

The Queen Elizabeth 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"> • All staff to be made aware of all relevant policies and procedures. • Staff offices in use outlined on plans • Staff receives any necessary training that helps minimise the spread of infection via ATT LMS: <ul style="list-style-type: none"> ○ Infectious Diseases ○ COVID19 ○ First Aid at Work • The academy keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ➢ DfE (Department for Education) ➢ HSE(Health & Safety Executive) ➢ NHS (National Health Service) ➢ Department for Health and Social Care ➢ PHE (Public Health England) ➢ ATT Central Team • 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. • Staff have access to Guidance and Procedure for management of symptomatic pupils and confirmed cases of COVID19 	MEDIUM	YES	

			<ul style="list-style-type: none"> • Adequate PPE provided for all intimate care and ATT supply and use of PPE procedure followed. • Staff can wear visors if they choose to. 			
Poor hygiene practice	Office Staff	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the building reminding staff to wash their hands, e.g. before entering and leaving the academy. Hand sanitiser provided in every classroom, Staff room Corridors and reception. Portable hand sanitiser available for use on entry into site • 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. • Non-alcohol containing sanitiser also available where required • Sufficient amounts of antibacterial soap and hand sanitiser, clean water and paper towels are supplied in all toilets and kitchen areas. • Staff must wash their hands before and after visiting the toilet and sanitise every time the enter the classroom or staff room. • Staff must wash their hands and sanitises prior to eating and drinking. • Closed lid bins, Tissue dispensers and Disinfectant wipes provided in every room 	MEDIUM	YES	
Spread of infection DSE	Office Staff	Infection Control	<ul style="list-style-type: none"> • No sharing of desks or equipment permitted. • If equipment is shared it must be wiped down with a disinfectant before and after use. • Desks must be at least 2 metres apart or persons must be seated at least 2 metres apart. • Screens to be installed in offices where staff are face to face or cannot meet 2M distance 	MEDIUM	YES	

			<ul style="list-style-type: none"> • Staffing rota system is in place • Desks and equipment to be cleaned after each person has used and at the end of each day. • Staff have access to PPE for all intimate care, contact with parents less than 1M and option to use PPE at their discretion during lessons. 			
Poor management of infectious diseases	Office Staff	Lack of infection control	<ul style="list-style-type: none"> • 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 or COVID 19 Symptoms. • Staff are vigilant and report concerns about their own, a colleague's or other's symptoms to the Principal or SLT as soon as possible and follow ATT Guidance and procedure for management of symptomatic pupils and confirmed cases of COVID19 The Academy is consistent in its approach to the management of suspected and confirmed cases of coronavirus by following ATT procedure. • Staff inform the Principal when they plan to return to work after having coronavirus and completed return from isolation risk assessment • Academy to work with local HPT team in the event of a confirmed case 	MEDIUM	YES	
Social Distancing	Office Staff	Infection Control	<ul style="list-style-type: none"> • Staff under no circumstances must work in close proximity to each other, if they have to under certain circumstances PPE must be worn in line with ATT supply and use of PPE procedure. • They must ensure they keep to social distancing at all times (at least 2 metres) 	MEDIUM	YES	

			<ul style="list-style-type: none"> • Staff should ensure when using the rest areas a staggered system is used to prevent close proximity of persons. 			
Awareness of policies and procedures	Office Staff	Inadequate information	<ul style="list-style-type: none"> • All staff to be made aware of all relevant policies and procedures which are published on academy website. • Staff receives any necessary training that helps minimise the spread of infection available via ATT LMS: <ul style="list-style-type: none"> ○ Infectious Diseases ○ COVID19 • The academy keeps up to date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ➤ DfE (Department for Education) ➤ HSE (Health & Safety Executive) ➤ NHS (National Health Service) ➤ Department for Health and Social Care ➤ PHE (Public Health England) • Staff are made aware of the ATT's COVID19 infection control procedures in relation to coronavirus via Website, email or meetings and must contact the academy as soon as possible if they believe they may have been exposed to coronavirus. • Staff phone/radio system in place on site • Staff have access to and are clear on the process involving COVID19 Guidance and procedure for the management of symptomatic pupils and confirmed cases of COVID19 	MEDIUM	YES	