

Risk Assessment Overview

Details

School: Krishna Avanti Primary School, Leicester	Department: Whole School
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Risk Assessment Title:

Risk Assessment – Coronavirus COVID 19
Schools Compliance measures with “Implementing protective measures in Education and Childcare settings”.
 Version 1 – 15/05/20

Who is at Risk?

People at Direct Risk: Staff, Pupils and Visitors	Other People Who Could be Affected: Parents
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Summary of Risk

What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:		High risk	Medium risk	Low risk
What will the level of risk be <u>after</u> the ACTION PLAN is completed?:		High risk	Medium risk	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?
Contact with Individuals who are unwell with COVID 19 - General	Direct transmission of the virus to well individuals	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. <i>(phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</i>	Y			See Return to School - The Procedure (point 21)	
		Schools "Sickness Policies" 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. <i>(phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</i>	Y			See Return to School - The Procedure (point 21 and 22)	
		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.	Y				
		Communicate the updated school Sickness Policies to Parents and Staff	Y				

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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?
Contact with Individuals who are unwell with COVID 19 – General Cont'	Direct transmission of the virus to well individuals Cont'	Communicate the updated “Contractor Management Policy” with existing contractors and for new contractors as required.			-		
		Visitors and contractors 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.	Y				
		All visitors and contractors who will access the school 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.	Y			On InvEntry & Hardcopy Contractors to supply own C19 RA	
		Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave.	Y				
Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	Staff or pupils that develop unconfirmed symptoms whilst on the school shall be placed in isolation away from staff or their cohort group as soon as practicable.	Y			See Return to School - The Procedure (point 21 and 22)	

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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?
		For children, normal safeguarding measures remain in force, and they will be supervised in an appropriate manner by a member of staff maintaining a distance of at least 2m where possible if symptoms displayed. All classes have a resource in the class base.	Y			PPE equipment to be available and in place (class bases) PK prepared and placed a box in each area with required PPE should it be needed 5/6/20	Yes
		All staff are first aid trained. All class bases to have own first aid kit so any needs can be met by the staff member.	Y				
Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	Where direct supervision is required then the attending member of staff shall be provided with appropriate PPE, including gloves, disposable apron and appropriate fluid resistant surgical face mask should be worn. Eye protection should be provided if there is a risk of splashing - vomit.	Y			PPE equipment to be available and in place (class bases) PK prepared and placed a box in each area with required PPE should it be needed 5/6/20	Yes
		Parents will be contacted and the child collected as soon as practicable.	Y			Weather permitting, use the courtyard.	

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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?
		Weather permitting, the child will be supervised in the courtyard whilst waiting for the parent. If a bathroom is required for the isolated person – they shall use a separate bathroom (Labelled). After use it will be cleaned and disinfected thoroughly.	Y				
		School should encourage the parents to have the child/young person tested.	Y				
Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing.	Direct transmission of the virus to well individuals.	If the unwell person tests positive, then the child’s class or group should be sent home and advised to self- isolate for 14 days. ScholarPack template in place to contact parents promptly. Liaison with Public Health England is to be expected.	Y				
Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing. Cont’	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 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: cleaning in a non-healthcare setting .	Y				

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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?
		Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas.	Y			See Return to School - The Procedure (point 18)	
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.	Y			Signage to be made and on door. S. Bains (1st June, 2020)	
		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.	Y				
		Appropriate signage to be placed on display in all rooms, offices, corridors etc.	Y			Signage to be made and on door. S. Bains (1st June, 2020)	
		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.	Y				
		Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.	Y			Display signs in all rooms	

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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?
Direct contact with airborne droplets from carriers. Cont'	Direct infection of a well individual with virus particles	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. If concerns exist with staff or parents, then the school should conduct a separate risk assessment and develop appropriate procedures.			-		
Direct contact with virus particles from hand contact surfaces. Personal Hygiene	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	Staff are reminded to wash their hands on a frequent and regular basis using the approved "20 second" method.	Y				
		Teaching staff 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. As follows: <ul style="list-style-type: none"> - On arrival at school - After visiting the toilet - Returning to the classroom after breaks - Before and after lunch time Any other time deemed necessary by the supervising staff.	Y				
		Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic.	Y				

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Direct contact with virus particles from hand contact surfaces. Personal Hygiene. Cont'	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	Toilet and wash hand basins limited to children in a specific group and on-site cleaner to clean throughout the day.	Y				
		Supplies of hand sanitizer gel provided in all rooms in use to allow children and staff to use them as required.	Y				
		Classroom windows to be open at all reasonably practical times, weather permitting.	Y				
		Appropriate posters and signage to remind people / children present to wash their hands.	Y				
Social Contact on site - Staff	Direct transmission of virus from carriers to well individuals	Only required staff for the groups on site. All others to work at home continuing Google Classroom provision.	Y				
		Staff that are classified as being clinically extremely vulnerable and required to be shielded are to work at home.	Y				
Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	Staff classified as clinically vulnerable due to pre-existing conditions work from home.	Y				

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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 that live with somebody who is in the clinically extremely vulnerable class, are allowed to work from home.	Y				
		School staff to be on site only when required to teach/lead a group. Where possible, staff work at home. School.	Y				
		Start and finish times staggered.	Y			See Return to School - The Procedure (point 1 and 2)	
		All staff allowed to work from home been given advice regarding safe workstation set up.			-		
		Staffroom not to be used.	Y				
		Groups to all have own resources that are not shared, including all resources/ materials or equipment.	Y				
Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	Staff briefings and meetings to continue via Zoom to prevent any need for unnecessary gatherings on the school site which may compromise social distancing rules.	Y				

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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?
Social Contact on site – Children/Young people	Direct transmission of virus from carriers to well individuals	School to identify the children within the groups of children returning to school which are classified as being clinically extremely vulnerable and continue to support them being at home.	Y			There are no CEV children or staff attending.	
		School to identify the children classified as being clinically vulnerable. For this group Parents must seek specialist medical advice that it is safe for them to return to the school setting.	y			No parent requested their CEV child to attend.	
		Children that live in a household with somebody who is categorised as being clinically extremely vulnerable should be identified and to continue to work at home with Google Classroom.	Y				
		The school has identified the number of children in each year group to return and allocated to groups of no more than 15.	Y			Groups to be finalised by 4/6/20 Currently 10 the most in the groups.	
Social Contact on site – Children/Young people Classrooms.	Direct transmission of virus from carriers to well individuals	The school has assessed that identified classrooms for each allocated group. Social distancing within the group will not be possible and communicated to parents prior to the return.	Y			See Return to School - The Procedure (point 8)	

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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?
		Where schools have a larger number of groups of children than the number of classrooms or rooms available for teaching. Seek advice from your LA or Trust. <i>Guidance suggests schools should prioritise children from priority groups and children in younger year groups.</i>			-		
		In the identified classrooms: <ul style="list-style-type: none"> - Excess seating zoned off to avoid need for daily clean. - Resources, including furnishings that cannot be easily hygienically sanitised removed. 	Y				
Social Contact on site – Children/Young people Classrooms. Cont.	Direct transmission of virus from carriers to well individuals	Children must stay within their identified group for the duration of the day. Children will not be allowed to change groups unless for exceptional reasons, with the prior agreement of the Principal.	Y			See Return to School - The Procedure (point 7)	
		Staff remain with their class group throughout the day, week and term where possible.	Y			See Return to School - The Procedure (point 7)	
Social Contact on site – Children/Young people Playgrounds	Direct transmission of virus from carriers to well individuals	All breaks staggered and the use of outdoor spaces, weather permitting. Groups distanced if using the tennis courts/field at the same time.	Y				

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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?
		Outdoor play equipment allocated on a weekly rota, allowing a Friday deep clean and weekend without use, prior to a new group using it.	Y				
		Small groups play with those from their group only. The same staff member is present with them. An additional staff member is available as required for toilet/refreshment breaks.	Y			See Return to School - The Procedure (point 8)	
Social Contact on Site - General	Direct transmission of virus from carriers to well individuals	Clear systems in place for drop off and pick up times. Staff briefing covered strict procedures.	Y			See Return to School - The Procedure (point 9)	
		Each class to use identified entrance/exit ensuring it is only used by that group.	Y			Entrance/exit signs to be placed on doors. S. Bains 1/6/20	
		Groups spread through the school so no requirement for different groups to mix. Note: Key Worker group and Year 6 groups has potential to cross over for access to toilets and entrance/exit. Staff to supervise and guide.	Y				
Social Contact on Site – Pick up/Drop Off.	Direct transmission of virus from carriers to well individuals	Ensure that the pick up/drop off times for various year groups or class groups are staggered to reduce the number of people trying to access the school at one time.	Y			See Return to School - The Procedure (point 1)	

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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?
		Parents to remain in cars/on the field and maintain social distancing, to reduce transmission risks.	Y			See Return to School - The Procedure (point 9)	
Social Contact on Site – Pick up/Drop Off.	Direct transmission of virus from carriers to well individuals	Procedures for drop off and pick up clearly communicated to parents and staff with signage in place.	Y			See Return to School - The Procedure (point 9)	
		Identify a one-way flow for any drop off system.	Y			See Return to School - The Procedure (point 9)	
Social Contact - Pick up/ Drop Off.	Direct transmission of virus from carriers to well individuals	Communicate with the families that they should not be congregating in large groups outside of the school gates or at the pick up/drop off points. Social distancing must be adhered to if possible.	Y			See Return to School - The Procedure (point 9)	
Social Contact. Drop Off and Collection	Direct transmission of virus from carriers to well individuals	Review and assess both the drop off and collection protocols on a daily basis. Take appropriate action to make changes and communicate with all interested parties.	Y				
Social Contact. Lunch	Direct transmission of virus from carriers to well individuals	Packed lunches provided and delivered to the group's class base, eliminating the need for accessing the hall.	Y			See Return to School - The Procedure (point 13 and 14)	
		Zones marked from groups where more than one group is outside at the same time.	Y			See Return to School - The Procedure (point 14)	
		Staff member to decide where lunch will be eaten, ideally outside, weather permitting.	Y				

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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?
		Children to wash their hands before and after eating.	Y				
Social Contact Worship	Direct transmission of virus from carriers to well individuals	All worship to be class based.	Y			See Return to School - The Procedure (point 17)	
Social Contact School hall / Sports	Direct transmission of virus from carriers to well individuals	PE timetabled so groups have a specific day, enabling the space to be used only by that group on the timetabled day.	Y			Timetable to be agreed by staff on 1/6/20	
		Equipment to be group specific to avoid risk of spread via shared resources, where possible.	Y				
		Outdoor PE lessons are preferred to reduce the risk of transmission.	Y				
		Children to wear PE kit for the day where PE is timetabled to eliminate the need to change and changing rooms.	Y			See Return to School - The Procedure (point 10)	
Social Contact: Teaching	Direct transmission of virus from carriers to well individuals	All teachers to review their lesson plans or schemes of work to ensure they can meet the needs of social distancing and reduce the risk of disease transmission.	Y				

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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?
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	School has a copy of "COVID 19: cleaning of non-healthcare settings" guidance for reference.	Y				
Contact with virus particles on surfaces: Effective cleaning.	indirect transmission of virus from carriers to well individuals	Trained cleaner on site all day to regularly clean door handles, surfaces, toilets etc...	Y				
		Daily deep clean after children have left by several cleaners.	Y				
		School closes 2 hrs early on a Friday to facilitate a Deep clean of the whole school (areas used).	Y			See Return to School - The Procedure (point 2)	

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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?
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	The schools cleaning regime shall be as follows: <ul style="list-style-type: none"> • Each room that is in use shall receive a deep clean once per day. • Each room in use shall have its hand contact surfaces cleaned as frequently as necessary depending on the number of people present and use. • Each room in use shall have its high use hard surfaces cleaned frequently. • Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible. • 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. 	Y				
		School to identify high risk areas of the school buildings which may require higher frequencies of cleaning.			-		
		Identify the staff responsible to conduct the cleaning in certain situations. Employ additional staff if required.	Y			Cleaning contractors	

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Contact with virus particles on surfaces: Effective cleaning.	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"> • What is to be cleaned, • What chemicals are to be used, • The frequency of cleaning, • Who is to undertake the cleaning, • Method of cleaning, • Safety precautions to be taken. 	Y				
		Regular cleaning of each used room throughout the day and a deep clean after children have gone home.	Y				
		Ensure that up to date MSDS sheets are present for the chemicals in use at the school.	Y			Coshh sheets are in AP office . Service master to give updated sheet on Monday 8th for the Covid-19	
		Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.	Y			Coshh sheets are on site . Service master in hand.	
		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.	Y			AP Emailed and spoke to supervisor to communicate with cleaners - 31/5/20	

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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?
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	Conduct a separate PPE risk assessment if a risk assessment of the particular setting identifies a higher level of virus is present. Seek advice from the local Public Health England health Protection team on this matter if required.			-		
		Hard surface deep cleaning should be conducted using disposable cloths, mopheads or paper towels using a suitable method: <ul style="list-style-type: none"> • use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or <ul style="list-style-type: none"> • a household detergent followed by disinfection (1000 ppm av.cl.). 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.	Y			AP emailed and spoke to supervisor to communicate with cleaners	
		Used equipment shall be double bagged, stored for 72 hours securely and then disposed of in general waste.	Y			AP emailed and spoke to supervisor to communicate with cleaners	

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?
<p>Contact with virus particles on surfaces:</p> <p>Effective cleaning.</p>	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.	Y			To use cleaners room to avoid contact with anyone else. Emailed Servicemaster with instructions	
<p>Contact with virus particles on surfaces:</p> <p>Toilet facilities / handwashing.</p>	In Direct transmission of virus from carriers to well individuals	All toilet facilities shall be cleaned and disinfected on a basis as detailed above.	Y			See Return to School - The Procedure (point 18)	
		Numbers of pupils using toilet facilities at any one time restricted. Key Worker children and Year 6 have own for individual groups. Foundation Two and Year 1 toilets to be cleaned more frequently and usage managed by staff, to avoid different. groups within the year group using the same.	Y			See Return to School - The Procedure (point 18)	
		Provisions in place to monitor younger children using the toilet facilities to ensure social distancing.	Y				
		Ensure that all wash hand basins within the school are checked frequently to ensure they are provided with, warm water, soap, hygienic method to dry hands and appropriate sanitizer gel. Replace as frequently as necessary.	Y				

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) outbreak.
- COVID-19: cleaning of non-healthcare settings
- COVID-19: guidance for households with possible coronavirus infection
- COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
- COVID 19: Staying Alert and safe (social distancing)

Sign Off Sheet

Assessor Details:

Assessor(s) name:	Assessor(s) signature:	Date:
Mr D. Kite	<i>D. Kite</i>	Sunday, 31 May 2020

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

School safety co-ordinator's name:	School safety co-ordinator's signature:	Date:
Mr A. Bhardwaj	<i>A. Bhardwaj</i>	Friday, 5 June 2020

A review of this risk assessment is to be undertaken weekly or else if any changes occur that affect the facts given above

Date of review:	Reviewed by (Name):	Comments:
Monday, 1 June 2020	SLT	Decision made to use Y1 rooms, rather than Y2. Cleaner sheets and procedures shared. Bottles for hand gel arrived - will be one in each class base, although soap used first as more effective.
Tuesday, 2 June 2020	D. Kite	Register of those to return checked by VB - no CEV children.
Thursday, 4 June 2020	D. Kite	Letter templates prepared by VB.

Friday, 5 June 2020	D. Kite and A. Bhardwaj	RA and The Procedure document revisited together and reviewed. Email received confirming by AB that measures are in place and agreed. Final walk conducted by AP, DK and TL
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