

Private & Confidential

Date: 02nd June 2020

Dear Headteacher

COVID-19 and risk assessments

I'm minded that management of staff and assessing their personal health circumstances and availability will have informed your overall school risk assessment process. I am also aware that advice being received from government is constantly being updated and therefore our advice is reflective of information available at this present time.

You will have already been discussing with staff their personal circumstances and the impact of this considering the COVID-19 pandemic. Your overall risk assessment will have adequately controlled risk for most individuals however there may be a small number of staff where this is not the case. In these circumstances it may be necessary to undertake a separate risk assessment with individual members of staff. Given that you will not necessarily know the detailed medical and health profile of all staff it will be prudent to invite all staff to approach you if they have vulnerabilities or emerging vulnerabilities. Clearly staff themselves have a responsibility to work with you to ensure risk is effectively controlled.

Following conversations with several Headteachers and to assist with such separate risk assessments it may be helpful to follow a checklist to inform the process. I therefore attach for consideration a template produced in conjunction with colleagues in Health and Safety and based on guidance from sources such as the NHS and BAMED.

This form reflects the developing indications that there may be disproportionate outcomes from COVID-19 based on BAME, age, gender, obesity etc.

I would emphasise that your overall risk assessment and management approach will adequately address risk management for most staff. For a minority, given the challenges that COVID-19 presents, the attached may be of assistance.

It is the Council's expectation that most school staff will be able to continue to fulfil their normal duties either with or without the need for reasonable adaptations. For a small but possibly significant number this may however not be possible due to them being extremely critically vulnerable, extremely vulnerable or otherwise at some emerging risk that may not be otherwise adequately controlled due to multiple underlying health conditions and other factors.

Additional actions could include a referral to your Occupational Health provider for independent medical advice related to the school environment. Following completion of this form you may want to take HR and/or Health and Safety advice.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gerry Kemble', written in a cursive style.

Gerry Kemble