Reducing the risk of COVID-19

At this time, it is vital that we all keep as safe as possible.

One way your employer can keep you safe is to complete a risk assessment. It is important that your employer consults with you and your colleagues during this process to identify the issues and look at ways of reducing them.

Risks are usually identified as being **HIGH**, **MEDIUM** or **LOW** and may be colour coded too. Once the risks have been identified, measures must be introduced to mitigate the risk. In the light of these measures the risks should then be re-assessed.

Below we have identified some of the key areas we believe need to be considered. It is important to note that there will be others that are specific to your workplace that may also need to be addressed. Each workplace will use different measures to control the risk.

☐ **Transport to and from school for staff and pupils**
   This might include:
   - Buses
   - Taxis
   - Car Parking
   - Traffic on local roads
   - Walking
   - Cycling
   - Social distancing measures

☐ **School start and end process**
   Including
   - collection and dismissal of children
   - movement of parents around the school site

☐ **Staffing ratios**
   - Are there enough staff to ensure minimum ratios are met?
   - Are there enough trained staff to meet the needs of those with SEND?
   - Are there enough Senior Staff/Management on site to support you?

☐ **Administrative/ Office functions**
   Are staff available to complete their duties including
   - Communications with parents via telephone/email/letter
   - Reprographics
   - Other equipment and resources

☐ **Lunch**
   - What provision is there? (EG Hot/Cold)
   - Who is the provision for? (All pupils/Free School Meals/Staff)
   - What measures are in place to ensure food hygiene standards?

☐ **PPE and social distancing**
   - PPE is still required for any intimate and personal care.

Is there a reliable supply?
- o Is there a plan for social distancing – either for all or in small groups? (EG bubbles)
- o If appropriate, is there a one-way system around the building
- o Is there a plan for accessing hygiene facilities (toilets and hand washing)?
- o Is there a plan for staggering use of staff rooms and other shared areas?

☐ **Necessary Close Contact**
This might include
- o Personal/Intimate care such as toileting
- o Managing challenging behaviour
- o Restraint
- o First Aid

☐ **Cleaning**
- o Who is responsible and with what (EG Disinfectant/Wipes)
- o Identify high-touch items (such as door handles, desks, chairs)
- o Consider frequency of cleaning and time frames

☐ **Uniform and clothing for staff and pupils**
- o Is uniform necessary?
- o Ties and blazers cannot be easily cleaned and are not necessary

☐ **Wellbeing**
How to manage:
- o Family members of staff or pupils who are shielding
- o Family members of pupils/staff who show symptoms

☐ **Emergency Planning**
Does the setting have plans for:
- o Staff or pupils demonstrating symptoms (including an isolation space and provision of PPE)
- o Fire precautions
- o Emergency illness

☐ **Equality Impact**
- o Identify 'at risk' staff and children (this may include BAME groups and other vulnerable employees) Individual risk assessments may be necessary depending on the role.

It is a legal requirement for your workplace to identify and manage risk. If you are concerned that your workplace has not started a risk assessment, then you must discuss this with you manager or senior leader. If you are concerned that the risk assessment does not adequately address the risks and that you are not safe at work, then please get in touch with the
Duty Officer on 01332 372337