

Risk Assessment for all staff and pupils during lockdown January 2021

School Name:	Krishna Avanti 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 January 2021
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:	Robert Tomaszewski
Date of completion:	04.01.2021
Risk assessment approved by:	Shriti Bellare
Date of approval:	04.01.2021
Review date for risk assessment:	15.01.2021

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:
<ul style="list-style-type: none"> Risk that there are insufficient staff to support the number of KW/Vulnerable pupils in school 	<ul style="list-style-type: none"> Pupils in school during lockdown 	<ul style="list-style-type: none"> Establish how many and which staff will be available to be in school, through RAG rating (extremely critical vulnerable staff/those fit for work) Staff on a rota system. Based on available staffing decide how many pupils and how many classes can be supported in school. Organise remote learning for pupils not on site. Ensure there are sufficient support staff available to support pupils who have high levels of needs including those who have an EHCplan. Pupils who have autism, for example, will need to be supported by the same adult wherever possible. 				<ul style="list-style-type: none"> Continue to closely monitor the ratio of staff to adults. Place a cap on the amount of children the school can support, based on staffing and space. Communicate the priority list to parents. 	Deputy Principal with support of Admin team	Weekly	4 th January 2021
<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 in the Christmas holiday; some classrooms are not being used and sectioned off from those on-site 	2	3	4	<ul style="list-style-type: none"> Site manager to regularly monitor use of building and update Principal Principal/Deputy Principal informed immediately of changes that may impact 	Site Team Staff on site SLT in liaison with staff on site	Daily updates to SLT	4 th January 2021

		<ul style="list-style-type: none"> 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 lockdown is cleaned daily including all surfaces, door handles and toilets. Hand gels/toilet roll is replenished as required. 				<p>the safety of adults or pupils.</p> <ul style="list-style-type: none"> All adults to adhere to at least 1m distancing rules from each other and children. 			
<ul style="list-style-type: none"> Risk of staff moving between bubbles 	<ul style="list-style-type: none"> Staff in school during lockdown 	<ul style="list-style-type: none"> Where staff have to move between bubbles to deliver the school timetable they should try to reduce contacts and maximise distance, at least 1m wherever possible. Staff have their own cleaning boxes to use in classrooms and shared spaces 				<ul style="list-style-type: none"> Make use of outdoor spaces. Music, Sanskrit and P.E is taught online. 	All staff	Daily	
<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. 	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	Daily updates to SLT	4 th January 2021

		<ul style="list-style-type: none"> 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 Isolation room bin after the child has left. 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. 					SLT communication with staff		
<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 office 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 minimum external visitors enter the school building, parents, deliveries and those that do enter must wear a face covering and maintain 2m 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 Deputy Principal ensuring that adequate provision is in place (classes x20 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	

<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, children to wear masks where necessary (cookery room) 	3	4	5	<ul style="list-style-type: none"> Site manager to regularly monitor use of building and update principal/leaders. Principal/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	
<ul style="list-style-type: none"> Safe handling and distribution of lunch 	<ul style="list-style-type: none"> All staff and pupils on site 	<ul style="list-style-type: none"> Lunch delivered by Govindas staff to wear gloves and mask All staff and pupils to follow washing hand procedures. 	2	2	2		All staff on site	Continually	

		<ul style="list-style-type: none"> Staff and pupils maintain social distancing whilst eating. 							
<ul style="list-style-type: none"> Confusion with 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 All children are dropped off and collected from the main reception office. At least 2 members of staff and 1 site keeper present. 	1	1	1	<ul style="list-style-type: none"> SLT to communicate via weekly newsletter and individual emails to parents 	<p>Staff onsite</p> <p>SLT</p>	<p>As and when required for new children attending</p>	<p>Completed</p>
<ul style="list-style-type: none"> Children at school falling behind google classroom work set and missing Google Meet calls 	<ul style="list-style-type: none"> All staff and pupils 	<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 Google Meet meetings to liaise with staff who are in (from rota) to arrange for the child to attend the Google Meet learning call. All timetables to be shared with staff onsite. Staff onsite to support children who have scheduled Google Meet calls. Pupils onsite to use headphones to access their Google Meet classes or learning that requires access to audio function on chromebooks. 	1	1	1	<ul style="list-style-type: none"> Site Manager to have available computers for Google Meet call Site Manager to enable access of flash on chrome books for children to use for Google Meet calls. 	<p>Staff onsite</p> <p>Staff working from home</p> <p>Site Manager</p> <p>JOSKOS</p>	<p>As and when required</p>	

<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"> 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)	
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