**Example risk assessment checklist**

This check list follows the government guidance “COVID-19 Secure” and other associated national guidance.

|  |  |  |
| --- | --- | --- |
| **This risk assessment check list relates to the employee and is to be completed by the employee and line manager or another appropriate person together. This can be done over the phone or Microsoft Teams for employees that cannot / do not attend school.** Where a ‘**yes**’ is relevant against any of the criteria, an individual risk assessment should be completed.  |   |   |
| **Section 1 - Your Role *(add as necessary if a role activity is higher risk)***   |   |   |
| **1**   | Teacher / Teaching Assistance / Deputy Head Teacher / Head Teacher etc.  |   |   |
| **2**   | Visiting multiple locations |   |   |
| **3**   | Administering personal care   |   |   |
| **4**   | Receiving visitors/clients/customers/contractors   |   |   |
| **5**   | Driving school vehicles  |   |   |
| **6**   | Other – State below |   |   |
| **Additional guidance:**  * [Working safely during coronavirus (COVID-19)](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)
 |   |   |
| **Section 2 – About You****N.B.**Not only will some people have experienced different levels of risk due to underlying health conditions, but also their age, ethnicity and economic factors. |   |   |
| **1**   | Are you aged 70+?   |   |   |
| **2**   | Ethnicity – are you from a Black, Asian or minority ethnic (BAME) community?   |   |   |
| **3**   | Pregnant - 28 weeks and over?   |   |   |
| **4**   | Disability – do you have a disability or long-term health condition? Do we need to consider adapting / implementing any reasonable adjustments?   |   |   |
| **5**   | Other – State below   |   |   |
| **Additional Guidance** * BAMEed Schools and COVID-19: Guidance for Black, Asian and minority ethnic (BAME) staff and their employers in school settings (attached as a separate document)
* [COVID-19: review of disparities in risks and outcomes](https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes)
 |   |   |
|  **Section 3 – Your Health and Wellbeing**  **N.B.**Extremely vulnerable individuals have been strongly advised not to work outside the home. |   |   |
| **1**   | Extremely vulnerable  |   |   |
| **2**   | Clinically vulnerable  |   |   |
| **3**   | Underlying health condition   |   |   |
| **4**   | Poor wellbeing   |   |   |
| **Additional Guidance*** [Extremely vulnerable individuals](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable)
* [Clinically vulnerable individuals](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable)
* [Shielding vulnerable individuals](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable)
* [Take 10 Together: Triggers and Signs of Mental Ill Health](https://mhfaengland.org/mhfa-centre/resources/take-10-together/triggers-signs.pdf)
 |   |   |
|  **Section 4 – Your Household** |   |   |
| **1**   | Live with extremely vulnerable people - those who are shielding     |   |   |
| **2**   | Live with clinically vulnerable people     |   |   |
| **3**   | Have caring responsibilities inside or outside of your household     |   |   |
| **Additional Guidance**  * See additional guidance in **section 3**for information on extremely vulnerable and vulnerable people.
 |   |   |
| **Section 5 – Your Thoughts** |   |   |
| **1**   | Specific challenges – have you faced any?   |   |   |
| **2**   | Do you have any concerns or challenges about returning to work?   |   |   |
| **3**   | Is there any specific support that you need?   |   |   |
| **4**   | Have you thought about how a return would work best for you?   |   |   |
| **Section 6 – Your Journey** |   |   |
| **1**   | Public transport   |   |   |
| **2**   | Car share   |   |   |
| **Additional Guidance**  * [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)
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