employees should thoroughly wash their hands following the government advise. Food should be consumed in their designated welfare areas/classrooms. Staff should socially distance in communal areas. If socially distance is not possible limiting the number of people who are allowed in the space at any one time should be implemented.	As per Trust	3	4	12
9	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when using welfare facilities - toilets and wash areas	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	3	3	9	Medium	All staff are to wear face coverings when in all communal areas. When entering toilet areas, do not touch any surfaces. When in toilet areas keep 2 metres apart. Floor markings may be added to show safe distances. Wipe down areas including taps after use. School should make arrangements to have a stock of surface cleaner and paper towels in toilet areas and implement a rule that EVERYONE cleans toilets before and after use. Ensure that bins for tissues are emptied throughout the day	As per Trust			0
10	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when - using changing facilities / locker rooms / offices	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	2	3	6	Medium	All staff are to wear face coverings when in all communal areas. Restrict the number of people using these facilities at any one time so that social distancing can be maintained Introduce cleaning of regularly used facilities throughout the day and at the end of each day Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal All meetings should be virtual where appropriate. Face-to-face meetings should be held in a large ventilated room (or outside if possible) with social distancing adhered to at 2 meters and face coverings worn. The number in attendance is limited by size of room. Meetings should be for core business only and no more than 1 hour.	As per Trust	3	4	12

11	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when - exposed to children	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	3	3	9	High	<p>For those staff who are able to work from home should do so (to be agreed with the headteacher)</p> <p>Clean surfaces that children and young people are touching, such as toys, books, desks, doors, light switches more regularly than normal.</p> <p>Children to frequently wash their hands with soap and water for 20 seconds and dry thoroughly as per government guidance on hand cleaning</p> <p>Kitchen staff should remain within the kitchen facilities and not use other parts of the school site (except welfare facilities). Gloves should be worn when serving children</p> <p>Site staff should work where possible outside or where children are not located, and try to maintain distancing throughout the day to minimise contacts.</p> <p>Reception staff should remain within the reception area whenever possible and should ensure distancing and face coverings are worn when they leave the office. The reception window/hatch should remain closed at all times.</p> <p>Where possible areas to be kept well ventilated.</p> <p>If COVID cases in children rise the school should follow the Trust contingency plan and any guidance from PHE and Local Authority.</p>	As per Trust	4	4	16
12	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when - exposed to children with complex needs / personal care needs	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	3	3	9	Medium	<p>As above but enhanced to include the use of PPE equipment if appropriate. Engage with school SEN coordinator to ensure provision is appropriate for specific children.</p>	As per Trust	3	4	12
13	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when - exposed to parents	Close proximity to infected parents Breathing in droplets in the air Touching contaminated surfaces	3	3	9	Medium	<p>All staff to wear face coverings in communal areas.</p> <p>Staff receiving children from parents should maintain distancing from other adults, and from children as much as possible according to age and need. Staff to direct parents to appropriately distance when handing over child.</p> <p>Minimal numbers of adults and family members should be encouraged on site when handing over child. Where possible one parent/guardian per child.</p> <p>Parents wishing to talk to staff about issues or concerns should contact the school office and a telephone conversation arranged. Face-to-face meetings should only take place in essential circumstances with appropriate measures in place (face coverings, social distancing, well ventilated room). Parents evenings should be held remotely, unless in exception circumstances which should be carefully risk assessed.</p> <p>School activities (such as nativities, school fayre's etc.) where parents are invited on-site should be individually risk assessed with appropriate mitigations in place to ensure the safety of staff, children and parents. If these can not operate safely then the school should stop parents from attending in person.</p>	As per Trust	4	4	16
14	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when - exposed to visitors in school	Close proximity to infected parents Breathing in droplets in the air Touching contaminated surfaces	3	3	9	Medium	<p>Visitors to school should be kept to a minimum. All visitors to be advised to wear face coverings when in communal areas (when not accompanied by children) if not exempt.</p> <p>All members of trust staff who work across multiple schools should stay in one school or at home, where possible.</p> <p>Visitors should sanitise on entry to school and leave details of their purpose and who they will be in contact with. Visitors should avoid bringing equipment, if they do, it should be wiped down before and after use.</p>	As per Trust	3	4	12
15	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) through working practice Shared office equipment (e.g. photocopiers), classroom equipment (pens, pencils, paper etc.)	Close proximity to infected colleagues Breathing in droplets in the air Touching contaminated surfaces	3	3	9	Medium	<p>Equipment to remain in the classroom and not be shared beyond the class/ phase/ year group.</p> <p>Office equipment should be sanitizing after use, surfaces including: places that people touch regularly – handles / control switches / buttons / keyboards / phones, handrails, toilet facilities, taps, changing areas, shared desks & tables etc.</p> <p>Maintain good hygiene measures, regular handwashing</p>	As per Trust	2	4	8
16	Increased risk to health due to reduced first aid arrangements caused through staff reductions (e.g. through isolation, travel restrictions and NHS)	Delays in administering point of injury medical treatment. N.B. The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.	2	3	6	Medium	<p>When planning school activities, the provision of adequate first aid resources must be provided, delay any activities deemed high risk where able</p>	As per Trust	1	4	4

17	Coronavirus symptoms during the day	Infected Colleague infected	3	3	9	Medium	If you, or any co-worker develops symptoms during the day, the staff member should leave site and book a PCR test. They should start isolation immediately. If positive follow the latest isolation guidelines. If negative return to duties.	As per Trust	3	3	9
18	Staff Wellbeing	Increased staff anxiety due to concerns regarding their safety and working during the pandemic.	3	3	9	Medium	Ensure staff are informed via clear communication policy of the safety measures in place to protect them against potential infection. Put in place clear escalation points for staff to raise concerns.	As per Trust	3	3	9

You should review your risk assessment if you think it is no longer valid or if there are any significant changes to the hazards.

Low Less than 5
 Medium 5-15
 High 15+