

COVID-19: Individual Risk Assessment for Vulnerable Staff

This document is to be used in conjunction with the Xavier Return to School Risk Assessment and outlines steps that could be taken to support staff working in school settings beyond the core actions each school has already taken.

Individuals can identify themselves as vulnerable based on medical need, pregnancy or due to a combination of other factors. For support in assessing level of risk, please see XCET HR

These recommendations are to be considered on an individual and setting basis as necessary.

Name of employee	
Job title	
Basis for vulnerable status	
Any known recommendations made by Doctor and/or Occupational Health Specialist?	

Identified Risk	Suggested Controls & Protective Measures	Further action	Owner	Action date
Increased risk if infected	<ul style="list-style-type: none"> Shielding was officially paused from August 1st 2020, and Gov.uk guidance states all staff should be back in school with appropriate risk controls in place. Consider additional adjustments to maintain strict social distancing and consider changes to work patterns- part time, staggered starts, change to timetable, change to duties, working from a different location, additional PPE etc. 			
Increased incidence in local area prompts local intervention (local lockdown)	<ul style="list-style-type: none"> In the case of local intervention, consider all possible options to enable working from home for any staff previously considered clinically extremely vulnerable (i.e. has received a new shielding letter) as defined by gov.uk https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable. For other vulnerable staff, revisit risk assessment as appropriate. 			
Contact with individuals who have covid-19 symptoms (or have someone in their household who does)	<ul style="list-style-type: none"> All staff members to be familiar with RA and process for managing anyone showing symptoms in school If possible, staff member should not access the area or travel via routes near to COVID holding room. Consider keeping enhanced records of recent close contacts in case of school outbreak. 			
Difficulty implementing social distancing at school	<ul style="list-style-type: none"> Reduce the risk of close contact with colleagues or pupils wherever possible – i.e. are there alternative toilet facilities, allocate a defined private workspace, access canteen or 			

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	<p>catering facilities at non peak times, reallocation of duty rotas, alternative provision for staff room facilities.</p> <ul style="list-style-type: none"> • Can any adjustment be made to their workspace, office or classroom to reduce contact –e.g. screens for areas where visitors interact, table spacing, defining teaching zones. • Increase ventilation in work area if possible • Consider use of masks/ visors as appropriate, please see https://www.gov.uk/government/publications/face-coverings-in-education for guidance 			
Spread of covid-19 infection	<ul style="list-style-type: none"> • Hygiene measures are in place as defined in the general Return to School RA. • All staff and pupils to be aware of the Xavier infection control guidelines • Can the individual be provided with dedicated cleaning and hygiene equipment to avoid cross contamination 			
Transport to school	<ul style="list-style-type: none"> • Does the member of staff travel to school on public transport? Can their start and finish times be staggered to avoid peak travel times? 			

Name of Assessor:

Date when risk assessment undertaken:

Received by (Headteacher):

Date: