

OAT/SWB Risk Assessment – COVID-19 CEV Staff Version 6

(please note this is a live document and regular updates/changes may be needed following government advice, please amend accordingly)

Title of risk assessment	Clinically Extremely Vulnerable (CEV) staff	Date of Assessment	8 th July 2020 Updated 1 st August 2020 Updated 20 th October 2020 in red Updated 5 th November 2020 in blue Reviewed 1 st December 2020 in green Reviewed 4 th January 2021 in purple
Name of Assessor	Jane Smith H&S Officer	Location	All Academies – Primary, Secondary and post 16
Who may be affected?	CEV staff		
Description of activities	Activities vary depending on job role		

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
Social distancing	Vulnerable staff	<p>Academy communicates with the individual who may be vulnerable to ensure all measures are in place to accommodate social distancing for the individual. SLT/HR and individual agree measures in place to support individual.</p> <p>A copy of this Risk assessment and government guidelines are provided to individual before returning to school and discussed as part of a pre meeting.</p> <p>This risk assessment is used in conjunction with Covid 19 return to full time education risk assessment and both are communicated to staff.</p>	5	3	15	<p>Academies must follow new guidance updated</p> <p><u>2 December guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk) -</u></p>	

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		<p>Stringent social distancing applies with a distance minimum of 2 metres apply for vulnerable staff. Location of where individual will be working may differ from before and will be agreed at pre meeting.</p> <p>Some staff work from home due to pre-existing medical conditions where some social distancing cannot be avoided and may be more at risk, this is assessed on an individual basis.</p> <p>Separate risk assessment in place for expectant mothers and is reviewed every 3 months as part of the normal risk assessment process for expectant mothers. If expectant mother has any medical issues this will be added and assessed as part of the risk assessment process and additional control measures discussed. If expectant mother is CEV then advice must be followed in additional actions.</p> <p>Arrangements are made for vulnerable members of staff to ensure they are given a lower-risk role in the school, e.g. strict social distancing and working in a room alone. Where staff move around the academy PPE can be provided – this can include face coverings</p> <p>Where staff are working alone the school adheres to lone working arrangements. Where staff are lone working measures are in place to ensure staff do not feel isolated. Staff are consulted with and provided with information and discuss the arrangements for using welfare facilities, staff rooms, and the canteen, this is to ensure social distancing take place during these times and ensuring movement around the academy is restricted and minimised where possible.</p>				<p>updated 31st December 2021</p> <p>Academies must review this risk assessment in line with local Tier restrictions COVID TIER levels especially academies in the worst affected areas.</p> <p>For those who meet the Clinically Extremely Vulnerable criteria and have received a NEW notification letter from their GP/consultant and live or work in TIER 4 are advised to work from home.</p> <p>Individual staff checklist must be reviewed for individuals.</p>	

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		<p>Where possible staff use the toilets nearest to their working area.</p> <p>Arrival times are staggered for staff to avoid arriving at congested times.</p> <p>Different entry and exit points are used for vulnerable staff.</p> <p>High traffic areas that get congested are avoided – vulnerable staff explained to best routes to take as part of the re induction meeting.</p> <p>Where COVID Tier levels have been introduced all measures are re communicated to ensure the safety of vulnerable individuals - this will include supporting the individual for working from home and will be followed in line with any local guidance from PHE and local health protection teams.</p>					
Policies and Procedures	Vulnerable staff	<p>A record is maintained of any medication required for individuals with pre-existing medical conditions, staff are advised to ensure any updates or changes in medical conditions to inform SLT.</p> <p>Staff complete Covid 19 Return to work training on Ihasco</p> <p>Staff are given copies of the academies policies and procedures listed in the Covid 19 return to full time education risk assessment and includes the OAT flowcharts for Covid 19.</p> <p>Staff are aware to follow national guidance if experiencing any Covid 19 symptom's and to inform Covid response coordinator as mentioned in the Covid 19 OAT flow charts and the Covid 19 return to full time education RA.</p>	5	2	10	Covid 19 Return to full time education RA shared with Vulnerable staff	
Infection control	Vulnerable staff	<p>Staff receive training on infection control on iHasco.</p> <p>Respiratory hygiene promoted by staff using the catch it, bin it, kill it, approach.</p> <p>Staff especially vulnerable staff are advised to robustly wash their hands more often than usual</p>	5	3	15		

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		<p>Where possible tissues are provided for students and staff in each room.</p> <p>Frequently touched surfaces are cleaned on a regular basis using disinfectant.</p> <p>Increased cleaning staff - on site and an enhanced cleaning regime is in place during the school day as well as after school.</p> <p>Hand sanitiser stations are based throughout the academy. Academy ensures they have enough stock levels of sanitiser.</p> <p>Vulnerable staff avoid shared touch items such as kettles, if spare kettles are available these should be provided.</p> <p>All staff wipe down frequently touched items such as kettles after each use.</p> <p>Staff use their own equipment to avoid sharing.</p>					
Staff with underlying health conditions have not been identified so measures have not been put in place to protect them	Vulnerable staff	<p>All members of staff with underlying health issues, those within vulnerable groups have been instructed to make their condition or circumstances known to the school and update the school if any changes in their condition take place.</p> <p>Records are kept of this and regularly updated. .</p> <p>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant for their return to work and inform management so control measures and support can be provided.</p>	5	3	15		
Communication	Vulnerable staff	<p>Staff are advised they need to discuss any concerns as a result of the risk assessment or any concern or anxiety they might have and offer alternative routes of support prior to these discussions.</p>	5	3	15		

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Acknowledgements & Signatures

Risk Assessor: By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.

Management: By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.

Risk Assessor Name and Signature
Jane Smith

Date:
9th July 2020

Manager Name and Signature:
Simon King

Date: 4.1.21

Review date: 1st August 2020

Reviewed 20th October 2020/Reviewed 1st December 2020 and 4th January 2021

Guidance

Severity of Harm from this Hazard

- Total Estimated Risk = Severity x Likelihood
- Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has been reviewed

Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only.
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health
5	MAJOR	Fatality

Likelihood of Potential Exposure to this Hazard	
Score	Definition
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.
2	Not likely to occur in normal circumstances
3	Possible when additional factors are present but otherwise unlikely to occur.
4	Such an event is known to have occurred and is likely to re occur.
5	Almost inevitable that an incident would result / occurs frequently

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

Rating Bandings		
Low risk (1-6)	Medium Risk (8-12)	High Risk (15-25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level