

# Risk Assessment: School operation September 2021

<b>Establishment:</b> Huish Episcopi Academy	<b>Date of Assessment:</b> 01 September 2021	<b>Review date:</b> 01 October 2021
<b>Assessed by:</b> Please note all those involved should sign up to this assessment. Print below: <b>NAME:</b> 1. Chris Wade 2. Matt Wood 3. Gary Cole <b>DATE:</b> 01/09/21		

**Information to Aid the completion of the Risk Assessment format**

**Table 1: Definitions**

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
<b>Fatal/Major Injury</b>	Death, major injuries or ill health causing long term disability/absence from work.	<b>High (frequent)</b>	Occurs repeatedly/ to be expected.
<b>Serious Injury</b>	Injuries or ill health causing short-term disability/absences from work (over three days absence)	<b>Medium (possible)</b>	Moderate chance/could occur sometimes.
<b>Minor Injury</b>	Injuries or ill health causing no significant long-term effects and no significant absence from work.	<b>Low (unlikely)</b>	Not Likely to occur

**Table 2: Risk rating matrix:**

<b>RISK RATING</b>						<b>Very High Risk</b>
<b>Likelihood</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>	
	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>	
	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>	
	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>	
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Low Risk</b>	<b>Impact</b>					

**Table 3: Action required: Key to Ranking and what action to take.**

<b>VERY HIGH Risk</b>	<b>STOP ACTIVITY!</b> Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
<b>HIGH Risk</b>	Action <b>MUST</b> be taken as soon as possible to reduce the risks and before activity is allowed to continue.
<b>MEDIUM Risk</b>	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.
<b>LOW Risk</b>	Monitor and review your rolling programme.

What is the <b>Task/Activity</b> or <b>Environment</b> you are assessing?	What <b>Hazards</b> are present or may be generated?  Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified	Who is <b>affected</b> or <b>exposed</b> to hazards?  (Staff Students Visitors Contractors Etc.)	What <b>Severity of Harm</b> can reasonably be expected?  (See Definitions Table 1)	What <b>Precautions (Existing Controls)</b> are already in place to either Eliminate or Reduce the risk of an accident happening?	What <b>Likelihood</b> is there of an accident occurring?  (1-5)	What would be the likely <b>impact</b> of the accident?  (1-5)	What is the <b>Risk Rating</b> ?  <i>Post implementation of controls</i>  (Likelihood x impact)
<b>Preparation for reopening</b>							
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Low	<p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> <li>• all fire doors are operational</li> <li>• the fire alarm system and emergency lights are operational</li> </ul> <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p>	<b>1</b>	<b>3</b>	<b>3</b>

Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Low	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.	1	2	2
	Use of air conditioning accelerates the spread of coronavirus	All premises occupants	Low	It is recommended that all ACU's can now be used. All staff are to be made aware of this. Action required.	1	2	2
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Low	We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.  For high risk areas, fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removable things - a weight or wedge - if there are people present who will be tasked with removing it if the alarm goes off and at the end of the day.  All staff have been reminded about the arrangements in place in the event of a fire evacuation and lockdown.	1	2	2
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures	All members of the school community	Medium	Our communication with parents and children will include information about: <ul style="list-style-type: none"> <li>• Arrival and departure from school and arrangements for parents to access the site</li> <li>• Arrangements for infection control</li> <li>• Expectations re: new behaviour systems that we have put in place to support our work</li> </ul>	2	2	4

				<ul style="list-style-type: none"> <li>• Arrangements for break and lunch times, and toilet visits.</li> <li>• What will happen if there is a case of coronavirus at the school.</li> </ul>			
Afterschool and Breakfast Clubs	Arrangements for infection control, social distancing etc. are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.	All members of the school community	Low	<p>Breakfast club will resume from 3<sup>rd</sup> September for limited numbers. No social distancing is required.</p> <p>All after school clubs and activities will resume from 3<sup>rd</sup> September. No social distancing measures are required.</p>	1	1	1
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Medium	<p>Individual discussions will take place with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services (Care First)</p> <p>HR advice is available if required.</p> <p>We are working with the trade unions.  <a href="https://www.hse.gov.uk/news/assets/docs/alking-with-your-workers.pdf">https://www.hse.gov.uk/news/assets/docs/alking-with-your-workers.pdf</a></p> <p>NB: Retain for future reference with this risk assessment as an appendix.</p>	1	2	2
Staff training	Staff are not aware or do not understand the requirements for working safely when returning to work		Low	<p>Training if required and written instruction will be provided re: operating procedures to all staff. This includes:</p> <ul style="list-style-type: none"> <li>• What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements)</li> </ul>	1	2	2

				<ul style="list-style-type: none"> <li>• Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work</li> <li>• Arrangements for break times and lunchtimes</li> <li>• Safeguarding</li> <li>• Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms</li> <li>• Changes to school behaviour policies</li> <li>• Site security and fire safety including evacuation and lockdown procedures.</li> </ul>			
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	High	Have been advised that they can return to work.	1	2	2
		Clinically vulnerable including pregnant women	High	Have been advised that they can return to work.	1	2	2
		Those living in a household with a person who is extremely clinically vulnerable.	High	Have been advised that they can return to work.	1	2	2

		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Low	These staff members are attending work.	1	2	2
Staffing availability and ratios	Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements.	Pupils and staff	Low	<p>Daily/ weekly review of staffing to ensure that we can cover each group of pupils. In our school this will require:</p> <p>For 5 Year 10 teaching groups, 1 Year 12 tutor groups and 2 groups of vulnerable / key worker children:</p> <p>A minimum of 15 teachers</p> <p>A minimum of 4 support staff</p> <p>No lunchtime staff</p> <p>In addition to admin, cleaning and senior leadership team and DSL/Deputy DSL availability.</p> <p>Where we are not able to maintain this provision, we will prioritise Vulnerable pupils and those whose parents are critical workers.</p> <p>We will use a rota system either on a daily or weekly basis.</p>	1	3	3
	Daily variation in staffing means that the school is		Medium	Staff have been advised that they must inform the Principal as soon as possible if there are any changes in their	1	2	2

	unable to operate safely for all groups of pupils.			<p>circumstances that will affect their ability to work.</p> <p>The Principal / Vice Principal will close parts of the provision if we have insufficient staff available to allow essential social distancing and infection control measures.</p> <p>We have prepared a contingency plan to inform affected members of the school community if full or partial closure is required at short notice i.e. via email alert.</p>			
Pupil Welfare	Pupil welfare - changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Pupils and staff	Medium	<p>Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc., for individual pupils. Plans will be reviewed regularly to ensure that pupil's needs are met.</p>	1	2	2
	Anxiety re: coronavirus and constraints of new learning environments		Medium	<p>Pupils will have been pre-warned about what to expect when they return to school via letter.</p> <p>All pupils will be given a full briefing on their first day in school detailing all aspects of the testing and operating procedures.</p> <p>New behaviour policy expectations will be explained to all pupils and reinforced by all staff to support pupils in gaining an understanding that it is safe to be in school.</p>	1	2	2
Individual pupil medical requirements	Pupils (or their family members) in identified groups.	Extremely clinically vulnerable	Medium	Pupil can now attend school. They may still wear face coverings, but this is personal choice.	1	3	3



		pupils (shielded)					
		Clinically vulnerable pupils	Medium	Pupil can now attend school. They may still wear face coverings, but this is personal choice.	1	3	3
		Pupils living in a household with a person who is extremely clinically vulnerable.	Low	Pupil can now attend school. They may still wear face coverings, but this is personal choice.	1	3	3
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Low	These pupils have been invited to attend school.	1	3	3
Provision of first aid		Pupils and staff	Medium	<p>Qualified first aiders will be on site and available every day as required</p> <p>Reasonably practicable arrangements for accessing first aid ensures that the opportunity for anyone needing assistance does not come into contact with others who are not in their 'group'/opportunities are limited.</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE.</p>	1	3	3

<p>Use of Personal Protective Equipment (PPE) (Mainstream)</p>	<p>Incorrect use exacerbates the risk of further infection.</p>	<p>Pupils and staff</p>	<p>Medium</p>	<p>We are taking into account that Government guidance does not recommend the use of a face covering or face masks in educational settings.</p> <p>PPE will be used when:</p> <ul style="list-style-type: none"> <li>• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn”</li> </ul> <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum.</p>	<p>1</p>	<p>2</p>	<p>2</p>
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				Eye protection recommended for certain staff to reduce the risk of splashing to the eyes from sneezing/coughing. This will be mainly First Aiders and possibly Caterers/Receptionists.			
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or illness.	Pupils and staff	Medium	<p>Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements.</p> <p>Carbon dioxide monitors will be used in spaces that meet the requirements. Levels will be monitored regularly.</p> <p>We will brief staff and pupils about the measures to take in the event of an emergency evacuation or lockdown on their first day in school.</p> <p>Registers for different groups will be required.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p>	1	2	2
Home to school transport	Risk of exposure to coronavirus		Medium	<p>We will ensure that transport providers are aware of any changes to start and finishing times.</p> <p>Pupil numbers on buses will be in keeping with government guidance.</p> <p>Face coverings will be encouraged but not expected on school transport.</p> <p>We will liaise with transport providers and any relevant LA department if applicable to ensure that their drivers/escorts do not work if they have symptoms of the virus, hygiene</p>	1	3	3

				<p>rules are followed and appropriate distance kept between passengers.</p> <p>Buses will be cleaned between service journeys.</p> <p>Pupils will maintain social distancing measures at the start and end of the day when using transport.</p>			
<b>Contact with those with symptoms of coronavirus (including testing)</b>							
Contact with infected persons/ exposure to the virus within the school building	Person contracts COVID 19 as a result of direct contact with an infected person (or a symptomatic person)	Pupils and staff	Medium	<p>Government guidance will be followed in all circumstances.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections</a></p> <p>Those who feel unwell should stay at home, should not attend work or any education or childcare setting and make arrangements to be tested for coronavirus.</p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p> <p>Any pupil or member of staff showing signs or symptoms will immediately be isolated and sent home and asked to register for a test. All those in contact with</p>	1	3	3

				them in school will be informed and asked to follow government advice.			
			Medium	<p>If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance</a>.</p> <p>When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>As part of the national track and trace programme if other cases are detected within a school or cohort or wider setting Public Health England will be contacted to carry out a rapid investigation and advise on the appropriate course of action to take.</p>	1	3	3

	<p>Contact with those developing symptoms of the virus during the working day.</p>	<p>Pupils and staff</p>	<p>Medium</p>	<p>If anyone becomes unwell with a new, continuous cough or a high temperature we will send them home and advise them to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</p> <p>If a child is awaiting collection, they will be moved, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible (6<sup>th</sup> Form mezzanine area). The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP,</p>	<p>1</p>	<p>3</p>	<p>3</p>
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				<p>pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>			
<b>Cleaning and hygiene</b>							
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	High	<p>Our cleaning specification has been reviewed to ensure we comply with requirements set out in <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Cleaning Staff PPE has been sourced and is available. Additional stock has been sourced to cover other areas such as servery points, reception desks and medical staff. This includes Hand Sanitising</p>	1	3	3

				<p>stations, classroom/office hand sanitiser, face masks should they be requested, and disposable aprons and gloves.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <p>Door handles</p> <p>Kettles</p> <p>Taps</p> <p>Switches</p> <p>Phones</p> <p>Laptops /</p> <p>Printers and photocopiers</p> <p>Staffroom/ food preparation</p> <p>Surfaces that pupils are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p>			
	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc.</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</p>	Pupils and staff	Low	<p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available.</p> <p>Only recommended cleaning products will be used.</p>	1	4	4
	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Medium	We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.	1	3	3



				<p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own/ours under supervision through to it being 'dispensed' so the young, or over enthusiastic don't get carried away.</p> <p>We have obtained the Safety Data Sheet for the product(s) detailing the actions to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p> <p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building(s).</p>			
	Hand hygiene	Pupils and staff	Medium	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• before food preparation</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> </ul> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display and reinforced with pupils.</p>	1	4	4

				<p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with the pupils.</p> <p>Cleaning spray and cloths are available in classrooms for cleaning equipment and surfaces during the day.</p> <p>Where sinks are not easily accessible from the room used by a 'group' of pupils hand sanitiser will be available.</p>			
Measures to reduce contamination	Use of shared resources	Pupils and staff	Medium	<p>Shared equipment and surfaces are disinfected more frequently.</p> <p>Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.</p> <p>Staff may need to share computers and will be trained on how to clean these properly so that every member of staff using a computer cleans it before and after use.</p>	1	3	3
	Harder to clean items	Pupils and staff	Low	<p>We have removed soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice.</p> <p>Where these remain, they will be subject to regular cleaning and disinfection.</p>	1	2	2
<b>Minimising contact (social distancing)</b>							
Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Pupils and staff	Medium	We have taken the following measures to reduce footfall and maintain social distancing on site including:	1	2	2

				<p>Advising parents that only one person should attend to deliver/pick up their child.</p> <p>Erected signage and barriers to remind those visiting the site of social distancing requirements.</p> <p>Limiting contact during periods of significant movement around the school by keeping the one-way system in place.</p>			
	Social distancing for large groups of pupils		Low	Assemblies will resume. Doors and windows will be opened and Co2 monitored. Pupil may wear face coverings if they wish.	1	1	1
	Exposure to infection from inadequate social distancing	Pupils and staff	Medium	<p>On arrival to school, pupils will be grouped by Houses, before going to registration.</p> <p>After school pupils will be grouped by school bus.</p> <p>Pupils will access rooms directly from outside where possible.</p> <p>Circulation routes around the school have been reviewed. Where possible there are one-way circulation routes in corridors and stairways.</p>	1	3	3
Circulation within the building	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Pupils and staff	Medium	<p>Liaison with catering contractors is in place.</p> <p>Our own catering staff arrangements for social distancing have been implemented.</p> <p>Windows and doors will be opened during break and lunchtimes.</p>	1	3	3
Lunchtimes	Payment for food (secondary)	Pupils and staff	Low	<p>Finger recognition points at servery</p> <p>Cashless tills will be sanitised each time it's used by a member of the catering staff.</p> <p>Action required.</p>	1	2	2

Fire and evacuation	Mixing of pupils and staff		Medium	In the event of an emergency procedure requiring people to leave the school buildings an updated evacuation plan will be published and rehearsed.  House groups / tutor groups will not mix.	1	2	2
School Reception areas	Violence and aggression towards school staff causes injury and distress		Low	We will maintain transparency and regular contact with all members of the school community.  Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.  Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.	1	2	2
	Exposure to infection from inadequate social distancing: other work areas	Staff	Medium	All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.  ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.	1	3	3
Other work areas	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Medium	All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours.  For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community.	1	3	3

**Part 2: Maintaining educational provision for pupils who are still working at home**

Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/ student is placed at risk.	All	Medium	<p>Concerns may become apparent during interaction in the community, online communication etc.</p> <p>All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period.</p> <p>Concerns to be recorded on My Concern and reported immediately to the safeguarding team.</p>	1	3	<b>3</b>
	Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	Pupils	Medium	<p>School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse.</p> <p>Schools to make parents aware of sites they are asking their children to use and school staff their child will interact with.</p>	1	3	<b>3</b>
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Medium	<p>School E-Safety Policies continue to apply.</p> <p>Communication must only take place through school channels</p>	1	3	<b>3</b>

				<p>approved by the senior leadership team.</p> <p>Staff must not make informal arrangements to contact students using their own phones/ devices etc.</p>			
	<p>Injury or contamination of staff undertaking home visits.</p> <p>Vulnerable pupils/ students are 'missed' through lack of contact etc.</p>	Visiting staff	Medium	<p>Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating.</p> <p>Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit).</p> <p>Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals.</p> <p>If phoning families, we will speak to the child as well.</p>	1	3	3

**PART 3: Arrangements for staff working from home during the school closure period (from 23 March 2020)**

<p>Use of display screen equipment eg: laptop, desktop etc.</p>	<p>Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.</p>	<p>Staff working from home</p>	<p>Medium</p>	<p>We have provided workers with advice on completing their own basic assessment at home using:  <a href="http://www.hse.gov.uk/pubns/ck1.pdf">www.hse.gov.uk/pubns/ck1.pdf</a>                  We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> <li>• breaking up long spells of work with rest breaks (at least 5 minutes every hour) or changes in activity</li> <li>• avoiding awkward, static postures by regularly changing position</li> <li>• getting up and moving or doing stretching exercises</li> <li>• avoiding eye fatigue by changing focus or blinking from time to time.</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>
<p>Data protection</p>	<p>Data breach exposes staff or students to risk of harm.                  Data breach is undetected.</p>	<p>All</p>	<p>Medium</p>	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.                  School Data Protection Policies and Procedures apply.                  Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.</p>	<p>1</p>	<p>2</p>	<p>2</p>

Workplace stress exacerbated by social isolation.	Depression Anxiety and other forms of mental illness	Staff working from home	Medium	<p>Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.</p> <p>Access to counselling services is provided by Care First. All staff have been provided with details of this for use at home.</p>	1	3	3
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