



St Antony's Catholic Primary School



Individual Staff Risk Assessment 2020-2021

St Antony's Catholic Primary School is aware that for some employees, additional support or adjustment to normal scheduling, operations and accommodations may be required to enable individual staff to fully or partially resume their contracted role as applies based on each individual's particular circumstances or need. This checklist has been compiled as a way to record individual-specific adjustments for named individuals on a case-by-case basis. Any details about the employee or worker's medical condition must be kept confidential.

Staff Name		Role/ Job Title	
Brief description of staff role:			

Section One: Establishing Individual Employee's Status and Reason for Individual Action Plan To Be Initiated

Has this employee been	Isolating?	Yes	No	Duration : Start date:	End :	Reason:	
Has this employee been	Shielding	Yes	No	Duration : Start date:	End:	Reason:	
Q1: Is the employee in the clinically extremely vulnerable (CEV) group?						Yes	No
Q2: Is the employee in the clinically vulnerable (CV) group?						Yes	No
Q3: Is the employee in a non-clinical vulnerable group?						Yes	No
Q4: Is the employee of a Black, Asian or Minority Ethnic (BAME) background with underlying health issues?						Yes	No
Q5. Does the employee have a diagnosed mental health condition or other specific diagnosed health condition?						Yes	No
If YES to any of the above, does the nature of the individual's role allow them to continue to work from home or to work from school?						Work From Home	Work from School



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If **NO**, please explain why? E.g. Service requirement etc.; complete **sections two** and **three** and then contact HR for further advice and guidance.

Section Two: Additional considerations

If the employee cannot work from home, consider the following:

Q1: Does the employee perform a frontline role or is an essential worker (Class Teacher, HLTA, TA, SNA, Admin, Cleaner, Mid-Day)?	Yes	No
Q2: Does the employee live with or care for other vulnerable people at home?	Yes	No
Q3: Does the employee have care responsibilities at home e.g. for young, disabled or vulnerable children?	Yes	No
Q4: Will the employee use public transport to travel to / from work (use London Transport: Bus/Trains/Tube)?	Yes	No
Q5: Can at least the minimum required social distancing of 1M+ be maintained with the conducting of their role?	Yes	No
Q6: Does their work involve dealing with visitors, contractors or members of the public?	Yes	No
Q7: Does the employee have to come into work <i>every</i> day? [Yes] [NO] or can a rota system be implemented to minimise exposure?	Yes	No
Q8: Can the employee be allowed to work with the same cohort (or small intervention group of children) daily to minimise exposure?	Yes	No
Q9: Does the employee's role normally involve the use of Personal Protective Equipment (PPE)?	Yes	No



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Section Three: Control measures to mitigate exposure / transmission of COVID-19 during the current lockdown procedure

Based on the information above, supported by the School Covid-19 Risk Assessment and Control Measures (and any risk assessment associated with job activities) identify the *specific measures* to support *this employee* to return to work or to continue to work from home as is applicable.

Action (s) required or options to explore	By whom / when	Completed date

1 to 1 Consultation Took Place With The Relevant Employee With Discussion On Specific Control Measures To Be Applied on

Employee (Name)		Signed:	Date:
Head Teacher (Name)		Signed:	Date: