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| **WORKING IN SCHOOLS – GENERAL RISK ASSESSMENT**  **February 2023**  The purpose of this risk assessment is to enable all Grace Foundation Staff to work effectively work in schools. | | | | | | |
| **HAZARD** | **RISK GROUP** | **RISK** | **CONTROL MEASURES** | **Residual Risk Rating**  **HIGH**  **MED**  **LOW** | **Are Controls Adequate?** | |
| **Yes** | **No\*** |
| **Working within schools** | All staff | Health & Safety / Safeguarding concerns | **Before you enter any School Site:**  All GF staff must ensure they are aware of the:   * Health and Safety considerations in relation to your role (this ought to include trip hazards, use of electric equipment, planning of activities) etc * Procedures relating to building use ie: fire drills, lockdown procedures * Healthy and Safety considerations in relation to your personal health circumstances. NB: Some staff may need a personal risk assessment. * Safeguarding procedures for the school you are visiting * Any COVID-19 or other infectious disease restrictions or requirements depending on National/ Regional Restrictions   DO NOT work in the School unless you are clear on the above. | MED | Yes |  |
| **Travel to and between school sites** | Staff | Travel | * Plan all journeys in advance * Leave ample time for your journey * Ensure your vehicle is road-worthy and MOT/Insurance is up to date * Follow the Highway code at all times * Use of Public Transport should be planned in advance * Ensure your meeting is necessary: Meetings with school staff can be conducted online or in person depending on working requirements. * Keep a clear record of dates, times, and purpose of working across different school sites in your digital diary | LOW | Y |  |
| **Delivering Learning Activities or Sessions onsite (includes all forms of lessons)** | Staff  Pupils | General Risk | * Accurate registers must be taken for each session: keep a record of pupils and staff in each group you work with when onsite. This can be held in line with GDPR requirements. * Confirm exactly which space you will be teaching in advance in order to allow enough planning for activities. * Following teaching practices in line with School risk assessments. | MED | **Y** |  |
| **1:1 mentoring and small group sessions** | Staff  Students | General Risk | * Accurate registers must be taken for each session: keep a record of pupils and staff in each group you work with when onsite. This can be held in line with GDPR requirements. * Mentoring or small groups to take place under usual safeguarding policy and procedures. * Following teaching practices in line with School risk assessments. | MED | **Y** |  |
| **Staff who are clinically vulnerable or extremely clinically vulnerable.** | Staff | Concerns  Worry | * Risk assessments are available for clinically vulnerable staff to complete with your line manager where appropriate * As a general principle, pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for clinically vulnerable people. Expectant mothers risk assessments must be carried out by a line manager. | MED | **Y** |  |
| **Testing positive for Covid-19** | Staff  Pupils  Others | COVID 19 | * If you test positive for COVID-19, you should follow the National Guidelines and the procedures of the School or Office. | MED | **Y** |  |
| **Mental Health and wellbeing** | Staff | Anxiousness / stress | * Please remember all GF staff have access to their own private Mente platform. It’s available 24 hours a day, 7 days a week, from any device and browser. Here you will be able to find resources on a wide range of different triggers for poor mental health. * Discuss any issues of concern or fatigue with your line manager, make sure you take regular breaks, take annual leave where appropriate, and set appropriate working hours to ensure you aren’t working longer hours due to extra workload | LOW | **Y** |  |