

## Risk Assessment Overview

### Details

**School:** Krishna Avanti Primary School Croydon

**Department:**

**Whole School**

### Risk Assessment Title:

## General Risk Assessment – Coronavirus COVID 19

Schools Compliance measures with “Implementing protective measures in Education and Childcare settings”.

### Who is at Risk?

**People at Direct Risk:**

**Staff, Pupils and Visitors**

**Other People Who Could be Affected:**

**Parents**

### Summary of Risk

**What is your assessment of the risk before the ACTION PLAN is completed?:**

**Low risk**

**What will the level of risk be after the ACTION PLAN is completed?:**

**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?		
			Yes	No	N/A
Contact with Individuals who are unwell with COVID 19 - General	Direct transmission of the virus to well individuals	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend school if they are unwell <a href="https://www.gov.uk/government/news/actions-for-schools-during-the-coronavirus-outbreak">Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</a> Ensuring that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a> or have tested positive as per AST guidance at a MAT. <a href="#">Coronavirus Updates – Avanti Schools Trust</a>	X		
		Schools “Sickness Policies” updated by HR	X		
		Update the school’s “Contractor 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 to limit <a href="#">Contractors Policy.docx (avanti.org.uk)</a> .	X		
		Communicate the updated school Sickness Policies to Parents and Staff	X		
		Develop new Visitor and Contractor arrangements for the school. Visitors are only allowed to attend the site and meet school staff by prior appointment or by good reason (delivery drivers). Otherwise they will be asked to leave the site.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Contact with unwell individuals – who develop unconfirmed symptoms on site	Direct transmission of the virus to well individuals.	In the event of a positive test the school should ensure that the classroom and resources that the child or person used are cleaned above the normal school practices as soon as practicable, Cleaning conducted in accordance with <a href="#">COVID 19: cleaning in a non-healthcare setting</a> .	X		
		Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas.	X		
Direct contact with airborne droplets from carriers.	Direct infection of a well individual with virus particles	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.	X		
		Teaching staff to supervise children and tell them to use a tissue or the crook of their arm if they want to sneeze or cough.	X		
		Appropriate basic signage to be placed on display in all common areas	X		
		A supply of tissues and appropriate wastepaper bin to be present in all rooms that are in use at the school. Bin to be emptied daily.	X		



What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
		<p>Pupils and staff are reminded to wash their hands using the appropriate method after sneezing. All class rooms will have sufficient soap/water and sanitizer. All offices will have sanitizer. All main entrances to the school have a sanitizer pump on the wall.</p> <p>Children and staff will clean their hands when they arrive at school, return from breaks/PE and before eating.</p> <p>Staff on duty in the lunch hall will ensure that every child entering the area will sanitize/wash their hands.</p> <p>Staff on duty by toilets to ensure pupils are not forming a crowd.</p> <p>Pupils with complex needs or very young children will be assisted by staff to wash their hands so that their hands are clean and the sanitizer/soaps are not ingested.</p>	X		
Direct contact with airborne droplets from carriers.	Direct infection of a well individual with virus particles	<p>The guidance provided by Public Health England does not recommend the use of face coverings for general use in education settings unless for specific reasons as detailed in other areas of this risk assessment.</p> <p>All members of staff can choose to wear a facial covering/mask when entering the school premises.</p>	X		
Direct contact with virus particles from hand contact surfaces. <b>Personal Hygiene</b>	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	<p>Staff are reminded to wash their hands on a frequent and regular basis using the approved “20 second” method.</p> <p>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:</p> <ul style="list-style-type: none"> <li>- On arrival at school</li> <li>- After visiting the toilet</li> <li>- Returning to the classroom after breaks</li> <li>- Before lunch time</li> </ul> <p>Any other time deemed necessary by the supervising staff.</p>	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
		Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic.	X		
		Books/art/ science resources can be shared but these must be cleaned regularly.			
Direct contact with virus particles from hand contact surfaces. <b>Personal Hygiene.</b>	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	Supplies of hand sanitizer gel should be provided in all rooms in use to allow children and staff to use them as required to reduce the frequency of hand washing.			
		Consider providing all staff with their own individual supply of appropriate hand sanitizer gel.	X		
		Ensure that the school buildings are provided with appropriate posters and signage to remind people / children present to wash their hands.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Social Contact on site – Children/Young people  <b>Classrooms. Cont.</b>	Direct transmission of virus from carriers to well individuals				
		Staff must stay with their class/year group throughout the day where practicable.	X		
<b>Playgrounds</b>	Direct transmission of virus from carriers to well individuals	Stagger break / playtimes / use of outdoor spaces so that different year groups are not using the space at the same time where space is limited.	X		
		Pupils will be reminded to play in year where possible. Staff to be on duty to supervise and remind pupils of safe play.	X		
		Outdoor play equipment, including climbing frames can be used as the equipment be cleaned effectively between groups of children using it.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Social Contact on site – Children/Young people-playgrounds	Direct transmission of virus from carriers to well individuals	For younger children, introduce more structured play, by using games which promote social distancing instead of allowing “free” play.	X		
Social Contact on Site – <b>Drop Off.</b>	Direct transmission of virus from carriers to well individuals	Reception entry and exit procedure to continue in existing form. Year 1 and 2 parents to use existing entry and exit gates. Year 3 to enter/exit via stairwell at the end of the building and Year 4 and 5 to enter/exit via main school entrance.	X		
Social Contact - <b>Collection</b>	Direct transmission of virus from carriers to well individuals	Children should be collected by an identified member of their household if possible.	X		
		Collection times will be staggered to manage the collection process as much as reasonably practicable.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
		<p>Reception pupils will be dismissed from the EYFS outdoor area and Year 1 and 2 pupils will be dismissed via the classroom door, with parents waiting in the playground.</p> <p>Year 3, 4 and 5 will be dismissed via the stairwell at the far end of the school/main school entrance.</p> <p>SLT and the Site manager will be on duty to ensure children are picked up quickly and that parents/carers leave the site as soon as possible.</p>	X		
<b>Dining Hall</b>	Direct transmission of virus from carriers to well individuals	Ensure the lunch time period to allow effective staggering of the lunch timings for different year groups.	X		
		Class groups should be brought in one at a time- each year group will have a separate eating area within the hall, which will be cleaned after they leave.	X		
		Disposable tray are no longer in use and exchanged for plastic washable trays.			
		Dining tables and chairs as well as other hard surfaces will be wiped down using an appropriate.			
Social Contact. <b>Dining Hall</b>		Children in the dining hall will be reminded not to share food whilst eating.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
	Direct transmission of virus from carriers to well individuals	Trays, glasses, cups and cutlery shall be maintained in a hygienic manner and preferably handed to the child during service.	X		
		Children should wash/sanitize their hands before entering the dining hall and appropriate sanitiser gel should be used before food is collected.	X		
<b>School hall / Assemblies</b>	Direct transmission of virus from carriers to well individuals	School assemblies will occur in person where possible and sometimes via the use of online technology e.g. Teams whilst the children are in their classrooms.	X		
<b>School hall / Sports</b>	Direct transmission of virus from carriers to well individuals	PE lessons including yoga will take place in year group sessions.	X		
		Children to come to school/go home dressed in their PE kit to avoid changing in class. Teachers to inform classes of their PE times.	X		
		Outdoor PE lessons are preferred to reduce the risk however, the hall and mats will be used due to lack of alternate usable space.	X		
		Sports equipment will be effectively cleaned regularly / classes including yoga mats.	X		
<b>Teaching</b>	Direct transmission of virus from carriers to well individuals				
		Children to be provided with individual resources where appropriate (labelled stationary and exercise books).	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
<b>Wrap around care</b>	Direct transmission of virus from carriers to well individuals	Energy Kidz (after-school care provider) provision may take place in September 2022	X		
Contact with virus particles on surfaces: <b>Effective cleaning.</b>	Indirect transmission of virus from carriers to well individuals	School has a copy of “COVID 19: cleaning of non-healthcare settings” guidance for reference.	X		
Contact with virus particles on surfaces: <b>Effective cleaning.</b>	Indirect transmission of virus from carriers to well individuals	School has conducted a specific cleaning risk assessment to determine the frequency of cleaning of all areas of the school including high use / high risk areas and low risk areas.	X		
Contact with virus particles on surfaces: <b>Effective cleaning.</b>	indirect transmission of virus from carriers to well individuals	If contract cleaners are employed discuss the requirements for a new cleaning regime at the school based on the guidance. A new service level agreement will be required.	X		
<b>Effective cleaning.</b>	Indirect transmission of virus from carriers to well individuals				
		All school cleaning staff have received appropriate instruction and training with regards the requirements of government guidance and the wearing of identified PPE and the reasons for effective cleaning.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Contact with virus particles on surfaces:  <b>Effective cleaning.</b>	Indirect transmission of virus from carriers to well individuals	The school's cleaning regime shall be at least as follows: <ul style="list-style-type: none"> <li>Each room that is in use shall receive a deep clean once per day.</li> <li>Each room in use shall have its hand contact surfaces cleaned as frequently as necessary depending on the number of people present and use</li> <li>Each room in use shall have its high-use hard surfaces cleaned frequently.</li> <li>Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible.</li> <li>Hand contact surfaces in the circulation space of the buildings shall be cleaned in an appropriate manner on a frequent basis e.g. after each break.</li> </ul>	X		
		School has identified high risk areas of the school buildings which may require higher frequencies of cleaning.	X		
		School has identified the staff responsible to conduct the cleaning in certain situations.	X		
Contact with virus particles on surfaces:  <b>Effective cleaning.</b>	Indirect transmission of virus from carriers to well individuals	Complete a cleaning schedule specific to each area of the school to detail: <ul style="list-style-type: none"> <li>What is to be cleaned,</li> <li>What chemicals are to be used,</li> <li>The frequency of cleaning,</li> <li>Who is to undertake the cleaning,</li> <li>Method of cleaning,</li> <li>Safety precautions to be taken.</li> </ul>	X		
		Ensure that each room in use at the school is provided with the correct identified cleaning materials and there is a system to identify shortages and replace them.	X		
		Ensure that up to date MSDS sheets are present for the chemicals in use at the school.	X		
		Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.	X		
		Cleaning staff are required to wear disposable aprons and gloves for cleaning operations. After use they should be removed, double bagged and stored for 72 hours before disposal in general waste.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Contact with virus particles on surfaces: <b>Effective cleaning.</b>	Indirect transmission of virus from carriers to well individuals	Hard surface deep cleaning should be conducted using disposable cloths, mop heads or paper towels using a suitable method:  <ul style="list-style-type: none"> <li>use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> </ul> or  <ul style="list-style-type: none"> <li>a household detergent followed by disinfection (1000 ppm av.cl.).</li> </ul> Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. Ensure the school has adequate supplies of the above equipment and chemicals.	X		
		Used equipment shall be double bagged and then disposed of in general waste.	X		
Contact with virus particles on surfaces: <b>Effective cleaning.</b>	In Direct transmission of virus from carriers to well individuals	Assess there is sufficient waste storage space to securely store any increase in waste generated.  Increase the frequency of the waste disposal service if necessary.	X		
Contact with virus particles on surfaces: <b>Toilet facilities / handwashing.</b>	In Direct transmission of virus from carriers to well individuals	All toilet facilities shall be cleaned and disinfected on a basis as detailed above. Toilets to be checked by the site team regularly.	X		
Contact with virus particles on surfaces:	In Direct transmission of virus from carriers to well individuals	Ensure that there are measures in place to restrict numbers of pupils using toilet facilities at any one time- toilets to be supervised by staff during break and lunch times.	X		
		Provisions in place to monitor younger children using the toilet facilities/hand washing	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Toilet facilities / handwashing.		<p>Ensure that all hand basins within the school are checked frequently (daily) to ensure they are provided with warm water, soap, hygienic method to dry hands and appropriate sanitizer gel. Replace as frequently as necessary.</p> <p>Hand dryers to be disabled and replaced with paper towels throughout the school.</p>	X		
Minimising contact with those who are unwell	Transmission of the virus	Everyone in the community has been sent the flow chart from the trust which inform them of the procedure of not coming into school if they have Covid symptoms or have tested positive in the last 7 days.	X		
Minimising the spread of particles in the air	Transmission of the virus	<p>Windows are to remain open for as long as the weather allows the school to do this. Site keeper to open all windows and classroom doors across the school.</p> <p>Doors can be kept open inside the building to allow for more air flow.</p>	X		
Contact with virus through bodily fluids	Transmission of the virus	Those members of staff who may be at risk from pupils who cannot control their behaviour such as spitting, coughing or sneezing or whose learning needs/disability	X		
Contact with virus through particles - wearing a mask	Transmission of the virus	The DFE has stated that there is no need for staff and pupils to wear a face covering whilst on site.	X		
Managing a confirmed case of the virus in the school	Transmission of the virus	<p>The school will follow LA guidance and flow chart updated 17<sup>th</sup> January 2022. It will be explained to the pupil/parent/staff member that they cannot return until the isolation period has passed or a negative result has been provided.</p> <p>The Headteacher/Senior member of staff will liaise with the health protection team in the event of confirmed case/s. The Head/Senior Teacher will seek the advice of the local health protection team on the sharing of information of confirmed cases.</p>	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Containing outbreaks	Transmission of the virus	Assurance will be given to staff whether a child or adult goes home with Covid symptoms- the necessary information after discussing with the Health protection team will always be treated as urgent and shared with staff at an early stage.	X		
Social distancing	Transmission of the virus	<p>Not in operation at present due to restrictions lifted by Government</p> <p>Staff moving from one class to the other e.g. SENDCO/PPA teachers to try and use their own resources where possible. They wipe the computer keyboard before and after using and phones</p> <p>Support staff who support children on a 1:1 will support the same children on a daily basis where possible.</p>			



What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Staff well being	Stress/illness	<p>Meetings are kept to a minimum with a clear start and finish time.</p> <p>Staff advised to take part in daily meditation to support their wellbeing.</p> <p>Staff advised to take their breaks and not to work through them.</p> <p>The Senior team operate an open-door policy and staff are advised that they can speak to them about their work load at any time.</p> <p>Staff aware of the staff help line should they need support: Health Assured <b>0800 030 5182</b></p> <p>Staff have been emailed a health app from HR which they can use to monitor their own well being and seek support if needed</p> <p>All staff have completed an individual risk assessment in light of Covid and the school has completed personal risk assessments for individual staff if needed in light of Covid or long Covid.</p>	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Attendance	Disruption to education	<p>As published by the DFE, attendance is mandatory from September 2020 for all pupils. Parents have been informed.</p> <p>The Senior Team are on site and readily available to discuss any issues the parents/ children may have in returning to school and will seek further advice from the EWO if needed.</p> <p>If a pupil has been identified by the hospital as being unable to return the school would ensure online learning is available and that the necessary support in place for the pupil.</p>	X		
School educational visits	Spread of the virus	Trips have resumed in accordance to risk assessments and up to date guidance.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Behaviour	Spread of the virus/anxiety	<p>All staff to ensure they share behaviour expectations with all children at the appropriate level-see behaviour policy so that the expectations are understood and followed.</p> <p>School to support those pupils who may struggle to reengage to ensure barriers are overcome if affected by Covid-19 or bereavement.</p>	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Outbreak planning	Spread of the virus/anxiety/educational gaps in learning	<p>Where a class or group of pupils needs to isolate or there is a local lockdown the school using Google Classrooms will be able to immediately provide remote education to pupils from reception to year 5.</p> <p>Printed resources will also be available to support those pupils without internet access.</p> <p>Logs will be in place to monitor vulnerable children whilst learning from home.</p> <p>Risk assessments for Vulnerable children will be in place to ensure they receive the same offer at home as at school.</p>	X		
Violence and aggression	Injury, stress, anxiety	Provision in place-the school will not tolerate violence and aggression towards staff and will take the necessary actions should any persons refuse to adhere to arrangements of social distancing or deliberately expose the school's occupants to risk	X		
BAME	Stress, illness,	<p>Measures in place for staff to keep themselves safe such as social distancing</p> <p>Clinically vulnerable members of staff have a risk assessment is in place</p> <p>Ensure that Senior Leaders and staff are able to have clear and informed conversations about the risks to teams and the risks to any specific individual. The Headteacher and HR will use these conversations to identify any particular risks for an individual staff member.</p> <p>Where there may be particular risks for a staff member, develop a plan for work that fits their risk situation.</p>	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
First Aid-Staff catch the virus through close contact with pupils when administering first aid	Stress, illness,	<p>Children not showing Covid symptoms will be seen by a first aider outside of the medical room to allow for more space when treating children</p> <p>First aiders to wear gloves when treating children and to be reminded to wash their hands after treating a child, even after wearing gloves.</p> <p>Adequate numbers of first aiders trained to administer first aid.</p> <p>Eye protection is available for use if needed by first aiders for pupils who may need to be treated where there is a risk of fluids going on the face of the first aider or into their eyes</p>	X		
School bags/personal stationary	Spread of the virus	<p>Only stationary provided by the school is to be used by pupils.</p> <p>No pencil cases to be brought in from home to school.</p> <p>Items in school book bags to be kept to a minimum e.g. reading record, reading book and water bottle.</p>	X		
Celebratory food is brought in from home and shared between the class	Spread of the virus	Parents/carers to be reminded not to send in food to celebrate birthdays except from authorised companies.	X		

NB. The above risk assessment has been devised using the following guidance

**Coronavirus (COVID -19): implementing protective measures in education and childcare settings. Supporting vulnerable children and young people during the coronavirus (COVID – 19**

This risk assessment has been produced as a generic template for Schools to follow to give them a start on ensuring they are meeting the recommendations held in the guidance documents given above. This risk assessment does not take into account any specific circumstances found at your school which may mean you will have difficulty meeting the recommendations. It is important that you identify these “hazards” and conduct a specific risk assessment to identify the management controls required at your school.

These specific hazards can be added to this risk assessment. You are free to use this risk assessment how you see fit and make the appropriate alterations necessary to your school.

This risk assessment will remain under review by SafetyMARK to address any changes in Government / Public Health England advice. Updated risk assessments will be created and added to the Resource Library you have access to as soon as practicable.

## Sign Off Sheet

### Assessor Details:

Assessor(s) name:	Assessor(s) signature:	Date:
Shivani Vyas	<i>Bijal Pandya</i>	04/04/2022
Ian Garrard		
Bijal Pandya		

### School safety co-ordinator to sign below to accept the assessment

School safety co-ordinator's name:	School safety co-ordinator's signature:	Date:
		04/04/2022

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:

