

Blackfriars Academy Staff Risk Assessment Record Form

Section/Service/Team... All staff

Assessor(s) Joanne Gilby, Ruth O'Connor, Alison Parr

Description of Task/Activity/Area/Premises etc.

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5

25032020 – COVID 19 R/A

<p>Pupils coming into school who could be carrying the virus</p>	<p>Staff and their families Pupils</p>	<p>Hand washing immediately on arrival and repeatedly during the day as per published guidance. For staff and pupils</p> <p>As much as possible to keep a reasonable distance from others. Aim for 2m as per government recommendation.</p> <p>Staff to wear some form of overclothing that can be put on when arriving and removed when leaving. To wear gloves, apron and mask at all times. If staff have long hair, to wear it up in a bun.</p> <p>All surfaces to be wiped down regularly during the day with an antibacterial solution. Use new cloth each time. If possible, staff to work on a rota basis so they would only come to work for 3 days and then off for 2 weeks and therefore giving them a 14 day period in between to isolate.</p> <p>Leadership team to have a list of vulnerable staff</p>	<p>H</p>	<p>Continual communication with parents about pupils health and others within their household</p> <p>Regular temperature checks to be done with pupils</p> <p>If a child becomes obviously unwell while in school they must be immediately isolated in a separate room while their parents are instructed to collect them immediately</p> <p>Face masks to be worn at all times when working with students</p>	<p>27/3/20</p>	<p>H</p>
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25032020 – COVID 19 R/A

<p>Staff coming in who could be carrying the virus and not aware.</p>	<p>Staff and their families Pupils</p>	<p>Staff and pupils to keep 2 metre distance rule as much as possible. Two classrooms to be used which can then be cleaned. Change of clothing suggested when returning home. Continue with handwashing advice.</p> <p>Staff working in close proximity to pupils – personal care, enteral feed, 1:1 due to behaviour to be the only staff who meet that need to prevent cross contamination – not to support other pupils in school that day.</p>	<p>H</p>	<p>Reviewed daily. Facemasks worn to mitigate any effects of sneezing or coughing.</p>	<p>27/3/20</p>	<p>H</p>
<p>Pupils and staff then returning home and possibly contaminating those at home – vulnerable family members need to be considered.</p>	<p>Staff and their families Pupils</p>	<p>Hand washing and wiping of bags and wheelchairs on arrival and departure.</p> <p>Leadership to be aware of staff members who have vulnerable family members at home or who are vulnerable themselves and decision made as to whether they should be in school or not</p> <p>Change of clothing on getting home.</p>	<p>H</p>	<p>Reviewed daily. Pupil, guardians and staff to consider a shower and full change of clothes on arrival home. Launder clothes promptly.</p>	<p>27/3/20</p>	<p>H</p>

25032020 – COVID 19 R/A

Pupils with challenging needs and behaviours are not able to follow the distancing rules and will need to have close physical support from staff to keep them safe. Pupils will need 1:1 or 2:1 staffing dependent on the child putting both at risk of cross contamination	Staff and their families Pupils	For those staff members to not have underlying medical issues or vulnerable family at home. To keep to big or open spaces within the school grounds to prevent as much close contact as possible. For those members of staff to only support that child and not others in school that day.	H	Reviewed daily. Consider whether challenging behaviour can be controlled, and whether that pupil is able to continue to attend school.	27/3/20	H
Kitchen staff in the building preparing food.	Staff and their families Pupils	Staff to stay within the kitchen and a TA to collect the food at dinner time. Stick to hygiene rules.	M	Maintain strict no contact between kitchen staff and those with pupil contact and pupils.	27/3/20	L
Staff working in limited spaces within the school.	Staff	Staff encouraged to take their breaks outside and get fresh air.	M	Provide umbrellas etc. in case of inclement weather.	27/3/20	L
Crisis: Risk of fire or Seizure requiring medical administration or ambulance	Staff Pupils	Normal procedures to be followed. Additional TA to be in school to assist at times of crisis.	H		27/33/20	M

Signature of Assessor(s):
Print Name: Jo Gilby, Ruth O'Connor

Signature of Line Manager:
Print Name: Alison Parr

Signature of member of staff
Print Name:

Date Assessed:

Date:

Date:

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed **daily** or following a significant change, accident or violent incident.