

**Notes:**

1. This risk assessment must be completed for each employee or volunteer before they can attend school for work.
2. Cells that are highlighted in yellow in column A are either new requirements or refer to requirements from the September version of this risk assessment, which have changed significantly.
3. The hyperlinks referred to in column D can be found in the Hyperlinks tab according to number.

<b>Staff member's (or volunteer's) name</b>	
<b>Job Title</b>	
<b>Person completing form (i.e. line manager)</b>	
<b>Date of assessment and how long assessment is valid for</b> (i.e. date of next review)	<b>Confidential, individual staff risk assessments have been completed 26.02.21</b>
<b>First review date</b> (add subsequent lines as required)	
<b>Any Known Chronic (i.e. long-term) health conditions</b>	
<b>Head teacher's decision - Can this staff member come in to work in the school?</b>	If any line in this risk assessment cannot achieve an initial or final risk rating of <b>GREEN</b> , then the answer to this question is <b>NO</b> .

	<b>Initial Risk- Is this a risk? Yes / No If a red box appears go to next column If a green box appears go to the next question</b>	<b>If a red box appears in the previous column implement these required control measures; use the hyperlinks in the 'Hyperlinks' tab for reference</b>	<b>Links to guidance etc</b>	<b>Line manager must list the control measures that have been implemented, here</b>	<b>Action owner</b>	<b>Date implemented</b>	<b>Final Risk- Is this still a risk? Yes / No If a red box appears go back to columns C and D If a green box appears go to the next question</b>
<b>COVID-19 SYMPTOMS</b>							
<b>Is the staff member showing symptoms of COVID-19?</b>		<p>Staff member must self-isolate for the period currently specified by HM Govt. and should arrange to have a test to see if they have COVID-19.</p> <p>Staff member must be supported to work at home if they are able to and must not come to their workplace or work setting.</p> <p>If staff member is not able to work at home, <b>do not proceed further with this risk assessment</b> until the staff member has either tested negative for COVID-19, completed their period of self-isolation or has recovered from their COVID-19 symptoms. When they are well enough to return to their workplace or work setting, start this risk assessment again.</p> <p>Notes: (1) It is a legal requirement that a person who has tested positive for COVID-19 self-isolates for the specified period.</p> <p>(2) If staff member has been ill with COVID-19 and been on sickness absence, the line manager must follow the school's Sickness Absence Policy.</p>	2 and 3				

Does the staff member live with someone showing symptoms of COVID-19?		<p>Staff member must be supported to work at home for the period currently specified by HM Govt. starting from when the symptomatic person first had symptoms or from the time a positive test is taken.</p> <p>In this case, <b>do not proceed further with this risk assessment</b> until the staff member has completed their period of self-isolation. When this period is over and they are in a position to return to their workplace or work setting, start this risk assessment again.</p> <p><b>Note:</b> It is a legal requirement that a person who lives with another person who has tested positive for COVID-19 self-isolates for the specified period.</p>	2				
<b>THE EMPLOYEE</b>							
Is the staff member in the 'clinically extremely vulnerable category' or received a letter from NHS advising them to 'shield'?		<p><b>If Govt instructions are for this group to shield;</b> Staff member must be supported to work at home. If they cannot work from home, they <b>must not</b> come into the school.</p> <p>In this case, <b>do not proceed further with this risk assessment.</b> Instead, contact the school's HR advisor for advice.</p>	4 and page 36 of 1				
		<p><b>If Govt. instructions permit this group to return to work:</b> Staff member should be supported to work at home where possible, but may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.</p>					
Is the staff member over 60 or in the 'clinically vulnerable' category?		Staff member should be supported to work at home where possible, but may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.	5 and page 37 of 1				
Is the staff member an expectant or nursing mother?		<p><b>If the lady is less than 28 weeks pregnant with no underlying health conditions:</b> Line manager must complete a New &amp; Expectant Mother's Risk Assessment. See the H&amp;S pages on WSSfS.</p> <p>Staff member should be treated as being in the clinically vulnerable category (see line above).</p>	6 and page 37 of 1				
		<p><b>If the lady is 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus:</b> Line manager must review the New &amp; Expectant Mother's Risk Assessment.</p> <p>Staff member may still come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure, but line manager must take a more precautionary approach. Staff member should still be supported to work at home where possible.</p>					
		<p><b>If the lady is a nursing mother:</b> Line manager must complete / review the New &amp; Expectant Mothers Risk Assessment. See the H&amp;S pages on WSSfS.</p>					
Has the staff member been given specialist advice by a competent clinician (e.g. NHS, GP, Occ. Health etc) to stay away from their workplace or work setting for reasons other than being Clinically Extremely Vulnerable?		<p>Line manager must consider this when deciding if the staff member should continue work in the school.</p> <p>Any recommended adjustments should be implemented.</p> <p>Line manager should discuss the outcome with the school's HR Advisor where the staff member is not able to attend work and / or home working is not an option or if needing a referral to Occupational Health.</p>	7 and page 38 of 1				
Has the staff member been on sickness absence during the pandemic?		The line manager must follow requirements of the school's Sickness Absence Policy.					

<p><b>Does the staff member have any of the following 3 protected or personal characteristics not covered by the previous questions and which increase the risk of poorer COVID-19 outcomes:-</b></p> <p><b>Male sex;</b> <b>Black or Asian ethnicity;</b> <b>Diagnoses of dementia.</b></p>		<p>Staff member should be supported to work at home where possible, but may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.</p>	8				
<p><b>Does the staff member live in the same household as a person in the vulnerable category, extremely vulnerable category or Black, Asian and Minority Ethnic (BAME) group?</b></p>		<p>Staff member should be supported to work at home where possible, but may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.</p>	8				
<p><b>Does the staff member have a second job with another employer?</b></p>		<p>Line manager must complete a secondary employment risk assessment (see separate tab).</p>					
<b>TRAVELLING AND PREMISES</b>							
<p><b>Is the staff member able to travel to the school safely (this includes both commuting and business travel)?</b></p>		<p>Line manager and staff member must either explore and agree on options to stay COVID-safe during commute to work and when travelling for work purposes. Staff must only travel for business critical reasons that cannot be performed remotely. Staff should walk or cycle where possible, avoid busy times and routes on public transport and avoid car sharing with anyone from outside of their household or support bubble.</p>	9				
<p><b>Will the staff member require any training to continue to work in the school (especially if the routines have changed)?</b></p>		<p>Line manager must arrange induction or any other training, as necessary (e.g. face fit testing if using FFP respirator), for the staff member's return to the school.</p>					
<p><b>Will the staff member require a Personal Emergency Evacuation Plan (PEEP) that details the escape plan for a staff member who may have difficulties being able to quickly reach a place of safety unaided in the event of an emergency?</b></p>		<p>Line manager should review existing PEEP's / complete a PEEP with the staff member and the school's premises manager to consider the options. See H&amp;S pages on WSSfS.</p>					
<b>WORK TASKS AND ACTIVITIES</b>							
<p><b>Is it likely that the staff member will need to make close contact with another person (i.e. a pupil with special needs)?</b> (In this context, close contact means physical contact is needed to deliver the support, e.g. feeding, bathing, etc and where exposure to a respiratory aerosol is likely)</p>		<p>Line manager must complete a risk assessment according to the requirements of the Govt. guidance on infection prevention and control.</p>	10				
<b>EMPLOYEE CONCERNS AND SUPPORT</b>							
<p><b>Will the staff member work at home or remotely (either some of their time or all of their time)?</b></p>		<p>Line managers and staff members must follow the corporate guidance and complete relevant risk assessments on Home Working, Lone Working and Display Screen Equipment (see H&amp;S pages on WSSfS).</p> <p>Line manager must check-in with home / remote working staff regularly to enquire about their wellbeing and supply of any necessary equipment / materials, problems with tasks, etc.</p>					
<p><b>Does the line manager have concerns about the staff member's mental wellbeing?</b></p>		<p>Line manager must discuss with the staff member their concerns, review task and activity risk assessments and, if relevant, complete a stress risk assessment with the intention of trying to enable the staff member to continue their work if possible.</p> <p>Line manager may also consult with the school's HR Advisor on possible alternatives for remote working for that employee.</p>	Page 39 of 1				

<b>Does the staff member have any genuine concerns about working in the school?</b>	Line manager must discuss with the staff member their concerns, review task and activity risk assessments and, if relevant, complete a stress risk assessment with the intention of trying to enable the staff member to continue their work if possible.	Page 39 of 1				
	Line manager may also consult with the school's HR Advisor on possible alternatives for remote working for that employee.					
	24 hour confidential support for managers and staff is available using the WSCC Employee Assistance Programme (EAP).	11				
<b>LINE MANAGER MUST NOW RETURN TO THE TOP OF THIS WORKSHEET AND DECLARE WHETHER OR NOT THE STAFF MEMBER CAN WORK IN THE SCHOOL.</b>						