

## KGPS Risk assessment –Addendum January 2021

This addendum should be read alongside the full Risk Assessment



Hazards -RISK	Who might be harmed and why	Controls in place already	Further Actions school needs to implement	Who will carry out this actions	When these actions will be carried out
<b>Staff shortages due to unavailability of current staff</b> <b>HIGH</b>	Children- low number of staff available leads to Safeguarding concerns and school may need to close	Parents sent form to indicate requirement for Key Worker Provision SENCO's/Pastoral team identified EHC and vulnerable children attending school Staff Deployment plan compiled to ensure adequate staffing for expected numbers Rotation of staff will be considered if required- school aims to provide continuity for children Minimum staff required: DSL x1 First Aider x1 Caretaker	IRA's to be carried out for all staff on staff deployment Identify high risk staff and ensure understanding of risks and actions to mitigate risk	Reena/Bin	Sunday 03/01/ and on 04/01
			Establish staff on standby	Reena /Bin/Eileen	Monday 04/01
			If lockdown continues after 18 <sup>th</sup> Jan adjust deployment plan if required	Reena /Bin/Eileen	End of week 2
			If there is inadequate levels of staff then Brent will be contacted to establish provision requirements including possible closure Liase with local schools to establish if staff available	Reena	As required
<b>Staff shortages due to unavailability of current staff</b> <b>HIGH</b>	11.01.2021 Nursery provision now open to all children	Parents sent form to indicate requirement. Reduced number of children indicated. All Nursery staff will be required to work in school from Thursday 14 <sup>th</sup> January	Ensure Nursery staff maintain "bubble" – no other adults to enter Nursery room during opening period.	Bin/Grace	Wed 13/01
			Staff to ensure Hygiene vigilance- and PPE to be worn at all times	Bin/Grace	Thur 14/01
			Due to nature of provision, If there is inadequate levels of staff then Brent will be	Reena	As required

Hazards -RISK	Who might be harmed and why	Controls in place already	Further Actions school needs to implement	Who will carry out this actions	When these actions will be carried out
			contacted to establish provision requirements including possible closure		
Spread of Covid 19 <b>HIGH</b>	Staff not wearing visors and not following hygiene protocols, not maintaining social distancing	Staff informed about requirement for wearing PPE, social distancing and maintaining hygiene through frequent hand washing PPE has already been issued to all staff ( Visors ets) Established hygiene routines in place Staff communal areas have social distancing controls in place Staff deployment plan which meets minimum requirements ensures reduced number on site during current lockdown	Ensure staff awareness and vigilance in keeping safe through wearing shields and maintaining social distancing Advise staff to take breaks in empty rooms	Reena	Mon 04/01
			Ensure all staff have visors/PPE and adequate stocks are in place of hand gel/soap	Aman	Mon 04/01
			Ensure staff have staggered breaks to avoid overcrowding in communal areas	Bin/Eileen	Mon 04/01
			Ensure signage/posters in place to remind staff to maintain social distancing/hygiene	Suni	Mon 04/01
Spread of Covid 19 <b>HIGH</b>	Children- not following hygiene protocols, not maintaining social distancing	Children already have established hygiene practices in place. Gel stations and sinks in place to provide adequate hygiene control Bubbles of " Year " groups will be maintained Bubble timings to remain the same to ensure continuity and understanding for all	Staff to remind children of hygiene protocols on return to school	Year leaders of new year Bubbles	Tuesday 05/01
			Communication to key worker parents to confirm arrangements and class allocations Parents reminded about covid symptoms and protocol for suspected cases ( do not send children to school if any symptoms are displayed	Reena/Bin	Mon 04/01
			Children will not be allowed to mix outside of their Year group bubbles indoors and breach their bubble. No more than 12 children in year group bubble to maintain 1 m social distancing where appropriate	Year bubble leaders	On-going
			Communicate availability of lateral testing to parents and staff	Reena/Bin	Mon 04/01
Spread of Covid 19 <b>MEDIUM</b>	Staff and Children Spread of coronavirus through lack of cleaning	Established cleaning controls in place already 2 cleaners on site during day ensuring common surfaces , toilets and work surfaces are regularly cleaned	Reminder to staff to ensure equipment in staffroom ( kettles, microwaves, fridges ) must be wiped down after use	Bin	Mon 04/01
			Cleaners on site given new briefing on requirements to ensure understanding	John	Mon 04/01

Hazards -RISK	Who might be harmed and why	Controls in place already	Further Actions school needs to implement	Who will carry out this actions	When these actions will be carried out
		Controls in place for shared resources All children have own packs in classrooms Cleaning equipment is provided at shared equipment such as photocopiers, computer suites	Ensure adequate stocks of cleaning materials	Aman	Mon 04/01
Spread of Covid 19 <b>MEDIUM</b>	Staff and Children BC and ASC – bubbles are breached through loss of control of social distancing	Numbers of Parents of key worker children established who require wrap around provision. School has identified adequate staff available for provision Adjusted timings for provision to allow staff to manage new protocols for social distancing BC starts at 8.15 ASC closes at 5.00pm	Children to be allocated own “ year Group” table to ensure social distancing is maintained and bubbles not breached Tables to be set up in Main Hall and labelled	Eileen/John	Mon 04/01
			BC/ASC staff to be trained with understanding of change in provision for children- no games between bubbles. Children to remain at “ bubble table” Ensure staff understanding of permissible activities to maintain “bubbles”	Eileen	Mon 04/01
			The arrangements for wrap around provision will be reviewed and numbers capped at 12 to ensure distancing.		
Spread of Covid 19 <b>MEDIUM</b>	Staff and Children TCB bubbles are breached	TCB already working as “ Bubble” within the unit Staff do not breach bubbles in Nursery and Reception classes	Ensure children and staff working within “ bubble”- no crossover of staff permitted	Reena/Joanne M	Mon 04/01
			TCB provision to be reviewed- if inadequate levels of staffing , liase with Brent to discuss options incl closure	Reena/Joanne M	On-going
Spread of Covid 19 <b>MEDIUM</b>	Staff and Children Parents/Visitors to school do not follow school protocols to reduce covid -19 risk of infection	Established routines in place for external visitors. Staff ensure all visitors complete Covid-19 questionnaire prior to visitors Office staff are notified of booked visitors Arrangements already in place to limit parents requirement to come to office Lettings will be paused during this period All school events that would involve external agencies/visitors have been cancelled/re-arranged	SENCo's/Pastoral teams limit any visitors to school during current school lockdown- only essential visitors allowed	Bin to communicate to SENCO's/Pastoral team	Mon 04/01
			Ensure office staff communicate covid-19 protocols to visitors/parents	Bin	Mon 04/01