

## Beck Row Primary 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"> <li>• All staff to be made aware of all relevant policies and procedures.</li> <li>• Staff receives any necessary training that helps minimise the spread of infection via ATT LMS:                             <ul style="list-style-type: none"> <li>○ Infectious Diseases,</li> <li>○ COVID19.</li> </ul> </li> <li>• The academy keeps up-to-date with advice issued by, but not limited to, the following:                             <ul style="list-style-type: none"> <li>➢ DfE (Department for Education),</li> <li>➢ HSE (Health &amp; Safety Executive),</li> <li>➢ NHS (National Health Service),</li> <li>➢ Department for Health and Social Care,</li> <li>➢ PHE (Public Health England).</li> </ul> </li> <li>• 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.</li> <li>• Adequate PPE is provided for all intimate care and the ATT Supply and Use of PPE procedure followed.</li> <li>• Dedicated staff will work in pairs to support with intimate care and should always wear PPE to reduce risk.</li> <li>• Designated areas to be used and managed separately to core teaching spaces as outlined on the space and</li> </ul>	MEDIUM	YES	

			capacity plan.			
Poor hygiene practice	Office Staff	Ill Health	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the building reminding staff to wash their hands, e.g. when entering and leaving the academy.</li> <li>• Hand sanitiser is provided in every classroom, the staff room and Reception.</li> <li>• 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.</li> <li>• Sufficient amounts of antibacterial soap and hand sanitiser, clean water and paper towels will be supplied in all toilets and kitchen areas.</li> <li>• Staff must wash their hands before and after visiting the toilet and sanitise every time they enter the classroom or staff room.</li> <li>• Staff must wash their hands and sanitise prior to eating and drinking.</li> <li>• Staff with clinical conditions/health issues are to have work tasks adapted to allow them to return to work safely, and will work away from pupils in dedicated spaces, carrying out tasks that can be completed in isolation.</li> <li>• Staff working with pupils who have specific requirements will be provided PPE, for use at all times.</li> </ul>	MEDIUM	YES	
Spread of infection DSE	Office Staff	Infection Control	<ul style="list-style-type: none"> <li>• Screens are to be added to admin desks in shared office areas to provide extra protection for the staff.</li> <li>• Screens are to be added to desks in high traffic areas to protect staff from the risk of infection.</li> <li>• No sharing of desks or equipment is permitted.</li> <li>• If equipment is shared it must be wiped down with a disinfectant before and after use.</li> </ul>	MEDIUM	YES	

			<ul style="list-style-type: none"> <li>• Desks must be at least 2 metres apart or persons must be seated at least 2 metres apart.</li> <li>• Staffing rota system is in place.</li> <li>• Desks and equipment are to be cleaned after each person has used them and at the end of each day.</li> <li>• Staff have access to PPE for all intimate care, contact with parents and the option to use PPE at their discretion during lessons.</li> <li>• The staff room capacity is to be monitored throughout the day and should be limited.</li> <li>• Plastic cups are to be available in staff room in lieu of mugs or glasses and should be disposed of after use.</li> </ul>			
Poor management of infectious diseases	Office Staff	Lack of infection control	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff are vigilant and report concerns about their own, a colleague's or an other's symptoms to the Principal or another member of SLT, as soon as possible, and should follow ATT COVID19 Infectious Disease procedure.</li> <li>• The academy is consistent in its approach to the management of suspected and confirmed cases of Coronavirus by following ATT procedure.</li> <li>• Staff are to inform the Principal when they plan to return to work after having Coronavirus and complete a 'return from isolation' risk assessment.</li> </ul>	MEDIUM	YES	
Social Distancing	Office Staff	Infection Control	<ul style="list-style-type: none"> <li>• Staff, under no circumstances, must work in close proximity to each other. If this is unavoidable, PPE must be worn in line with ATT Supply and Use of PPE procedure.</li> <li>• They must ensure that they always keep to social distancing (at least 2 metres).</li> </ul>	MEDIUM	YES	

			<ul style="list-style-type: none"> <li>• Staff should ensure when using the rest areas, a staggered system is used to prevent close proximity of persons.</li> <li>• Screens are to be added to certain desk areas in high traffic areas to provide further protection from the risk of infection.</li> <li>• The staff room is to be monitored throughout the day against capacity and limited.</li> <li>• Staggered break times for staff are to assist with limiting use of staff room and social distancing.</li> </ul>			
Awareness of policies and procedures	Office Staff	Inadequate information	<ul style="list-style-type: none"> <li>• All staff are to be made aware of all relevant policies and procedures which are published on the academy website.</li> <li>• Staff receive any necessary training that helps minimise the spread of infection available via ATT LMS:             <ul style="list-style-type: none"> <li>○ Infectious Diseases,</li> <li>○ COVID19.</li> </ul> </li> <li>• The academy keeps up-to-date with advice issued by, but not limited to, the following:             <ul style="list-style-type: none"> <li>➤ DfE (Department for Education),</li> <li>➤ HSE (Health &amp; Safety Executive),</li> <li>➤ NHS (National Health Service),</li> <li>➤ Department for Health and Social Care,</li> <li>➤ PHE (Public Health England).</li> </ul> </li> <li>• The staff are made aware of the ATT's COVID19 infection control procedures, in relation to Coronavirus, via the website, emails or meetings and must contact the academy as soon as possible if they believe they may have been exposed to Coronavirus.</li> </ul>	MEDIUM	<b>YES</b>	