

Risk Assessment Overview

Details

School: Krishna Avanti Primary School	Department: <p style="text-align: center;">Whole School</p>
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Risk Assessment Title:

<h2 style="margin: 0;">Temporary Home Workers – Covid 19</h2> <p style="margin: 0;">Version 3 10/06/20</p>

Who is at Risk?

People at Direct Risk: Employees – usually at the school who are now working temporarily at home.	Other People Who Could be Affected: <p style="text-align: center;">None</p>
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Summary of Risk

What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk ✓ <input type="checkbox"/> Medium risk <input type="checkbox"/> Low risk
What will the level of risk be <u>after</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk <input type="checkbox"/> Medium risk ✓ <input type="checkbox"/> Low risk

Note : if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.

Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Lone Working	Increased Mental Health issues due to feelings of isolation, disconnection or abandonment.	Ensure there is a mechanism in place to have regular keeping in touch meetings and keep them.	✓	<input type="checkbox"/>	<input type="checkbox"/>		
		Utilise Microsoft Teams, Zoom for video calling	✓	<input type="checkbox"/>	<input type="checkbox"/>		
		Ensure that staff have been set up correctly with the required IT equipment and software to allow them to complete their work easily.	✓	<input type="checkbox"/>	<input type="checkbox"/>	Advise offered. BR to raise the matter with the AST central team. SP available to support where necessary	
	Increased stress due to a lack of direct supervision	Ensure staff have a clear plan for work to be completed at home.	✓	<input type="checkbox"/>	<input type="checkbox"/>		
		Have targets or timeframes for completion to provide structure to the day.	✓	<input type="checkbox"/>	<input type="checkbox"/>		
		Ensure that staff have mechanisms for contacting management – e.g mobile numbers and emails	✓	<input type="checkbox"/>	<input type="checkbox"/>	Staff can contact all SLT members readily	
Working with Display Screen Equipment	Musculo-skeletal Issues – Due to the temporary nature of the situation this is recognised as being unlikely.	Provide advice for staff regarding their choice of working location. Tables and chairs preferred to beds or sofas. https://www.hse.gov.uk/pubns/indg36.htm	✓	<input type="checkbox"/>	<input type="checkbox"/>	Guidance offered to colleagues who have approached the school team	
		Encourage staff to complete their own workstation risk assessments using the HSE checklist and put in place improvements. https://www.hse.gov.uk/pubns/ck1.pdf	✓	<input type="checkbox"/>	<input type="checkbox"/>	Guidance offered to colleagues who have approached the school team	

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Working with Display Screen Equipment	Musculo-skeletal Issues – Due to the temporary nature of the situation this is recognised as being unlikely.	<p>Encourage staff to do the following to reduce risks:</p> <ul style="list-style-type: none"> • Break up long spells of DSE work with rest breaks. (at least 5 Minutes every hour). • Avoid awkward, static postures by regularly changing position. • Getting up and moving or doing stretching exercises. • Avoiding eye fatigue by changing focus or blinking from time to time. 	✓	<input type="checkbox"/>	<input type="checkbox"/>	Follow protocols, best practice that is encouraged at work, in the workplace	
	Employees with existing Musculo-skeletal issues previously identified.	School to meet the needs of the employee's existing workstation assessment as far as reasonably practical.	<input type="checkbox"/>	<input type="checkbox"/>	✓	Visits to colleague's homes has been impossible due to the pandemic. Communication has been carried out just by the front doors of colleagues as a safety precaution measure	
		Increased monitoring of the situation and specialist advice to be sort if required.	<input type="checkbox"/>	<input type="checkbox"/>	✓		
		School to allow the staff member to take specialist equipment e.g keyboards, mouse or riser, home where practicable.	✓	<input type="checkbox"/>	<input type="checkbox"/>		
		For larger items – e.g ergonomic chairs, encourage staff to try other ways to create a comfortable work environment. (E.g. supporting cushions etc.)	✓	<input type="checkbox"/>	<input type="checkbox"/>		
Fire safety	Increased risk of fire	Staff to ensure that Computers and laptops provided by the school are switched off when not in use.	✓	<input type="checkbox"/>	<input type="checkbox"/>		

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Staff should not leave Ipads and mobile phones on charge overnight or resting on bedding or soft furnishings.	✓	<input type="checkbox"/>	<input type="checkbox"/>		
Fire safety	Increased risk of fire	Staff to regularly check equipment provided by school to ensure that it does not get excessively hot: E.g Laptop cables, chargers, etc.	✓	<input type="checkbox"/>	<input type="checkbox"/>		
		Do not use mobile chargers provided for school equipment with other items around the home. High power chargers used with low power items could lead to fires.	✓	<input type="checkbox"/>	<input type="checkbox"/>		
Electrical safety	Increased risk of electrocution from portable appliances e.g. laptops.	School equipment provided by school has been provided in good condition and preferably with a valid PAT test if more than 12 months old.	✓	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff should visually check the equipment on a regular basis whilst home working to ensure that it remains in good condition. E.g <ul style="list-style-type: none"> • Plugs remains attached to power cable. • Cable is not frayed or showing copper core. • No signs of overheating or discoloration. 	✓	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff not to use the equipment if showing any signs of damage.	✓	<input type="checkbox"/>	<input type="checkbox"/>		

Sign Off Sheet

Assessor Details:

Assessor(s) name: B.RAI	Assessor(s) signature: Bindu Rai	Date: 10 June 2020
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School safety co-ordinator to sign below to accept the assessment

School safety co-ordinator's name: Premises Manager Robert Tomaszeski	School safety co-ordinator's signature: Robert Tomaszeski	Date: 10 June 2020
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A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above

Date of review:	Reviewed by (Name):	Comments: