

Staff member's Name	GENERAL NOTES - Note: Individual Risk Assessments are undertaken as required or requested by or for individual members of staff. The comments below are general comment applicable to all staff		
Job Role			
Person completing form (i.e. line manager)			
Date of assessment	Ongoing		
Any Known Chronic (i.e. long-term) health conditions			
Head teacher's decision - Is there a need for this staff member to return to the workplace?		Reason(s)?	

	Is this a risk? Yes / No	Control measure applying to all work settings regardless of risk level	Additional control measures required if risk is high Line manager may add further control measures if they consider it appropriate - make a note in the 'Line manager's comments / Agreed actions' cell	Is this still a risk? Yes / No	Date implemented	Line manager's comments / agreed actions
Is the staff member showing symptoms of COVID-19?			Staff member must stay / work at home for minimum 7 days.	No		Staff aware
Does staff member live with someone showing symptoms of COVID-19?			Staff member must stay / work at home for minimum 14 days.	No		Staff aware
Is the staff member in the 'clinically extremely vulnerable' category? (former 'shielded group')			Staff member must not come to work but must be support to work at home until Govt. guidance is rescinded.	No		Senior leaders have discussed / arranged with individual members of staff where necessary
Is the staff member in the 'clinically vulnerable' category?			Staff member should be supported to work at home where possible, but may come to work for essential activities but must maintain Govt. social-distancing measures whilst at work until rescinded. Read the Govt, guidance (open link on left) for further information.	No		See above
Is the staff member able to travel to work while still maintaining the social-distance requirement (i.e. 2 metres) from others?			Line manager and staff member must either explore options to maintain social-distance during commute to work or staff member should work at home until Govt. guidance is rescinded. Options for travelling to work include: - <ul style="list-style-type: none">• Encouraging / enabling staff to cycle/walk to work.• Staff to consider drop-off by members of the same household.• Use of own vehicle.• Discouraging staff use of public transport if 2m social distancing can not be achieved.• Discouraging use taxis and car sharing (except with members of same household).	No		Staff told not to lift share (unless same household) or use public transport. Walk/cycle encouraged
Will the staff member require an induction or re-induction to the school (especially if school routines have changed)?			Line manager must arrange a re-orientation / re- induction to the school for the staff member.	No		Individual conversations have taken place where required
Is it likely that the staff member will need to be within 2 metres but not in close contact,of any colleague or pupil? (Close contact means physical contact is needed to deliver the support, e.g. feeding, bathing, etc and where exposure to a respiratory aerosol is likely)			Line manager must discuss with the staff member, options to achieve social-distance or separation (e.g. use of screens, working back-to-back, hand and respiratory hygiene, minimising time, etc). Alternative workplace furniture, screens or layouts will need to be arranged.	No		See Health and Safety tab
			Staff members can chose to wear a face covering (as opposed to PPE) if they want, although this must be provided by the staff member and its use should follow Govt. guidance.	No		Staff have not requested to do so
Is it likely that the staff member will need to be in close contact with any colleague or pupil?			Line manager must refer to Govt. guidance.	No		HT aware of Govt guidance.
Will the staff member's work involve touching surfaces that are potentially contaminated?			Line manager must ascertain from head teacher if regular cleaning regimes are in place. Staff member must strictly practice hand hygiene.	No		Additional cleaning regimes are in place - see Health and Safety tab. Staff told to wash hands on arrival and throughout the day.
Does the staff member have easy access to handwashing facilities (i.e. soap and water or 60% alcohol-based hand cleanser) while at work?			Line manager must ascertain from head teacher if hand washing provision is in place. Staff member must strictly practice hand hygiene.	No		
Does the staff member have any genuine concerns about coming back into the workplace?			Line manager must discuss options with staff member and consult with head teacher on possible alternatives for remote working for that staff member.	No		

Does the staff member require a Personal Emergency Evacuation Plan (PEEP)? that details the escape plan for a staff member who may have difficulties being able to quickly reach a place of safety unaided in the event of an emergency			Line Manager will will need to review existing PEEP's / complete a PEEP with the staff member to consider the options due to the impact the interim premises restrictions may have. Refer to guidance on fire risk management for further information on completing a PEEP (if you have access to WSSfS - H&S pages).	No		n/a
If the staff member is to work at home will they be properly supported?			Line managers must check-in with home working staff regularly to enquire about their wellbeing. Staff members must follow the guidance on Home Working, Lone Working and Display Screen Equipment (on WSSfS - H&S pages). 24 hour confidential support for managers and staff is available using the WSCC Employee Assistance Programme (EAP).	No		Regular contact is maintained with those working at home.
Does the line manager have concerns about the staff member's mental health?			Line manager and staff member should undertake a stress risk assessment. Refer to guidance on stress management on WSSfS - H&S pages.	No		To be undertaken as and when required
Does the staff member use work equipment that is shared with other staff members or pupils?			Line manager must consider the following options: - <ul style="list-style-type: none">• Allocating equipment to an individual rather than sharing.• If equipment must be shared, ensure it is cleaned between uses (e.g. desks, stationary etc).• If an staff member falls ill with COVID-19, ensure infected equipment is deep cleaned before re-use.	No		Equipment has been individually allocated
Will staff member have to work with another employer's staff?			Line manager must consult with other employer to ensure that their infection control measures are either equal to or better than the school's infection control measures.	No		n/a