

|  |  |  |
| --- | --- | --- |
|  | **COVID-19 Individual Risk Assessment Record** |  |

|  |  |
| --- | --- |
| **Operations/Work Activities covered by this assessment:**  | COVID-19 Individual risk assessment record |
| **Site Address/Location:**  | <INSERT SCHOOL ADDRESS> | **Department/Service/Team:** | <INSERT SCHOOL NAME> |
| **Assessment Date:** | Click or tap to enter a date. | **Lead Assessor:** | <INSERT NAME> |
| **Authorised By:** | <INSERT NAME> |
| **Who Might Be Affected** | Employee[ ]  | Contractor[ ]  | Visitor[ ]  | Pupil[ ]  | Client[ ]  | Member of Public/Third Party[ ]  |
| **Note:** A person specific assessment must be carried out for young persons, pregnant employees and nursing employees |

| Hazards Considered | How might they be Harmed | Current Control/Mitigation Measures: | Risk Rating  | Action Required/ Action No. |
| --- | --- | --- | --- | --- |
| Likelihood | Severity  | Risk Rating |
| Individual identified as at increased risk and exposed to COVID-19. | Individuals may be exposed to COVID-19. | This COVID-19 Individual Risk Assessment must be used in conjunction with the COVID-19 School Risk Assessment.Identify individual who is classed as clinically extremely vulnerable and clinically vulnerable. Line Manager to discuss medical needs disclosed by individual and support mechanisms implemented.Regular communication with staff if working from home. Staff must not be disadvantaged by not being present on site.Arrangements implemented to support additional needs of individual attending school **MUST** be documented within the individual risk assessment (i.e. expectant mothers).Head Teachers **MUST** consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.Consider and where appropriate make reasonable adjustments to reduce the risk of exposure to the virus, which may in some cases, depending on medical advice, include working from home or working in school with agreed amended duties. |  |  |  |  |
| Individual identified as at increased risk due to pregnancy and exposed to COVID-19 (less than 28 weeks pregnant) | Individuals may be exposed to COVID-19. | The Management of Health and Safety Regulations (Regulation 18) requires that a risk assessment for new and expectant mothers is completed. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process (in addition to this individual risk assessment).Pregnant members of staff must only continue working if the risk assessment advise that it is safe to do so. Control measures to be implemented to reduce risk to an acceptable level. This may include suitable alternative work or working arrangements (including working from home) or be suspended on normal pay). Employer to ensure pregnant members of staff can adhere to any active national guidance on social distancing.Consider higher risk activities which may increase contact with individuals and carry a higher risk of exposure to the virus, for example, personal care, aerosol generating procedures, close personal supervision of others.If alternative work cannot be found, advice on suspension and pay must be discussed with your HR Business Partner. Additional information is available at: [Protecting new and expectant mothers at work - HSE](https://www.hse.gov.uk/mothers/index.htm)Line Manager to discuss medical needs disclosed by individual and support mechanisms implemented.Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment **MUST** be reviewed by both the individual and manager regularly and updated to reflect any changes to arrangements.Additional guidance is available at:[Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) |  |  |  |  |
| Individual identified as at increased risk due to pregnancy and exposed to COVID-19 (28 weeks or more pregnant) | Individuals may be exposed to COVID-19. | Pregnant members of staff who are 28 weeks pregnant and beyond or have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation a more precautionary approach must be taken. Although individuals are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.Employer to ensure pregnant members of staff can adhere to any active national guidance on social distancing.Pregnant members of staff must only continue working if the risk assessment advises that it is safe to do so. Control measures to be implemented to reduce risk to an acceptable level. For many individuals, this may include working flexibly from home in a different capacity or be suspended paid leave.Employers to consider both how to redeploy staff and how to maximise the potential for homeworking, wherever possible. If alternative work cannot be found, advice on suspension and pay must be discussed with your HR Business Partner. Additional information is available at: [Protecting new and expectant mothers at work - HSE](https://www.hse.gov.uk/mothers/index.htm)Line Manager to discuss medical needs disclosed by individual and support mechanisms implemented.Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment **MUST** be reviewed by both the individual and manager regularly and updated to reflect any changes to arrangements.Additional guidance is available at:[Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) |  |  |  |  |
| Additional Notes |
|  |

|  |
| --- |
| Control Improvements/Developments |
| Action No. | Recommended additional control measures | Responsibility | Target Date | Date Completed |
|  |  |  | Click or tap to enter a date. | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. | Click or tap to enter a date. |

|  |  |
| --- | --- |
| Signature of Assessor:  | Date: |
| Signature of Person Authorising: | Date: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Potential Severity of Harm | Major | **Tolerable** | **Substantial** | **Substantial** |
| Minor | **Trivial** | **Tolerable** | **Substantial** |
| Negligible | **Trivial** | **Trivial** | **Tolerable** |
|  | Rare | Possible | Almost Certain |
| Likelihood of Harm Occurring |

|  |
| --- |
| **Definitions** |
| Substantial  | Take appropriate action within agreed period |
| Tolerable  | Monitor Situation |
| Trivial  | No Action Required |

|  |
| --- |
| Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident |
| Review Date | Comments/Amendments | Reviewed By | Signature |  | Review Date | Comments/Amendments | Reviewed By | Signature |
| Click or tap to enter a date. |  |  |  | Click or tap to enter a date. |  |  |  |
| Click or tap to enter a date. |  |  |  | Click or tap to enter a date. |  |  |  |
| Click or tap to enter a date. |  |  |  | Click or tap to enter a date. |  |  |  |
| Click or tap to enter a date. |  |  |  |  | Click or tap to enter a date. |  |  |  |

|  |
| --- |
| The following table should be used for all staff to sign and date to confirm that the risk assessment has been read. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Print Name | Signature | Date |  | Print Name | Signature | Date |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |