

The safety of 4myschools workers along with the staff and students in your school are our main priority. The following risk assessment has been completed by 4myschools in relation to the supply of workers (temporary teaching and support staff) into Schools to support prevention and control measures to manage and reduce the spread of Coronavirus (COVID-19).

The whole school reopening guidance states supply teachers and support staff can move between schools, but school leaders will want to consider how to minimise the number of visitors to the school where possible. 4myschools Supply teachers and support staff will be expected to comply with the school’s arrangements for managing and minimising risk. 4myschools will work with schools to ensure our supply staff are fully aware of how to comply with its guidance.

This risk assessment is in line with the [government guidance](#) regarding whole school re-opening provided to schools on 2 July 2020 and will work alongside each individual school’s risk assessment based on their circumstances. 4myschools will regularly check the guidance to ensure any updates are enacted and share updates with supply staff to keep them informed

PREVENTION

What are the hazards?	Who might be harmed?	Controls Required?	Additional Controls?	Action by who?	Action by when?
<p>4myschools workers awareness of Coronavirus (COVID-19) specifically in the prevention / control measures required.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Family • General public 	<ul style="list-style-type: none"> • Provision of online training for ALL workers prior to assignment in Sep 2020 • Training programme will provide an overview of Coronavirus (COVID-19) and the measures of how to prevent and control the virus in school. 	<ul style="list-style-type: none"> • End of training assessment • Regular contact with workers 	<ul style="list-style-type: none"> • 4myschools to provide training to ALL workers to complete 	<ul style="list-style-type: none"> • In place by 31 Jul 2020 • All existing workers to have completed by 31 Aug 2020. • New candidates at registration

Coronavirus (COVID-19) Risk Assessment in relation to the Supply of Teaching and Support Staff

What are the hazards?	Who might be harmed?	Controls Required?	Additional Controls?	Action by who?	Action by when?
<p>Understanding of risks within school locations</p>	<ul style="list-style-type: none"> • Staff • Pupils • Family • General public 	<ul style="list-style-type: none"> • Where available 4myschools will obtain copies of each schools Risk Assessment. • When taking details of a new assignment with a school, 4myschools will gain relevant information to support a worker in relation to a school’s Coronavirus (COVID-19) controls and measures. This may include: <ul style="list-style-type: none"> • <i>Specific point of contact and escalation process for any Coronavirus (COVID-19) related issues such as outbreak management.</i> • <i>Staff arrival and reporting process</i> • <i>Student arrival process</i> • <i>Schools or Class start and finish times</i> • <i>Amended school operations such as one-way travel routes, facilities, and communal areas etc</i> • <i>Schools Behaviour Policy</i> • Where this information is unavailable to 4myschools the worker will be asked to gain this on arrival from the key contact. 	<ul style="list-style-type: none"> • Revised booking slip to include questions regarding any specific measures/controls relating to the assignment. • Assignment confirmations are adaptable to ensure specific measures can be passed to the worker 	<ul style="list-style-type: none"> • 4myschools 	<ul style="list-style-type: none"> • 31 Aug 2020

CONTROL

What are the hazards?	Who might be harmed?	Controls Required?	Additional Controls?	Action by who?	Action by when?
<p>4myschools worker assigned across multiple locations (Schools)</p>	<ul style="list-style-type: none"> • Staff • Pupils • Family • General public 	<ul style="list-style-type: none"> • Where available 4myschools to obtain copies of each schools Risk Assessment. • When taking details of a new assignment with a school, 4myschools will gain relevant information to support a worker in relation to a school’s Coronavirus (COVID-19) controls and measures. <ul style="list-style-type: none"> ○ <i>Specific point of contact and escalation process for any Coronavirus (COVID-19) related issues such as outbreak management.</i> ○ <i>Staff arrival and reporting process</i> ○ <i>Student arrival process</i> ○ <i>School or Class start and finish times</i> ○ <i>Amended school operations such as one-way travel routes, facilities, and communal areas etc</i> ○ <i>Schools Behaviour Policy</i> 	<ul style="list-style-type: none"> • 4myschools booking system will enable the tracking of where a worker has been placed. • Revised booking slip to include questions regarding any specific measures/controls relating to the assignment • Schools encouraged to use updated edge to select their preferred workers and send offers themselves to reduce the number of different workers in their school and improve transparency of availability of preferred supply staff 	<ul style="list-style-type: none"> • 4myschools • Schools 	<ul style="list-style-type: none"> • 31 Aug 2020

What are the hazards?	Who might be harmed?	Controls Required?	Additional Controls?	Action by who?	Action by when?
<p>4myschools worker contracts or shows symptoms of Coronavirus (COVID-19) outside of a 4myschools assignment or whilst working through another agency.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Family • General public 	<ul style="list-style-type: none"> • Worker to contact 4myschools and any other agencies immediately to inform them of their situation. • 4myschools will immediately make the worker ‘unavailable’ until further notice • 4myschools will notify any schools where the worker has been placed within the last 14 days • 4myschools will review workers future assignments and arrange for a replacement worker where available. 	<ul style="list-style-type: none"> • Worker will self isolate and engage with the NHS Test and Trace process • Either 4myschools or the school will provide access to a testing kit • Worker will confirm to 4myschools the outcome of their test. • If negative it means the worker is at low risk of having coronavirus. If they feel well and no longer have symptoms like coronavirus, they can stop self-isolating. • If positive this means that when the worker took the test, they had coronavirus. They and other members of their household must continue to self-isolate and will be contacted by NHS Test and Trace. • Refer to NHS Test and Trace Guidance 	<ul style="list-style-type: none"> • Worker and 4myschools 	<ul style="list-style-type: none"> • Immediately on notification • Update within 24 hours of notification • Regularly throughout the following 7-14 days (<i>in line with current government guidance on self isolation</i>)

Coronavirus (COVID-19) Risk Assessment in relation to the Supply of Teaching and Support Staff

What are the hazards?	Who might be harmed?	Controls Required?	Additional Controls?	Action by who?	Action by when?
<p>4myschools worker contracts or shows symptoms of Coronavirus (COVID-19) prior to OR whilst on assignment within a school environment</p>	<ul style="list-style-type: none"> • Staff • Pupils • Family • General public 	<ul style="list-style-type: none"> • Worker to contact 4myschools and any other agencies immediately to inform them of their situation. • Worker will immediately leave site and isolate at home. • 4myschools will immediately make the worker 'unavailable' until further notice. • 4myschools will review workers future assignments and arrange for a replacement worker where available. 	<ul style="list-style-type: none"> • Worker will self isolate and engage with the NHS Test and Trace process • Either the worker, 4myschools or the school will gain access to a testing kit • Worker will confirm to 4myschools the outcome of their test. • If negative it means the worker is at low risk of having coronavirus. If they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating. • If positive this means that when the worker took the test, they had coronavirus. They and other members of their household must continue to self-isolate and will be contacted by NHS Test and Trace. • Refer to NHS Test and Trace Guidance 	<ul style="list-style-type: none"> • Worker • 4myschools 	<ul style="list-style-type: none"> • Immediately on notification • Update within 24 hours of notification • Regularly throughout the following 7-14 days (<i>in line with current government guidance on self isolation</i>)

What are the hazards?	Who might be harmed?	Controls Required?	Additional Controls?	Action by who?	Action by when?
<p>School notifies 4myschools that they have an outbreak of Coronavirus (COVID-19) on site</p>	<ul style="list-style-type: none"> • Staff • Pupils • Family • General public 	<ul style="list-style-type: none"> • School to notify 4myschools immediately of any outbreak where a worker is currently onsite or has been onsite within the last 14 days • 4myschools will notify any staff that are or have been assigned to that school within the last 14 days and recommend that they are tested • 4myschools will make any affected staff unavailable until further notice of individual situation. 	<ul style="list-style-type: none"> • Worker will self isolate and engage with the NHS Test and Trace process • Either 4myschools or the school will provide access to a testing kit • Worker will confirm to 4myschools the outcome of their test. • If negative it means the worker is at low risk of having coronavirus. If they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating. • If positive this means that when the worker took the test, they had coronavirus. They and other members of their household must continue to self-isolate and will be contacted by NHS Test and Trace. • Refer to NHS Test and Trace Guidance 	<ul style="list-style-type: none"> • Schools • 4myschools • Worker 	<ul style="list-style-type: none"> • Immediately on notification • Update within 24 hours of notification • Regularly throughout the following 7-14 days (<i>in line with current government guidance on self isolation</i>)

Coronavirus (COVID-19) Risk Assessment in relation to the Supply of Teaching and Support Staff

What are the hazards?	Who might be harmed?	Controls Required?	Additional Controls?	Action by who?	Action by when?
<p>Where there is a local outbreak of Coronavirus (COVID-19) and a localised lockdown is implemented</p>	<ul style="list-style-type: none"> • Staff • Pupils • Family • General public 	<ul style="list-style-type: none"> • 4myschools will continue to follow government guidance and adhere to any localised lockdown requirements in relation to the operation of schools. • Where a localised lockdown is implemented 4myschools will liaise directly with Schools affected and take relevant actions in respect of any workers being supplied. 	<ul style="list-style-type: none"> • 4myschools will continue to deploy workers into Schools in line with current government guidance. 	<ul style="list-style-type: none"> • Worker • 4myschools 	<ul style="list-style-type: none"> • Immediately