This assessment reflects the UK Government Guidance on Working Safely During COVID-19 in Offices and Contact Centres at **https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres** and should be used in conjunction with existing Risk Assessments.

These are not explicit requirements that need to be implemented across each premises but should be used as guidance and good practice. The site-specific risk assessment should be completed for each premise and should include the specific control measures to ensure the health, safety and welfare of our employees and others for the premises. If for any reason none of the control measures can be put in place for a specific risk Health & Safety must be contacted.

This Covid-19 risk assessment should supplement your existing risk assessments.

Please consider some of these steps below before completing this risk assessment:

	Managing risk To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.	**Yes**	**No**	**Comment**
1.1	Enable working from home as a first option. Where this is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines (keeping people 2m apart wherever possible).	**X**	☐	Staff rota's in place
1.2	Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.	X	☐	Emergency PPE available for use if required
1.3	If people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.	X	☐	Staff advised to sit at angles from each other – meetings held via Zoom, telephone or in larger room suitable for capacity
	Who should go to work That everyone should work from home, unless they cannot work from home.	**Yes**	**No**	**Comment**
2.1	Workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely.	X	☐	Staff rota in place
2.2	Workers in critical roles which might be performed remotely, but who are unable to work	X	☐	N/A

		Yes	No	Comment
	remotely due to home circumstances or the unavailability of safe enabling equipment.			
	Protecting people who are at higher risk To protect clinically vulnerable and clinically extremely vulnerable individuals.	**Yes**	**No**	**Comment**
3.1	Clinically extremely vulnerable individuals have been strongly advised not to work outside the home.	X	☐	Identified staff are self-isolating
3.2	Clinically vulnerable individuals, who are at higher risk of severe illness, have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.	X	☐	Identified staff are self-isolating and working from home
3.3	Managers to refer to the Occupational Health checklist for high risk (**not extremely clinically high risk**) employees during Covid-19 pandemic 2020.	X	☐	Identified staff are self-isolating following medical advice
	People who need to self-isolate To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms	**Yes**	**No**	**Comment**
4.1	Enabling workers to work from home while self-isolating if appropriate.	X	☐	Laptops already issued to staff School mobile made available to Additional Needs Manager
	Equality in the workplace To treat everyone in your workplace equally.	**Yes**	**No**	**Comment**
5.1	Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.	X	☐	Pregnant member of staff self-isolating until maternity leave commences
	Specific Hazards within the Service Area being risk assessed	**Yes**	**No**	**Comment**
6.1	Employers to ensure they include any specific hazards within their service areas which is not already covered within this template risk assessment.	X	☐	Teaching staff/support staff working with children
	Cleaning of the building	**Yes**	**No**	**Comment**
7.1	Managers to refer to the separate Building Cleaning Risk Assessment completed by Facilities before completing this risk assessment.	X	☐	Meetings held with cleaning staff, areas of school placed on a deep clean rota.

Assessment Reference Pandemic COVID-19	Site/Location All STC & STH sites and buildings			Work Activity Managing return to office work during Covid-19 pandemic					
Assessor(s) Joanne Woods	Date of Assessment 12/05/2020	Date of Previous none	Date of Review In Light of New Govt. Guidance	Level of Risk Before Controls (See risk matrix)				Level of risk After Controls (See risk matrix)	
Hazard Area/activity	Persons at Risk	Significant Risks to Health and Safety		Probability	Severity	Risk Rating	Controls and Precautions What are you doing to reduce the risk?	Probability	Severity	Residual Risk

Hazard Area/activity	Persons at Risk	Significant Risks to Health and Safety	Probability	Severity	Risk Rating	Controls and Precautions What are you doing to reduce the risk?	Probability	Severity	Residual Risk
Specific Hazards within the service area being risk assessed									
Entering and leaving work	All Staff	Virus transmission, lack of social distancing as per Government guidance.	4	5	20	1. Staggered arrival and departure times at work to reduce crowding into and out of the office. 2. Two entrances/exits for use by staff 3. Parking available to staff (two carparks) 4. Storage available for staff's clothes and bags (no sharing). 5. Staggered entry and exit times for pupils 6. Handwashing facilities, and/or hand sanitiser available at numerous locations throughout school. 7. Key code entry pads and touch screen sign in devices cleaned regularly, where possible staff advised to use scan sign in facility.	3	3	9
Moving around buildings	All Staff	Virus transmission, lack of social distancing as per	4	5	20	1. Staff visiting other areas throughout school avoided where possible	3	3	9

		Government guidance.				2. Staff to only visit other parts of the building when essential. 3. All staff have been given identified kitchen areas for lunchtimes 4. All staff have been given identified toilets for use 5. Floor markings/graphics where required to highlight social distancing (Dining hall for pupils).			
Workstations	All Staff	Virus transmission, lack of social distancing as per Government guidance.	4	5	20	1. Workstations assigned to one person, staff should not be hot desking. Authorised users of PC in Management Room restricted to Bursar. 2. Pupil Desks laid out to accommodate social distancing. 3. Staff advised not be sitting face to face where possible. 4. Workstations and work equipment to be regularly cleaned by users. 5. Staff to leave their desks as clear as possible so that it can be easily cleaned. 6. Staff to ensure they have completed their DSE User Assessment Checklist. 7. Opening of windows and doors regularly to allow fresh air into the building is encouraged.	3	3	9
Meetings	All Staff	Virus transmission, lack of social distancing as per Government guidance.	4	5	20	1. Face to face meetings to be avoided or held in rooms which accommodate social distancing. 2. Meetings to be held remotely using Zoom 3. Hand santisiers are located in all meeting/classrooms rooms. Staff to use when entering and leaving. 4. Rooms to be well ventilated. 5. Opening of windows and doors regularly to allow fresh air into the building is encouraged. 6. Reminders in place in rooms about hygiene and social distancing. 7. Sharing of equipment such as pens is not advised,	3	3	9

						those used by visitor cleaned by admin staff 8. Rooms to be cleaned after each meeting.			
Common Areas	All staff	Virus transmission, lack of social distancing as per Government guidance.	4	5	20	1. Identified areas for lunchtime and comfort breaks introduced to allow social distancing and reduce face to face interactions. 2. Staff provided with a safe outside space to have their breaks. 3. Staff are encourage to bring their own food and drink to work. 4. More kitchen areas introduced restricted to identified staff groups. 5. Regular cleaning of whole school site. 6. Floor markings/graphics where required to highlighted social distancing (pupil dining hall). 7. Opening of windows and doors regularly to allow fresh air into the building is encouraged 8. Fire doors should not be wedged open unless there is a door guard or mag lock fitted and checked monthly. Those doors (pupil toilet doors) that are not there from a fire or security aspect can be wedged open. 9. Staff have been grouped and allocated toilet facilities to share with group 10. All photocopying/printing is to be sent to the office via email, office staff to print and leave outside classrooms	3	3	9
Accidents, Security and other incidents	All Staff and visitors, contractors	Virus transmission, lack of social distancing as per Government guidance.	3	5	15	1. There may be emergency incidents where social distancing is not safe to do such as staff would need to get out of the building quickly if there was a fire. Where possible social distancing will be maintained if safe to do at the assembly point. 2. During the current pandemic it cannot be guaranteed fire wardens will be available therefore members of the SLT to take charge and	3	3	9

						ensure everyone safely leaves the building.			
						3. During the current pandemic it cannot be guaranteed there will be a first aider available therefore employees are aware to call emergency services for medical support by calling 999 and where possible notify their manager of the incident as soon as possible.			
						4. First aid kits – updated to include (where already not supplied) surgical masks and rubber gloves, hand sanitisers.			
						5. First aiders to be provided with the most up to date government information.			
						6. Any waste to be disposed of as per government guidance.			
						7. Providing first aid treatment during a pandemic:			
						- First aiders have been informed that where possible, it is recommended that they do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. (as per Resuscitation Council)			
						- In line with Government advice, First Aiders to make sure they have washed their hands or used hand sanitiser, before and after treating a casualty.			
						- First Aiders to consider cross contamination that could occur which was covered in their training.			
						8. All trained first aid personnel must exercise extreme caution when treating any injury to any party as the social distancing measure of 2 metres may have to be breached to facilitate treatment by close and direct contact			
						9. First aid personnel should try to assess the injured party from a distance of 2 metres and			

						where treatment has been identified as required first aid personnel must wear latex free protective gloves, aprons, safety glasses or visors and protective face masks whilst treating any type of injury or casualty and must wash hands immediately after treatment has been completed and use hand sanitser. 10. If a casualty requires CPR then this should be administered by chest compressions only and not rescue breaths as adequate infection control for first aid personnel cannot be maintained.			
Managing Customers, Visitors and Contractors	All Staff, Visitors, Contractors	Virus transmission, lack of social distancing as per Government guidance.	3	5	15	1. Visitors must wash their hands upon entering the premises or use the hand sanitiser provided. 2. Visiors greeted through intercom facility before being invited into foyer (one at a time). Counter in place to maintain 2 metres social distancing. 3. One member of staff to sign in visitors where required. 4. Number of visitors to be limited to ensure social distancing can be maintained. 5. Interactions between staff, contractors and visitors reduced and completed remotely where possible. 6. Clear exit and entry routes established for staff and visitors to the building. 7. Queuing lines to be marked in line with the 2m social distancing guidance (for parents and pupils on yards) 8. Signage to ask visitors with symptoms not to enter the premises, and to remind both staff and visitors to always keep 2 metres from other people, wherever possible. 9. Staff aware of the safety information they should be providing visitors and contractors who are due	3	3	9

						to visit. 10. Furniture removed from foyer to ensure social distancing and cross contamination. 11. Specific area for the delivery of goods where no contact with the driver is required.			
Cleaning & Hygiene	All Staff	Virus transmission, lack of social distancing as per Government guidance.	4	5	20	1. Opening of windows and doors regularly to allow fresh air into the building is encouraged. 2. Paper towels provided as an alternative to hand dryers. 3. Regular cleaning of all areas especially frequently touched areas, such as door handles, access buttons. 4. Waste facilities provided across the site and frequently emptied. 5. All waste removed and disposed of at the end of each working day. 6. Social distancing measures are in place within Showers and changing areas and regular cleaning taking place throughout the day and at the end of the working day. 7. Posters and reminders to staff about hygiene around the site. 8. Ventilation and air conditioning systems have been checked and maintained. 9. Where a known or suspected case of COVID19 has been reported a full clean will be completed as per the specific guidelines given by the government. 10. Goods entering the sites to be cleaned.	3	3	9
PPE	All Staff, Visitors, Contractors	Virus transmission.	3	5	15	1. PPE will continue to be used for the job role where it is required and has been risk assessed separately.	2	3	6
Workforce management	All Staff	Virus transmission, lack of social distancing as per Government guidance.	3	5	15	1. Headteacher to follow current government and HR advice on who can return to work and who should remain at home.	2	3	6

						2. Headteachers to ensure that they have a task-based risk assessment developed and cascaded through to their staff. 3. No car sharing.			
Information, Instruction and Training	All Staff	Virus transmission, lack of social distancing as per Government guidance.	3	5	15	1. Staff provided with the information, instruction and training needed to safely return to the school. 2. Regular updates given to all staff when any new guidance / recommendations are introduced. 3. Staff advised to follow Government guidance and not to leave their home if they or someone they live with has developed symptoms: - A high temperature, - A new, continuous cough.	2	3	6
Mental Health & Wellbeing	All Staff	Lack of mental wellbeing	3	4	12	1. Information available to all staff to support their health and wellbeing with focus on their mental health. 2. Occupational Health Service available for support. 3. HR Services available for support.	3	3	3

Assessor notes:

This risk assessment will need to be continually reviewed due to the ongoing government advice and guidance. Please refer to your professional body for additional advice.

Government Guidance

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres
https://www.gov.uk/coronavirus
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
https://www.nhs.uk/conditions/coronavirus-covid-19/

Signature of Assessor(s)
J Marshall – Business Manager

Risk Matrix

Severity / Likelihood	Non-Injury	Minor Injury	7 Day Injury	Major Injury	Fatality
	1	**2**	**3**	**4**	**5**
Improbable **1**	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk
Remote **2**	2 Low Risk	4 Low Risk	6 Low Risk	8 Low Risk	10 Medium Risk
Possible **3**	3 Low Risk	6 Low Risk	9 Medium Risk	12 Medium Risk	15 High Risk
Probable **4**	4 Low Risk	8 Low Risk	12 Medium Risk	16 High Risk	20 High Risk
Most Likely **5**	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk

Risk = Likelihood X Severity

The above matrix is to be used to evaluate likelihood and severity in order to come up with a standardised method of rating risks arising from a hazard. It is used in conjunction with the risk assessment pro-forma.