



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 are identified as **clinically extremely vulnerable** based on receipt of a shielding letter or text message from their doctor.

Other individuals may also identify as vulnerable on the basis of medical need, pregnancy or a combination of factors (e.g. age). 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? | |
| Vaccination Dates Vaccination 1: Vaccination 2: | |
| <i>To be completed for Critically Extremely Vulnerable staff only</i> | |
| Date shielding letter issued | |
| Preference to attend workplace despite CEV status | Yes/No |
| If 'yes': <i>I confirm that I would like to attend the workplace and accept the risk mitigations put in place</i> <i>Signed</i> | |

| Identified Risk | Suggested Controls & Protective Measures | Actions agreed | Owner | Action date |
|---|--|----------------|-------|-------------|
| Increased risk if infected | <ul style="list-style-type: none"> • National lockdown with schools closed was announced on 5th January 2021 and shielding was reintroduced for CEV staff. Schools are due to reopen on 8th March 2021 and shielding is expected to end on 31st March 2021. • Guidance states that CEV staff should work from home but if CEV staff member wants to return to work, they should adhere to strict social distancing guidelines. 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. • Other categories of vulnerable staff (e.g. CV or pregnant <28 wks) can attend with additional mitigation in place. Guidance on categories is linked below. | | | |
| 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., use separate entrance/exit, alternative toilet facilities, allocate a defined private workspace, access canteen or catering facilities at non peak | | | |

| Identified Risk | Suggested Controls & Protective Measures | Actions agreed | Owner | Action date |
|------------------------------|--|----------------|-------|-------------|
| | <p>times or provision of a kettle in a separate area, reallocation of duty rotas, alternative provision for staff room facilities.</p> <ul style="list-style-type: none"> • Consider allocating a ‘buddy’ that member of staff can contact to ask for assistance so as to reduce the number of social interactions. • Can any adjustment be made to their workspace, office or classroom to reduce contact –e.g. screens for teaching and for areas where visitors interact, table spacing, defining teaching zones. • Increase ventilation in work area if possible • Consider use of PPE e.g., gloves/masks and visors as appropriate, please see https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education for guidance | | | |
| Spread of covid-19 infection | <ul style="list-style-type: none"> • Staff are requested to undertake a Lateral Flow Test (LFT) twice per week as part of the asymptomatic screening programme in schools • Verbally confirm if staff in regular contact with CEV member of staff are regularly undertaking LFTs. • 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? | | | |

| Identified Risk | Suggested Controls & Protective Measures | Actions agreed | Owner | Action date |
|---------------------|---|----------------|-------|-------------|
| 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? | | | |
| Wellbeing | <ul style="list-style-type: none"> Consider options to ensure member of staff's wellbeing is being supported. Education Support offers free counselling helpline for all staff who work in Education - 08000 562561 | | | |

Name of Assessor:

Date when risk assessment undertaken:

Received by (Headteacher):

Date:

Guidance definitions

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf