

11 - Recruitment & Staffing

NOTES

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns L or M as these are formulas
- Do not add rows as the formulas will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:			OVERALL
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	
2	6	0	6.63 MEDIUM

  

FUTURE:			OVERALL
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	
8	0	0	3.00 LOW

RISK BREAKDOWN

CURRENT:				
1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood 1	2	5	0	0
Severity 1	2	5	0	0

  

FUTURE:				
1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
Likelihood 2	6	0	0	0
Severity 3	5	0	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs						
Staff induction including ICT's	New member of staff	Staff anxiety around starting a new job	Regular email and telephone conversations. Visits to school as and when required.	1 - Very low	1 - Very low	LOW	Allocate a 'buddy' for each new starter. Visits to school over holiday period with team members to become acquainted with the school ready for September.	1 - Very low	1 - Very low	LOW	HT and Team leader of team new starter is in.	Autumn Term 2021			
Staff who are clinically vulnerable or previously shielding	Staff member	Clinically as well as emotional and mental health trauma. High levels of anxiety	None	2 - Low	3 - Medium	MEDIUM	School leaders should be flexible and as supportive as possible to staff member especially in the event of an outbreak. 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. Pregnant members of staff will have an enhanced risk assessment completed.	2 - Low	2 - Low	LOW	HT	ongoing			
Staff with significant risk factors such as asthma, diabetes, BAME community member	Staff member	Clinically as well as emotional and mental health trauma. High levels of anxiety	None	3 - Medium	3 - Medium	MEDIUM	If people with significant risk factors are concerned, HT to discuss their concerns and explain the measures the school is putting in place to reduce risks. HT should try as far as practically possible to accommodate additional measures where appropriate. Individual risk assessments and an equality impact assessment should be carried out. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.	2 - Low	2 - Low	LOW	HT	ongoing			
Staff mental health and wellbeing	Staff members	Mental health and well being	Staff trained in well being, resilience and trauma Staff encouraged to look after their mental health and well being through different means. Staff signposting to Education Support Partnership	3 - Medium	2 - Low	MEDIUM	All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for children and teachers is available. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. Extra vigilance by all staff to detect colleagues struggling in the workplace.	2 - Low	2 - Low	LOW	HT	ongoing			<a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a> <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-children-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-children-and-teachers</a>
Staff deployment - teachers and teaching assistants	Staff members	Anxiety about change of role	Staff resilience in school enables staff to be flexible with moves to different ways of being deployed. Openness enables staff to understand reasons for moves, if the necessary arises.	2 - Low	2 - Low	LOW	Staff to be deployed largely as planned but will need to be flexible if the need arises, however, their health and well being will be of paramount importance. HT to discuss and agree any changes to staff roles with individuals, taking into account workload and wellbeing. Schools should ensure that appropriate support is made available for children with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with children in different classes or year groups.	2 - Low	1 - Very low	LOW	HT and DHT (SENDCo)	ongoing			<a href="https://www.gov.uk/guidance/school-workload-reduction-toolkit">https://www.gov.uk/guidance/school-workload-reduction-toolkit</a> <a href="https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19">https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19</a>
Supply and temporary staff	Staff and children	Risk of infection	Two supply agencies used when need arises although we try to internally cover wherever possible.	3 - Medium	3 - Medium	MEDIUM	Where possible, no supply staff to be used within school and only when all other internal cover options have been explored. Where it is necessary to use supply staff and to welcome visitors teachers to the school those individuals will be expected to comply with the school's arrangements for managing and minimising risk.	2 - Low	2 - Low	LOW	HT	ongoing			
Annual leave	Staff and children	Insufficient staff to cover classes	None	3 - Medium	3 - Medium	MEDIUM	Many staff will want to take a holiday over holiday periods which may involve travelling abroad. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK. However, staff will be expected to return to work following holiday periods. The LGA, NAIT and ASCL have produced joint guidance on quarantine for school staff.	1 - Very low	1 - Very low	LOW	HT	ongoing			<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk">https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</a> <a href="https://www.local.gov.uk/sites/default/files/documents/joint%20to%20schools%20guidance%20current%20rules%20on%20quarantine%20and%20self%20isolation%20with%20regards%20hospital%20admission%2019%20update.pdf">https://www.local.gov.uk/sites/default/files/documents/joint%20to%20schools%20guidance%20current%20rules%20on%20quarantine%20and%20self%20isolation%20with%20regards%20hospital%20admission%2019%20update.pdf</a>

Volunteers working in school	Volunteer	Risk of infection	None	3 - Medium	3 - Medium	<b>MEDIUM</b>	All protocols and Covid-19 risk assessment to be clearly explained to volunteer	2 - Low	2 - Low	<b>LOW</b>	HT and DHT	ongoing			
<b>END OF TABLE - DO NOT ENTER INFO BELOW HERE</b>															