

Risk Assessment for Staff Wellbeing



Staff Wellbeing Risk Assessment – COVID-19 Risk assessment

Academy/ School	HPS6F and Harris Aspire	Assessment No.	COVIDswb1
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Site	Oliver Grove	Location	South Norwood
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Subject of Assessment	General assessment of staff wellbeing during COVID 19		
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Assessed by	A.Barr	Date	2.9.2020	Review date	1.10. 2020
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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.	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"> • All staff have completed Judicium stress management training prior to returning to work, which allows staff to think about situations which can cause them to feel stressed or anxious and use strategies to manage these feelings. • All 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. • 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, safeguarding team providing safe and secure environment to staff and students who feel anxious and need to talk in private • Staff may access counselling sessions on site or access Federation support programme. • 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 September, the timetable in term of teaching bubbles and safety strategies to be employed whilst during the delivery of the lessons and movement around the Academy. • Weekly team meeting with all staff with HS concerns a standing item – any areas of concern to be discussed at senior team meetings and appropriate actions put in place. 	LOW	None

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. 		
2.	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 and gloves to use for movement around the Academy and in communal areas. Staff have the option to wear PPE in lessons if required. Staff informed they can wear face masks. Staff reminded of 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. All teaching staff have been provided with their own keyboard and mouse to use for lesson delivery and PPA. 	LOW	None
3.	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 distance social distance. Staff and students regularly wash and sanitise their hands to reduce the risk of contamination. 	LOW	None
4.	Stress from staff on site as others may not follow to the 2-metre distance rule/ or be unaware of the appropriate distance	<ul style="list-style-type: none"> Staff and students will adhere to the 2-metre social distancing – following the social distancing guidelines – clear markings displayed around the Academy/distance seating layout. 	LOW	None

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"> Reporting system in place and disseminated to staff regarding any breaches from staff and students. Appropriate actions outlined in behaviour policy are followed. 		
5.	Stress from staff that others may bring virus on to academy site on arrival – causing cross contamination	<ul style="list-style-type: none"> Reminders sent via email and 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 in their pack. Staff on duty ask students about their health and ask if they have experienced any COVID symptoms on arrival. If students confirm they have COVID symptoms their 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	None
5	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	None
6	Staff who are extremely clinically vulnerable feeling more stress and anxieties	<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	None

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"> 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 2 metre 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. 		
7.	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 can wear PPE at their own discretion following the guidance about 'donning and dosing'. 	LOW	None
8.	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	None
9.	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	None



2 September 2020
Version 2
Reviewed by Mr. A Barr