

Risk Assessment for Staff Wellbeing



Staff Wellbeing Risk Assessment – COVID-19 Risk assessment

Academy/ School	HPS6F and Harris Aspire			Assessment No.	COVIDswb1
Site	Oliver Grove	Location	South Norwood		
Subject of Assessment	General assessment of staff wellbeing during COVID 19				
Assessed by	A.Barr	Date	1.3.21	Review date	15.04. 2021
Details of workplace/activity	To mitigate stress and/or anxieties of staff during the coronavirus pandemic when working in the academy, self-isolating and or working from home.			Persons Affected <i>(Who may be harmed)</i>	
				All staff	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions (If (ref) See Actions)
1.	<p>Hazard COVID -19</p> <p>Risk</p> <ul style="list-style-type: none"> Stress due to recent lockdown period and partial academy closure – causing prolonged period away from work and some may be experiencing isolation in their home/ increased anxiety around leaving their home and returning to the academy 	<ul style="list-style-type: none"> Staff have completed Judicium stress management training prior to returning to work after lockdown 1, which allows staff to think about situations which can cause them to feel stressed or anxious and use strategies to manage these feelings. Staff have completed Trauma Informed Schools UK training Part 1, senior staff have completed 2 day TISUK course, 4 staff from the Inclusion and SEND team have completed the Mindfulness training after lockdown 1. Line managers supporting their team with regular face to face or TEAMS meetings where applicable. Line managers have discussed staff concerns about their health and well-being, these are referred to Human Resources Manager if it is ongoing situation and additional guidance is required. Strategies to be used when staff experiences stress or anxiety for prolonged periods of time have been provided – time to talk to their line manager. Staff may access counselling sessions on site or access Federation support programme, this information has been shared with staff by HR. Staff induction training explaining the timings for the individual start/end/break and lunch times for each pathway. Staff have been inducted on the teaching and learning arrangements for March, the timetable in terms of teaching bubbles and safety strategies to be employed whilst during the delivery of the lessons and movement around the Academy. A weekly team meeting with all staff with Health and Safety concerns a standing item – any areas of concern to be discussed at senior team meetings and appropriate actions put in place. A Half-termly health and safety meeting with representatives from each department. 	LOW	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions (If (ref) See Actions)
		<ul style="list-style-type: none"> Information about how the Academy is managing the COVID 19 situation has been shared with staff during staff induction. Refer to the COVID-19 Risk Assessment. Information about staff wellbeing to support mental health has been shared with staff and placed in the staff Induction handbook. Staff questionnaire about their experience and their wellbeing of online teaching during lockdown 3. ALG member with responsibility for staff wellbeing to analyse and report any concerns. 		
2.	<p>Hazard COVID -19</p> <ul style="list-style-type: none"> Increased stress from staff who are clinically/emotionally vulnerable and may feel more at risk of contamination or health impact, causing higher levels of anxiety and risk of illness from COVID 19 	<ul style="list-style-type: none"> Staff were sent medical vulnerable categories and requested to share medical conditions that are within the categories and those who feel they were at risk. All staff including clinically vulnerable and extremely clinically vulnerable staff have been provided with appropriate PPE including: visors and have access to disposable face masks, aprons and gloves to use for movement around the Academy and in communal areas. Staff are required to wear face masks in lessons, they understand the safe wearing and removal of face masks including safe and hygienic storage in a sealable plastic bag. Good respiratory hygiene is promoted 'catch it, bin it, kill it' approach. Staff are required to follow the safe behaviours: <ul style="list-style-type: none"> Wash hands frequently, for at least 20 seconds. Wear a face covering in enclosed environments: this includes classrooms and all communal areas around the Academy. Maintain space with anyone outside your household or bubble. Meet with others outdoors where possible. 	LOW	X

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		<ul style="list-style-type: none"> - Minimise the number of different people you meet and the duration of meetings, if possible. - Let fresh air in. - Download the NHS Test & Trace app. - Get a test immediately if you have symptoms. - Self isolate if you have symptoms, have tested positive, or had contact with someone with COVID-19. <ul style="list-style-type: none"> • All teaching staff have been provided with their own keyboard and mouse to use for lesson delivery and PPA. 		
3.	Hazard COVID -19 Risk <ul style="list-style-type: none"> • Staff providing students with one to one support. 	<ul style="list-style-type: none"> • If staff are required to provide students with one to one support and are unable to maintain the 1 metre plus rule, staff must wear additional PPE including: face mask; gloves; apron and visor. 	LOW	X
4.	Hazard COVID -19 Risk <ul style="list-style-type: none"> • Asymptomatic prevalence of COVID-19 in the Academy 	<ul style="list-style-type: none"> • Staff have been provided with consent forms to participate in the schools and colleges asymptomatic testing. • Staff are encouraged to carry out biweekly asymptomatic testing for COVID 19. • Testing in available for staff during Academy hours 8.00 to 4.30. 	LOW	X
5.	Hazard COVID -19 Risk <ul style="list-style-type: none"> • Staff interaction with students 	<ul style="list-style-type: none"> • Attendance and welfare staff who support students on an adhoc basis are provided with safety screens. • Staff to ensure students maintain 1 metre plus social distance. • Staff and students regularly wash and sanitise their hands to reduce the risk of contamination. 	LOW	X
6.	Hazard COVID -19 Risk	<ul style="list-style-type: none"> • Staff and students will adhere to the 1-metre plus social distancing – following the social distancing guidelines – clear markings displayed around the Academy/distance seating layout. 	LOW	X

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions (If (ref) See Actions)
	<ul style="list-style-type: none"> Stress from staff on site as others may not follow to the 1-metre plus distance rule/ or be unaware of the appropriate distance 	<ul style="list-style-type: none"> Reporting system in place and disseminated to staff regarding any breaches. Appropriate actions outlined in behaviour policy are followed. 		
7.	<p>Hazard COVID -19</p> <p>Risk</p> <ul style="list-style-type: none"> Stress from staff that others may bring virus on to academy site on arrival – causing cross contamination 	<ul style="list-style-type: none"> Reminders during staff induction - Staff and students should not attend the Academy if they have symptoms or are self-isolating due to a member of the family having symptoms in their household. Isolation period implemented once staff/student is identified to have been or in company of a person showing symptoms of COVID 19. COVID-19 symptoms shared with staff during the COVID-19 staff and student Induction training/symptoms included in medical RA and shared with staff during induction. Staff report any concerns about students displaying COVID symptoms. Duty Principal will accompany students to the Isolation area. Student will be assessed by the Medical Team, body temperature measured and rapid LFT conducted. Parents will be contacted and they will be sent home. Isolation area will be used until the student can be collected. No students or staff will be allowed on site if they display COVID 19 symptoms. 	LOW	X
8.	<p>Hazard COVID -19</p> <p>Risk</p> <ul style="list-style-type: none"> Staff feeling stressed with not having access to handwashing before immediately attending the Academy, causing possible contamination 	<ul style="list-style-type: none"> Hand washing stations fitted outside the main reception area and at the Post 16 student entrance staff and students expected to hand wash and sanitise frequently – refusal to comply will result in nonattendance. Contamination from hands when on site – Hand sanitiser available at reception points and in every classroom – Insistence to use sanitiser at every point throughout the Academy day. 	LOW	X
9.	<p>Hazard COVID -19</p> <p>Risk</p>	<ul style="list-style-type: none"> Senior leaders will speak to staff who are extremely clinically vulnerable, vulnerable and pregnant to discuss any concerns they have around their specific circumstances. 	LOW	X

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions (If (ref) See Actions)
<ul style="list-style-type: none"> Staff who are extremely clinically vulnerable feeling more stress and anxieties 	<ul style="list-style-type: none"> Senior leaders will explain the preventative measures in place and the additional hygiene routines to reduce the risk of contamination at the Academy. Staff who are clinically vulnerable or extremely clinically vulnerable must follow all the 'prevention' guidance from section 6. This provides that ideally adults should maintain a 1 metre plus distance from others, and where possible avoid close face to face contact and minimise the time spent within 1 metre of others. Staff should continue to socially distance from other adults including older children/adolescents. The Academy will provide staff with opportunities to discuss their concerns with their line manager to ensure that they are supported and able to carry out their duties safely. 		
10. Hazard COVID -19 Risk <ul style="list-style-type: none"> Increased anxiety from staff who live with a household member who is extremely clinically vulnerable 	<ul style="list-style-type: none"> Staff advised to follow stringent social distancing rules. Handwashing and sanitising throughout the Academy day. Staff to follow guidance about daily changing of clothing. Staff are required to wear a face mask as a minimum part of the PPE provided by the Academy. 	LOW	X
11. Hazard COVID -19 Risk <ul style="list-style-type: none"> Staff who feel anxious about their workload 	<ul style="list-style-type: none"> Staff will be consulted about any changes made to their roles when planning for the students return to the Academy. Senior leaders will refer to workload reduction toolkit. 	LOW	X
12. Hazard COVID -19 Risk <ul style="list-style-type: none"> Staff exhibiting different stresses or anxieties unrelated to COVID 19 lockdown 	<ul style="list-style-type: none"> Individual approach to staff – reminders and links for the staff wellbeing service, meetings with line managers, meeting with senior team and with the Principal where appropriate to ensure staff are feeling supported. Specific working adaptations made including additional PPE if required. 	LOW	X
13. Hazard COVID -19 Risk	<ul style="list-style-type: none"> Staff will be allocated departmental meeting times to plan how to formulate the teacher assessed grades: 	LOW	X

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<ul style="list-style-type: none"> Increase in workload 	<ul style="list-style-type: none"> - Assessment plans including the assessed tasks - Classwork and homework tasks - Controlled assessments and coursework • Staff will be supported by Federation Consultants and Internal Qualification Assessors (IQAs) to support with the assessment process. • ALG, SL, Federation consultants and IQAs to provide support with monitoring the process for allocating Teacher Assessed Grades. • Staff will be allocated time to complete the additional tasks required to allocate and quality assure the Teacher Assessed Grades. 		

1st March 2021

Version 3

Reviewed by Mr. A Barr