

## Risk Assessment Overview

### Details

<b>School:</b> Krishna Avanti Primary School, Leicester	<b>Department:</b> 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”.

### Who is at Risk?

<b>People at Direct Risk:</b> Staff, Pupils and Visitors	<b>Other People Who Could be Affected:</b> Parents
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### Summary of Risk

<b>What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:</b>		High risk	Medium risk	Low risk
<b>What will the level of risk be <u>after</u> the ACTION PLAN is completed?:</b>		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 have tested positive (LFT or PCR) for 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 The Procedure (point 16)	
		Schools "Sickness Policies" updated to ensure that staff and pupils that have someone in their household confirmed positive of COVID 19, use a LFT daily to ensure they are negative, or isolate. <i>(phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</i>	Y			See The Procedure (point 16)	
		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 symptoms whilst on the school shall be placed in isolation away from staff or their cohort group as soon as practicable and be advised to get tested.	Y			See The Procedure (point 3 and 16)	

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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 1m where possible if symptoms displayed.	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.	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	Yes
		Parents will be contacted and the child collected as soon as practicable.	Y				
		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				

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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?
		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 will be informed of a class case. Numbers in the class will not be shared. Parents are encouraged to use LFTs regularly to test. Liaison with Public Health England is to be expected.	Y				
Direct contact with airborne droplets from carriers.	Direct infection of the virus to well individual.	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				
		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				
		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				

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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?
		Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.	Y				
Direct contact with airborne droplets from carriers. Cont'	Direct infection of a well individual with virus particles	Children and staff are able to wear PPE as they wish to. Parents strongly encouraged to wear masks when on site to drop off/pick up children.	Y				
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.	Face coverings should be worn by staff and adult visitors where social distancing between adults is not possible. Children in primary schools do not need to wear a face covering - personal choice.  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"> <li>- On arrival at school</li> <li>- After visiting the toilet</li> <li>- Returning to the classroom after breaks</li> <li>- Before and after lunch time</li> </ul> Any other time deemed necessary by the supervising 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?
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.	Supplies of hand sanitizer gel provided in all rooms in use and entrances to school. To be used as required.	Y				
		Classroom windows to be open at all reasonably practical times, weather permitting.	Y				
		<b>Fire Doors</b> – can be left open to improve the ventilation of the premises. However, they must be manually closed when rooms are to be left empty for significant periods of time.	Y				
		Appropriate posters and signage to remind people / children present to wash their hands.	Y				
Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	Gates open a 07:40, allowing pupils to enter in staggers without crowding. Children gable to use the tennis courts in addition to the courtyard to aid spacing.	Y			See The Procedure (point 1, 10 and 12)	
Social Contact on site – Children/Young people <b>Classrooms.</b>	Direct transmission of virus from carriers to well individuals	The school's procedures details how children and classes will limit mixing as reasonably practical. SD within a class is not possible - and communicated to parents.	Y			See The Procedure (point 5)	
Social Contact on site – Children/Young people <b>Playgrounds</b>	Direct transmission of virus from carriers to well individuals	All breaks staggered and the use of outdoor spaces, weather permitting. Classes distanced if using the tennis courts/field at the same time.	Y			See Return to School - The Procedure (Appendix 4)	

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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 - General	Direct transmission of virus from carriers to well individuals	Clear systems in place for drop off and pick up times.	Y			See The Procedure (point 1 and 7) and Appendix 1.	
Social Contact on Site – Pick up/Drop Off.	Direct transmission of virus from carriers to well individuals	Pick up/drop off times for various classes are spaced to reduce the number of people trying to access the school at one time.	Y			See The Procedure (point 1 , 7 and 10 nad Appendix 1)	
		One-way system around the field and maintain social distancing, to reduce transmission risks.			Y	See The Procedure (point 1 and Appendix 1)	
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.	Y			See The Procedure (point 1 and Appendix 1)	
		Identify a one-way flow for any drop off system.	Y			See The Procedure (point 1 and Appendix 1)	
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 encouraged.	Y			See The Procedure (point 1, 7 and Appendix 1)	
Social Contact. <b>Drop Off and Collection</b>	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				



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Social Contact. <b>Lunch</b>	Direct transmission of virus from carriers to well individuals	Two year group limit in the hall at set tables for lunch.	Y			See The Procedure (point 11)	
		Children to wash their hands before and after eating.	Y				
Social Contact <b>Worship</b>	Direct transmission of virus from carriers to well individuals	There will be no whole school Worship nor assemblies. These will be limited to two year groups in a ventilated hall and spaced.	Y			See The Procedure (point 13)	
Social Contact <b>School hall / Sports</b>	Direct transmission of virus from carriers to well individuals	PE timetabled so classes have specific days, enabling the space to be used only by that group.	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 The Procedure (point 8)	
Social Contact: <b>Teaching</b>	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.  All staff have access to tests to use twice weekly at home.	Y				
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.	Y				

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Contact with virus particles on surfaces: <b>Effective cleaning.</b>	indirect transmission of virus from carriers to well individuals	Areas to be cleaned through the day - door handles, surfaces, toilets etc...	Y				
		Daily clean after children have left by several cleaners.	Y				
Contact with virus particles on surfaces: <b>Effective cleaning.</b>	Indirect transmission of virus from carriers to well individuals	The schools cleaning regime shall be as follows: <ul style="list-style-type: none"> <li>• Each room in use shall have its hand contact surfaces cleaned as frequently as necessary.</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>	Y				
		School to identify high risk areas of the school buildings which may require higher frequencies of cleaning.			-		

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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?
		Identify the staff responsible to conduct the cleaning in certain situations. Employ additional staff if required.	Y			Cleaning contractors	
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>	Y				
		Regular cleaning of each used room throughout the day and a regular, daily 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 .	
		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				

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Contact with virus particles on surfaces:  <b>Effective cleaning.</b>	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, 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.	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	

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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.	Y			To use cleaners room to avoid contact with anyone else. Emailed Servicemaster with instructions	
Contact with virus particles on surfaces: <b>Toilet facilities / hand-washing.</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.	Y			See The Procedure (point 14)	
		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:

<b>Assessor(s) name:</b> Mr D. Kite	<b>Assessor(s) signature:</b> 	<b>Date:</b> Sunday, 31 May 2020
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#### School safety co-ordinator to sign below to accept the assessment

<b>School safety co-ordinator's name:</b> Mr A. Bhardwaj	<b>School safety co-ordinator's signature:</b> A. Bhardwaj	<b>Date:</b> Friday, 5 June 2020
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#### A review of this risk assessment is to be undertaken weekly or else if any changes occur that affect the facts given above

<b>Date of review:</b>	<b>Reviewed by (Name):</b>	<b>Comments:</b>
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
Tuesday, 9 June 2020	D. Kite	Procedure working well and no issues. Additional requests for children accepted with groups no larger than 12.
Friday, 19 June 2020	D. Kite and SLT	Years 2 to 5 to return. Rooms allocated and procedures updated. No mixing required across groups. Circa 70 children in total to be on site. Staggers altered to work for all. 15 minutes per group is ample.
Friday, 10 July 2020	D. Kite and SLT	Updated to reflect whole school return.
Wednesday, 2 September 2020	D. Kite and SLT	Updated timings and staggers. Fire doors kept open where in use to reduce need for handling.
Monday, 9 November 2020	D. Kite and SLT	Drop off and pick up procedures slightly tweaked. Classes in for lunch - can accommodate three, instead of two.
Sunday, 3 January 2021	D. Kite and A. Bhardwaj	Pick up times staggered for lower school and Key Stage Two by 30 mins. Exit path widened. Classes in for lunch revert to two, from three. Face masks strongly encouraged by all parents and expected by contractors. Staff and children to wear PPE as desired.
Wednesday, 6 January 2021	SLT	Some updates to reflect return to lockdown: <ul style="list-style-type: none"> <li>• One way system paused for drop off and pick up - numbers very few.</li> <li>• Lunch can cater for four bubbles in two sittings due to low numbers (Critical worker children...)</li> </ul>
Tuesday, 26 January 2021	D. Kite	Pedestrian path widening is now completed.
Tuesday, February 23, 2021	D. Kite and SLT	Face coverings by staff and adult visitors where social distancing between adults is not possible. All staff have access to tests to use twice weekly at home. Shared and contributed to by all staff - 23/2/21
Thursday, March 4, 2021	D. Kite and Whole Staff	Agreed by all staff as correct and fit for purpose.
Friday, 9 April 2021	D. Kite and Whole Staff	Foundation Two and Key Stage One end of day moved back 15 mins to 14:30. Questionnaire of views sent to all parents to check timings work with large majority preferring the later time and finding it works for distancing.
Monday, 17 January 2022	D. Kite and SLT	Updated to reflect new guidance and advice from PHE. Use of LFTs and regular testing to identify asymptomatic people.