

CALDMORE Academy - Risk Assessment (COVID -19) Office/Teaching Staff

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Awareness of policies and procedures	Office Staff	Inadequate information	<ul style="list-style-type: none"> • All staff to be made aware of all relevant policies and procedures. • Staff receives any necessary training that helps minimise the spread of infection via ATT LMS: <ul style="list-style-type: none"> ○ Infectious Diseases ○ COVID19 • The academy keeps up to date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ➢ DfE (Department for Education) ➢ HSE (Health & Safety Executive) ➢ NHS (National Health Service) ➢ Department for Health and Social Care ➢ PHE (Public Health England) • Staff are made aware of the academy's infection control procedures in relation to coronavirus via email or meetings and must contact the academy as soon as possible if they believe they may have been exposed to coronavirus. • Adequate PPE provided for all intimate care and ATT supply and use of PPE procedure followed. 	MEDIUM	YES	
Poor hygiene practice	Office Staff	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the building reminding staff to wash their hands, e.g. before entering and leaving the academy. • Hand sanitiser provided in every classroom, Staff room and reception. 	MEDIUM	YES	

			<ul style="list-style-type: none"> • Staff are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Sufficient amounts of antibacterial soap and hand sanitiser, clean water and paper towels are supplied in all toilets and kitchen areas. • Staff must wash their hands before and after visiting the toilet and sanitise every time they enter the classroom or staff room. • Staff must wash their hands and sanitise prior to eating and drinking. 			
Spread of infection DSE	Office Staff	Infection Control	<ul style="list-style-type: none"> • No sharing of desks or equipment permitted. • If equipment is shared it must be wiped down with a disinfectant before and after use. • Desks must be at least 2 metres apart or persons must be seated at least 2 metres apart. • Staffing Rota system is in place • Desks and equipment to be cleaned after each person has used and at the end of each day. • Staff have access to PPE for all intimate care, contact with parents and option to use PPE at their discretion during lessons. 	MEDIUM	YES	
Poor management of infectious diseases	Office Staff	Lack of infection control	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or other's symptoms to the Principal or SLT as soon as possible and follow ATT COVID19 infectious disease procedure. 	MEDIUM	YES	

			<ul style="list-style-type: none"> • The Academy is consistent in its approach to the management of suspected and confirmed cases of coronavirus by following ATT procedure. • Staff inform the Principal when they plan to return to work after having coronavirus and completed return from isolation risk assessment 			
Social Distancing	Office Staff	Infection Control	<ul style="list-style-type: none"> • Staff under no circumstances must work in close proximity to each other, if they have to under certain circumstances PPE must be worn in line with ATT supply and use of PPE procedure. • They must ensure they keep to social distancing at all times (at least 2 metres) • Staff should ensure when using the rest areas a staggered system is used to prevent close proximity of persons. 	MEDIUM	YES	
Face covering	Pupils Staff	Risk of spread of infection	<ul style="list-style-type: none"> • Signs or posters in place on how pupils remove face masks correctly or information given in newsletters prior to start of new term. • Removal of face masks at the school gate for pupils and staff. • Staff and pupils to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears). • If disposable masks these must be disposed of in a closed bin. • If material re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing. • Consider wearing face coverings when in communal areas and moving around the school site. • Wear face coverings when speaking with parents. • Wear face coverings when out of your social bubble. 			

			<ul style="list-style-type: none"> • It is advised a face shield is not worn unless medical reasons prevent from wearing or a valid reason is given (it is safer to use a mask) or for communication reasons • Children in primary school do not need to wear a face covering. 			
Awareness of policies and procedures	Office Staff	Inadequate information	<ul style="list-style-type: none"> • All staff to be made aware of all relevant policies and procedures which are published on academy website. • Staff receives any necessary training that helps minimise the spread of infection available via ATT LMS: <ul style="list-style-type: none"> ○ Infectious Diseases ○ COVID19 • The academy keeps up to date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ➢ DfE (Department for Education) ➢ HSE (Health & Safety Executive) ➢ NHS (National Health Service) ➢ Department for Health and Social Care ➢ PHE (Public Health England) • Staff are made aware of the ATT's COVID19 infection control procedures in relation to coronavirus via Website, email or meetings and must contact the academy as soon as possible if they believe they may have been exposed to coronavirus. • The academy follows the procedures in the Track and Trace government scheme. Please refer to Track and Trace flow chart in RA 9 for further guidance 	MEDIUM	YES	