

Risk Assessment for all staff and pupils during lockdown January 2021

School Name:	Avanti House Primary School
Name(s) of persons covered by this risk assessment:	All staff and pupils on site
Tasks and activities covered by this risk assessment:	School operations during Covid-19 closure 04.01.21 – 12.02.21
Resources used:	All teaching and learning equipment and materials applicable
Location(s) covered by this risk assessment:	Whole school
Name of person completing risk assessment:	Dravit Koorichh
Date of completion:	04.01.2021
Risk assessment approved by:	Shriti Bellare
Date of approval:	04.01.2021 Updated 12.01.2021
Review date for risk assessment:	30.01.2021



What are the hazards?	Who might be harmed and how?	What is already in place?	Likelihood	Severity	Risk	What else needs to be done to manage the risk?	Who will do this? (persons responsible)	When must this be done?	Completed on:
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<ul style="list-style-type: none"> Exposure to Covid-19 virus due to being on school site including toilets 	<ul style="list-style-type: none"> All staff and pupils on site 	<ul style="list-style-type: none"> The school was deep cleaned prior to lockdown; Large part of the school is not being used and sectioned off from those on-site. All children and staff maintain social distancing with minimal physical contact during the school day. Clear channels of communication between SLT/staff on site and those working from home. All staff and pupils to have their temperature checked every morning, upon arrival to the school. The part of the school being used during 	2	3	4	<ul style="list-style-type: none"> Site manager to regularly monitor use of building and update co-principals/leaders. Co-Principals/SLT informed immediately of changes that may impact the safety of adults or pupils. Co-Principals to inform Executive Head if required All adults to adhere to at least 1m distancing rules from each other. 	Site Team Staff on site SLT in liaison with staff on site	Daily updates to SLT	



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		lockdown is cleaned daily including all surfaces, door handles and toilets. <ul style="list-style-type: none"> • Hand gels/toilet roll is replenished as required. • Regular handwashing and sanitising is mandatory. • Adults must wear masks or visors when moving around the school (including in classrooms supporting children). 							
<ul style="list-style-type: none"> • Person on site presenting with symptoms 	<ul style="list-style-type: none"> • All staff and pupils on site 	<ul style="list-style-type: none"> • All staff and pupils to have their temperature checked every morning, upon arrival to the school. • The designated isolation room will continue to be used to isolate pupils who present with symptoms until the parent can collect them. • A member of staff will accompany the child, wear full PPE (provided) and dispose of PPE in the 	3	4	5	<ul style="list-style-type: none"> • Ensuring that all adults are aware of the procedures in place by sharing this risk assessment with everyone. 	All staff on site SLT communication with staff	Daily updates to SLT	



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		<p>Isolation room bin after the child has left.</p> <ul style="list-style-type: none">• For pupils displaying symptoms the school will follow the DfE guidance "What to do if a pupil is displaying symptoms of coronavirus (COVID 19) ".https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf.• If a member of staff presents with symptoms, they will be escorted safely off the premises or be asked to wait in the isolation room until a family member arrives. Staff member will be advised to take a test.• The school to identify possible contacts and seek advice from Public Health							



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		England helpline. 0800 046 8687. <ul style="list-style-type: none"> If the unwell person tests positive, then the child's group should be sent home and advised to self-isolate for 10 days. Appropriate procedures are in place to contact parents promptly. 							
<ul style="list-style-type: none"> Visitors including contractors/deliveries/parents/public 	<ul style="list-style-type: none"> All staff onsite who come into contact with someone from outside the school 	<ul style="list-style-type: none"> All visitors are asked to maintain 2 metre distance. All visitors are received outside the main green door. Visitors to not enter the building. Regular wiping down of high traffic surfaces by staff using the reception desk Daily cleaning by our cleaning contractor/in house staff. 	3	4	5	<ul style="list-style-type: none"> Ensure that only parents collecting packs/deliveries visit school site and maintain at least 1m distance 	Staff on site	Continually	
<ul style="list-style-type: none"> Pupil to staff ratio 	<ul style="list-style-type: none"> Pupils in attendance 	<ul style="list-style-type: none"> Rota devised by Co-Principals ensuring that adequate provision is in place (classes x15 children at most). 	1	1	1	<ul style="list-style-type: none"> Regulatory Health and Safety criteria applies to all staff and pupils on site. 	All staff on site	Continually	



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<ul style="list-style-type: none"> Pupil or staff member requiring first aid 	<ul style="list-style-type: none"> All staff and pupils on site 	<ul style="list-style-type: none"> At least one member of staff on the rota is a first aider. Use of medical room for any injuries. Physical activities managed (mile run, lunchtime and some light sports weather permitting). Staff adhering to health and safety procedures as per training. 	2	2	2	<ul style="list-style-type: none"> Regulatory Health and Safety criteria applies to all staff and pupils on site. 	All staff on site	Daily updates to SLT	
<ul style="list-style-type: none"> Maintaining a virus free environment 	<ul style="list-style-type: none"> All staff and pupils including cleaning team on site 	<ul style="list-style-type: none"> Regular wiping down of high traffic surfaces by staff using the reception desk. Regular wiping down of shared resources such as radios/computers/chrome books and IWB and outdoor equipment. Daily cleaning by our cleaning contractor/in-house team. Staff and pupils to wash hands several times throughout the day. 	3	4	5	<ul style="list-style-type: none"> Site manager to regularly monitor use of building and update principal/leaders. Co-Principals/SLT informed immediately of changes that may impact the safety of adults or pupils. All adults to adhere to at least 1m distancing rules. 	All staff on site	Continually	



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		<ul style="list-style-type: none">• Adults must wear masks or visors when moving around the school (including in classrooms supporting children).• Classrooms will have as much natural ventilation as possible. Windows and doors will be kept open.• The school has re-organised the classrooms in accordance with the guidance to maximise the space and ensure that staff can maintain 2m social distancing from pupils.• In the event of an unconfirmed - ensure that the classroom, office or resources that the child or person used should be quarantined until it has been subject to a detailed deep clean above the normal school practises as soon as practicable, Cleaning will be conducted							



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<ul style="list-style-type: none"> Safe handling and distribution of lunch 	<ul style="list-style-type: none"> All staff and pupils on site 	<p>in accordance with COVID 19: cleaning in a non-healthcare setting.</p> <ul style="list-style-type: none"> Lunch delivered by Govindas staff will wear gloves and mask All staff and pupils to follow hand washing procedures. Staff and pupils maintain social distancing whilst eating. 	2	2	2		All staff on site	Continually	
<ul style="list-style-type: none"> Drop off and pick up 	<ul style="list-style-type: none"> All staff and pupils and parents/ carers 	<ul style="list-style-type: none"> Formal register is taken by staff daily; names are sent to the DFE via the school office systems. All children are dropped off (blue gate) and collected from the side blue door. At least 2 members of teaching support staff and 1 site keeper present, 1 Co-Principal present All parents must wear a mask or visor when dropping off and collecting 	1	1	1	<ul style="list-style-type: none"> SLT to communicate via weekly newsletter and individual emails to parents 	Staff onsite SLT	As and when required for new children attending	Completed



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<ul style="list-style-type: none"> Children at school falling behind google classroom work set and missing zoom calls 	<ul style="list-style-type: none"> All staff and pupils 	<p>their child(ren), unless exempt.</p> <ul style="list-style-type: none"> All children to continue with the work set on google classroom whilst at school. Staff working from home but who have children in school and have scheduled zoom meetings to liaise with staff who are in (from rota) to arrange for the child to attend the zoom learning call. All timetables to be shared with staff onsite. Staff onsite to support children who have scheduled zoom calls. Pupils onsite to use headphones to access their zoom classes or learning that requires access to audio function on chromebooks (no sharing of equipment). 	1	1	1	<ul style="list-style-type: none"> Site Manager to have available computers for zoom call Site Manager to enable access of flash on chrome books for children to use for zoom calls. 	<p>Staff onsite</p> <p>Staff working from home</p> <p>Site Manager</p>	As and when required	



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		<ul style="list-style-type: none"> Staff onsite to print off packs for pupils who have requested – teachers to inform staff beforehand. 							
<ul style="list-style-type: none"> Equipment and stationery 	<ul style="list-style-type: none"> All staff and pupils 	<ul style="list-style-type: none"> EYFS to have access to the climbing frame which will be cleaned by staff after use (sanitised) Children to bring in their own equipment 	2	3	4	<ul style="list-style-type: none"> Staff to clean equipment after use Site Keeper to ensure that equipment is cleaned at the end of each day 	Staff onsite Site Manager	After use (continually)	