

Risk Assessment – September 2020 re-opening of Avanti House Primary School

Site / school name:	Avanti House Primary School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Pupils ▪ Staff ▪ Visitors ▪ Catering and cleaning staff ▪ Contractors 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Partial re-opening of primary school – Children of Key workers; Pupil Premium, vulnerable 8th June 2020 at the earliest ▪ Pick up and drop off from school ▪ Cleaning and sanitisation ▪ Food provision ▪ Continued remote working of some staff 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Shared resources and spaces ▪ Cleaning materials and equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	Principal: Shriti Bellare	Date of completion:	21st July 2020
Risk assessment approved by:	Ashutosh Bhardwaj	Date of approval:	21 st July 2020
Date risk assessment to be reviewed by:	Every two weeks		
Record of risk assessment reviews			
Date of review:		Reviewed by:	Ashutosh Bhardwaj/Principal Comments / date of next review: <ul style="list-style-type: none"> ▪
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What are the hazards?	Who might be harmed and how?	General guidance and measures to consider	What do you need to do at your school to manage the risk	Who will do this?	By when?
<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons at school. 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. ▪ Potential for spread to other family members / persons. 	<p>Organise class groups</p> <ul style="list-style-type: none"> ▪ Children will remain in their year group bubbles and will avoid mixing with other year group bubbles, wherever possible. ▪ Children with EHCplan's will continue to be supported in their classrooms or quiet spaces around the school. ▪ Minimise contact between other year group bubbles. ▪ Ensure children always stay in the same bubbles on each day and do not mix on subsequent days. ▪ Where possible ensure that the same teachers and other staff are assigned to the same bubbles during the day and on subsequent days. However, specialist teachers, supply teachers will be able to enter various bubbles as long as they adhere to the school's hygiene measures including 1m social distancing. ▪ All staff and children must wash their hands on arrival, after using the toilet, before and after break times, before and after lunch. 	<ul style="list-style-type: none"> ▪ Identify which areas of the school will be accessible and assess capacity according to numbers of pupils ▪ Have a staggered start and finish times for pupils so that a limited number of parents are on site at drop off and pick up times 	HT/Site Team & SLT	Monday 20 th July 2020
		<p>Organise classrooms and other learning spaces</p> <ul style="list-style-type: none"> ▪ Move furniture and desks to enable social distancing between pupils. Ensure the same principle is applied to teachers' desks, 1m wherever possible. ▪ Children will face the front and will not face each other. 	<ul style="list-style-type: none"> ▪ Assess capacity of classrooms ▪ Rearrange furniture to ensure social distancing, where possible. ▪ Assign pupils and staff to the same room/desk ▪ Apply floor markings in areas being used by both staff & pupils, if necessary ▪ Assign pupil to the same desks 	All staff working with pupils	Tuesday 1 st September 2020

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		<ul style="list-style-type: none"> ▪ Floor markings can be used as well to define transit routes or no-go spaces in classrooms. ▪ Remove any unnecessary items including soft furnishings and other items that are hard to clean. ▪ Allocate pupils to an individual learning stations ▪ All spaces should be well ventilated using windows etc where possible. 	<ul style="list-style-type: none"> ▪ Keep pencil cases and books in school ▪ Remove soft furnishings from classrooms; particularly lower school (Soft toys, cushions etc.) ▪ Regular cleaning of all play equipment using disinfectant 		
		<p>Review curriculum provision</p> <ul style="list-style-type: none"> ▪ Introduce the recovery curriculum based on 5 levers as a systematic, relationship based approach to reigniting the flame of learning in each child. ▪ First half term focus on knowledge and skills gap and have an understanding of individual baseline/starting point. ▪ Decide which lessons or activities will be delivered and those that cannot safely be delivered. This might include some practical or physical activities. ▪ Consider which lessons or activities can take place outdoors where social distancing is easier and the risk of transmission reduced. 	<ul style="list-style-type: none"> ▪ SLT and class teachers to plan lessons/activities for core subjects and pastoral support, using the outdoor spaces and sensory garden ▪ CT to plan and organise physical activities for each day so pupils have as much exposure outdoors as possible, ensuring equipment is not used. 	SLT/Class teachers	Friday 24 th July 2020
		<p>Movement around the school</p> <ul style="list-style-type: none"> ▪ Limit movement around the school where possible. ▪ Consider if teachers move rather than pupils ensuring that contact between different bubbles is minimised. ▪ If pupils need to queue to get into a classroom mark out clear waiting 	<ul style="list-style-type: none"> ▪ Groups to stay in the same areas as much as possible ▪ Draw up staggered timetables for playtimes and lunchtimes. ▪ Install one way directional signs in both halls and corridors. 	HT/SLT/ Site Manager (DC)/ Operations Manager (AB)/	On going

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		<p>areas with 1 metre spacing. Pupils may need to enter classrooms one at a time as directed by staff.</p> <ul style="list-style-type: none"> ▪ Ensure that toilet facilities do not become crowded by limiting the numbers allowed to use at any one time. ▪ With due regard to fire safety, doors may be temporarily propped to limit touching of door handles and aid ventilation. ▪ Some children may need additional support with these measures e.g. the very young or those with special educational needs. ▪ All visitors and contractors who will access the school beyond reception (visitors by pre-arranged appointment only) will be asked to complete a medical questionnaire and sign to say they are not suffering from COVID 19 like symptoms or in the recovery phase. ▪ Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave. ▪ If a bathroom is required for the child/ adult in the isolation room – they shall use a separate bathroom to other people if possible. If not, the bathroom should be quarantined after use until it can be cleaned and disinfected thoroughly. 	<ul style="list-style-type: none"> ▪ Directional signs in both playgrounds for dropping off & picking up pupils. ▪ Social distancing reminder posters throughout all areas that are being utilised. ▪ Manage use of toilet facilities with limited numbers allowed to use at any one time. ▪ Prop open doors in high traffic areas where possible. ▪ Provide PPE for staff who need to support the very young or SEN pupils. ▪ Assemblies and CW to take place in year group bubbles. <ul style="list-style-type: none"> ▪ Put together a medical questionnaire and ensure copies are left at the front reception desk. ▪ Inform all staff, particularly admin staff of the new process. ▪ Sign post the 'ground floor disabled toilet as the isolation facilities. 		

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		<p>Policies Schools “Sickness Policies” updated to ensure that staff and pupils that are displaying symptoms of COVID 19 are excluded from the school site for at least 7 days or until they are symptom free or confirmed to be COVID 19 free by testing.</p>	<ul style="list-style-type: none"> ▪ Update Sickness Policy/procedures and share with all staff and parents 	All staff/SLT and Leadership Team	Friday 24 th July 2020
		Schools “Sickness Procedures” updated to ensure that staff and pupils that have someone in their household displaying the symptoms of COVID 19 are excluded from the school site for 14 days.			
		Update the school’s “Contractor Management Policy” to ensure that it covers how requirements for contractors attending the school site are symptom free from COVID 19 and that any work required will be delayed until a safe date can be arranged or replaced with another well contractor.	<ul style="list-style-type: none"> ▪ Site Manager to update the Contractor Management Procedures and update and rag rate any testing that needs to be completed. 		Friday 25 th July 2020
		<ul style="list-style-type: none"> ▪ Share all updated policies with staff and parents. 			
		<p>Shared spaces e.g. assembly and dining halls</p> <ul style="list-style-type: none"> ▪ Adequate cleaning will need to take place between groups using the shared spaces including wiping down of tables between each group. ▪ Stagger the use of work rooms and offices to maintain social distancing. 	<ul style="list-style-type: none"> ▪ Assembly will be held in the hall for year group bubbles, all other assemblies will take place in class. ▪ Lunches will take place in either classrooms and lunch hall to ensure spaces are sanitised between servings. ▪ Spaces have been allocated to consider staggered break times 	HT/SLT/Staff working with pupils	

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			<p>and adhering to social distancing</p> <ul style="list-style-type: none"> ▪ Staff breaks will be staggered to maintain social distancing ▪ Staff Room will accommodate up to 9 staff members at any one time. Staff to bring in their own crockery/cutlery ▪ Cleaning and sanitising of surfaces, door handles, toilets, taps will be cleaned at regular intervals throughout the day by a dedicated cleaners including site staff. A thorough clean will take place at the end of each day. 		
		<p>Outside spaces</p> <ul style="list-style-type: none"> ▪ Should be used for exercise and breaks where possible ▪ Outdoor education can limit transmission and allow easier distancing between children and staff ▪ Outdoor equipment should not be used. 	<ul style="list-style-type: none"> ▪ Stagger use of playgrounds and outdoor learning spaces ▪ Outdoor equipment will not be used since cleaning between use is not practicable. This will be different for children in EYFS, all shared resources will be sanitised between each use. 		Tuesday 1 st September 2020
		<p>Shared resources</p> <ul style="list-style-type: none"> ▪ Limit what shared resources are required and, particularly any that are taken home. ▪ Cleaning will be needed after each use where shared resources are used by different year group bubbles. ▪ Practical lessons can go ahead only if equipment is cleaned between use and the classroom / space is cleaned between different groups using them. 	<ul style="list-style-type: none"> ▪ Equipment (books/pencil cases) will not be allowed home ▪ Where possible all small pieces of equipment (dice, shapes, counters etc.) will be sterilised after use ▪ There will be no music lessons where instruments are used 	SLT/Staff working with pupils	Ongoing

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		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> The ICT equipment will be cleaned after use in preparation for the next bubble 		
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons arising from travel to school or dropping / picking up at school. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. 	<p>Getting to school and drop off / pick up</p> <ul style="list-style-type: none"> Highlight government advice on safe travel to parents and carers. Stagger start and finish times to limit numbers at any one time. Mark drop and pick up areas including with social distancing markers. Different areas may be needed for different classes and groups. 	<ul style="list-style-type: none"> Parents/staff/pupils will be discouraged to share vehicles, if vehicles are shared then face coverings should be worn. No external educational visits will take place until further notice. Start and finish times will be staggered to limit numbers Entrance and Exit points will be kept separated to maintain social distancing 	HT/ SLT/Site Manager (DC)/ Operations Manager (AB)	Plans In place by Monday 20 th July 2020
<ul style="list-style-type: none"> Risks of spread of COVID-19 from providing first aid or care. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers by close contact for first aid or care provision. Potential for spread to other family members / persons. 	<p>First aid and care provision</p> <ul style="list-style-type: none"> The school will maintain suitable first aid and where needed paediatric first aid cover. Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first aid rooms, cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include masks, gloves, aprons All first aid equipment will be accessible in each classroom. Children, and pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way 	<ul style="list-style-type: none"> To limit the number of pupils using first aid at the same time we shall have access to first aid equipment in each classroom. Major first aid requirement will be dealt with in the medical room All classrooms will have hand sanitisers, hand washing facilities and disposable tissues and hand towels. All classrooms will have clearly marked bins with lids for safe disposal. Staff will have access to face masks, aprons and gloves if and when a child requires intimate care. 	Operations Manager (AB)/ Welfare staff	Plans In place by 20 th July 2020

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		<ul style="list-style-type: none"> ▪ If a child, young person, or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron should be worn by the supervising adult. ▪ All incidents must be recorded as per the school's normal arrangements. 	<ul style="list-style-type: none"> ▪ First aid equipment will be sanitised after every use ▪ Hand free thermometers will be used ▪ Staff will adhere to strict guidelines pertaining to Covid-19 symptoms and isolation procedure ▪ DT Room will be the dedicated isolation room and will be signposted for ease. ▪ All Covid -19 incidents will be recorded as per normal arrangements 		
<ul style="list-style-type: none"> ▪ Safeguarding and Mental Health concerns 	<ul style="list-style-type: none"> ▪ Staff ▪ Children/pupils 	<ul style="list-style-type: none"> • School to liaise with both local authority and school safeguarding and social services contacts prior to reopening to facilitate referrals of any families/ pupils struggling to readjust. • Principal/Leadership team to attend online webinars via ASCL on bereavement and share learning on how to support children/pupils with all staff • Weave into the curriculum offer the recovery curriculum, providing pupils with the opportunity to build on their relationships and begin to address any bereavement concerns. 	<ul style="list-style-type: none"> ▪ Leadership team/Principal to attend online bereavement training. <ul style="list-style-type: none"> • Regular communication of mental health information and open door policy for those who need additional support. • Employee Assistance Programme details as a body that employees can contact for health & wellbeing advice or counselling during this period, this also extends to immediate family. Number is 0800 030 5182. 	Leadership Team/SLT	On going Tuesday 1 st September 2020

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			<p>Just need to state that they work for Avanti Schools.</p> <ul style="list-style-type: none"> • ▪ 		
<ul style="list-style-type: none"> ▪ Vulnerable staff and children/pupils who are shielding 	<ul style="list-style-type: none"> ▪ Staff ▪ Children/pupils/families 	Staff and children who have severe underlying health conditions, and were previously shielding will be able to return to work in the new academic year, however those staff members who were previously in this category must discuss their health with their GP.	<ul style="list-style-type: none"> • Line managers will maintain regular contact with staff members during this time. ▪ 	SLT/Principal	
<ul style="list-style-type: none"> ▪ Contamination of commonly used areas, including door handles, IT equipment and equipment used by multiple persons. ▪ Direct contact with 	<p>Direct infection of a well individual with virus particles</p> <p>Direct infection of a well individual with virus particles</p>	<ul style="list-style-type: none"> ▪ In the event of a positive test the school should ensure that the classroom and 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 conducted in accordance with COVID 19 ▪ School to promote to all staff and pupils in an appropriate manner good respiratory hygiene practises as typified by the NHS campaign “Catch it, Kill it, Bin it”. This should be repeated frequently. 	<ul style="list-style-type: none"> ▪ All staff will be briefed on safety procedures weekly or as they develop; signs will be clearly displayed around the school ▪ The school has purchased adequate quantities of cleaning supplies to maintain high standards of hygiene ▪ Cleaning of doors, door handles, desks and keyboards will continue throughout the day with a thorough clean at the end of each day. ▪ Staff have been advised to disinfect equipment in their allocated areas daily (IWB, laptops, visualisers etc.) 	HT/ Site Manager (DC)/ Operations Manager (AB)	Plans In place by 1 st September 2020

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<p>air born droplets</p> <p>Direct contact with virus particles from hand contact surfaces.</p> <p>Personal Hygiene</p>		<ul style="list-style-type: none"> ▪ Teaching staff are expected to supervise children in a manner appropriate to the age group to ensure that they wash their hands using the approved “20 second” method on a frequent basis. It is suggested at least as follows: ▪ On arrival at school ▪ After visiting the toilet ▪ Returning the classroom after breaks ▪ Before lunch time 	<ul style="list-style-type: none"> ▪ Shared rooms used by bubbles (libraries, yoga studios) will be in use while following schools hygiene procedures. ▪ Place; Catch it, Kill it, Bin it, signs in each classroom, each corridor. 		
<ul style="list-style-type: none"> ▪ Contamination of food products and packaging from supply chain or from food preparation on site. 	<ul style="list-style-type: none"> ▪ Staff and occupants infected by consumption of contaminated food packaging or food product. ▪ Contamination of food by catering staff failing to adhere to hygiene standards or otherwise who are infected with COVID-19. 	<p>Catering provision</p> <ul style="list-style-type: none"> ▪ Confirm with Govindas that all relevant safety procedures are in place and that they are adhering to government guidelines ▪ Ensure that Govindas are aware of any changes to lunch times and operating practices you have made. 	<ul style="list-style-type: none"> ▪ Govindas will prepare packed lunches, on school site. ▪ Some bubbles will eat their lunch either at their individual work station or in the school hall, to ensure we are able to sanitise tables between servings. Staff are advised to sanitise workstations before and after lunch, with pupil’s help, if lunch is eaten in classrooms. ▪ All packaging from lunch will be disposed of in the lidded bins. 	<p>Catering Manager Mike Jones</p>	<p>Plans and RA In place by 1st September 2020</p>

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<ul style="list-style-type: none"> Staff and pupils may be unfamiliar with changes to fire safety or other emergency arrangements. 	<ul style="list-style-type: none"> Risk of injury arising from panic due to lack of clear emergency arrangements. 	<p>Emergencies</p> <ul style="list-style-type: none"> Consider if any changes are required to emergency evacuation procedures because of any other changes made to provision in school e.g. reduced staff, fire wardens covering different areas, managing assembly areas etc. A full fire drill may not be appropriate but ensure all staff are familiar with any changes to arrangements. 	<ul style="list-style-type: none"> Review fire wardens, ensure there are adequate numbers to cover all areas On staff training day (24/7/2020) -ensure all staff are briefed about procedures should there be an alarm (fire/lockdown) The same applies to lockdown procedures 	<p>Site Manager (DC)/</p> <p>Site Manager (DC)</p>	<p>Plans In place by 1st September 2020</p>
<ul style="list-style-type: none"> Safety of health issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use. 	<ul style="list-style-type: none"> All persons at risk of Legionnaires disease from little used systems Damaged or broken items may not be identified or repairs actioned leading to injury. Statutory inspections or maintenance may be missed leading to failure of safety critical items. 	<p>Maintenance and inspection</p> <ul style="list-style-type: none"> Before school reopens: Ensure all used water outlets are flushed through. Check and test all fire protective systems Check and test all relevant safety critical devices Carry out a visual site inspection to identify any issues that may need remedying Where pieces of equipment or machinery, such as lifts, fume cupboards etc require thorough examination or testing (TE&T) they must all be within their testing cycle. If this has elapsed then these item(s) cannot be used until they have passed the required tests. Their use will therefore need to be postponed until testing has taken place. 	<ul style="list-style-type: none"> Flush all water outlets not in frequent use Test all fire protective systems, review fire assemble points to maintain social distancing Conduct site inspection All equipment must be checked to ensure they are within their testing cycle. 	<p>Site Manager (DC)/</p> <p>Operations Manager (AB)</p>	<p>Summer holiday period. 1st September 2020</p>
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons at school 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. 	<p>Suspected case of coronavirus in school</p> <ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough or a high temperature whilst in school, they must be sent home and advised to follow government guidance. 	<ul style="list-style-type: none"> Isolation rooms identified and those with symptoms will be sent home immediately or, in the case of pupils, isolated until they can be collected by a parent 	<p>HT/staff training/ Welfare staff</p>	<p>Plans In place by Friday 24th July 2020</p>

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<p>showing symptoms of coronavirus or those who are confirmed to have coronavirus.</p>	<ul style="list-style-type: none"> Potential for spread to other family members / persons. 	<ul style="list-style-type: none"> If a child is awaiting collection, they should be moved, if possible, to the allocated isolation room (DT) where they can be isolated behind a closed door with appropriate adult supervision. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron should be worn by the supervising adult. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people Availability of Testing and contact tracing. 	<ul style="list-style-type: none"> Face Masks will be worn by staff attending to pupils or adults with Covid-19 symptoms Disposable face masks, gloves and aprons will be used by welfare when in close contact with a pupil or other adult showing symptoms Staff will be reminded to have a test if they develop symptoms or if they treat someone who tests positive Staff will be signposted to local testing centres Hand washing for 20 seconds is to be actively encouraged Disinfecting areas after someone has visited either the medical room or isolation room 		
		<p>Confirmed case of coronavirus in school</p> <ul style="list-style-type: none"> When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. 	<ul style="list-style-type: none"> Clear instructions given to staff and their fellow household occupants on self-isolation if symptoms develop In the event of an adult or child testing positive all members of that group/class will be instructed to self-isolate. The 	HT/Welfare staff	On going

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		<ul style="list-style-type: none"> ▪ All staff and pupils will have access to a test if they display symptoms of coronavirus and must be tested in this scenario. ▪ Where a child, pupil, or staff member tests positive, the rest of their group within school should also be tested. The other household members of that wider group do not need to self-isolate unless the child, pupil or staff member they live with in that group subsequently develops symptoms. ▪ There is guidance available for managing children and pupils with education, health, and care plans, including those with complex needs. This covers recommendations for educational settings, working with local areas and families, on how to assess risks in supporting children and young people. 	<p>school shall follow the appropriate guidelines issued by the NHS and DfE</p> <ul style="list-style-type: none"> ▪ Risk assessments will be completed for any pupils with an EHCP attending school 		
<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons in the early years setting. 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. ▪ Potential for spread to other family members / persons. 	<p>Early years provision</p> <ul style="list-style-type: none"> ▪ Early years groups in school should consider: ▪ consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously ▪ remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) ▪ Ensure that help is available for children and young people who have trouble cleaning their hands independently 	<ul style="list-style-type: none"> ▪ For pupils of Reception age there will be no more than 15 pupils to one adult. In some cases we shall ensure 2 adults to every 15 pupils at all times. ▪ Reception pupils have a self-contained play area and play times will be staggered so that social distancing is maintained. ▪ Groups will be kept separate when using the outdoor areas ▪ Equipment will be washed and disinfected each day and between groups using them 	EYFS Staff/SLT/P rincipal	Plans In place by 1 st September 2020

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			<ul style="list-style-type: none"> ▪ Where this is not practical this equipment will be taken out of use ▪ All soft toys/soft furnishings will be locked away ▪ Reception children already have their own toilet/hand washing facilities in each classroom. 		