

Risk Assessment Overview

Details

School: Avanti Court Primary School

Department:

Whole School

Risk Assessment Title:

General Risk Assessment – Coronavirus COVID 19

January 24th 2022

Who is at Risk?

People at Direct Risk:

Pupils, Staff and Visitors

Other People Who Could be Affected:

Wider Community

Summary of Risk

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

High risk

Medium risk

Low risk

What will the level of risk be after 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?
Business Continuity / Emergency Planning							
Lack of Contingency Planning	Transmission of virus / Loss of staff due to isolation requirements	Access to the most Up to date government advice: Schools COVID-19 operational guidance (publishing.service.gov.uk)	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Implement advice in the school policies and responses as required.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Sign up to the DfE website for updates to be informed of changes to COVID guidance.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		School has a reviewed and up to date Emergency Response Plan and/or Business Contingency plan that considers COVID 19 / Global pandemic.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Contact MAT or Local Authority for updated copies of the plans on site.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Senior leadership team to review the Emergency Plan to ensure they are aware of their roles should the plan be enacted.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		SLT hold regular meeting to review and update this risk assessment and determine whether to implement changes in guidance.	X	<input type="checkbox"/>	<input type="checkbox"/>	Fortnightly CLT meetings/ briefing updates weekly with staff at the start of INSET LBR informed daily of Covid positive cases and if trigger is reached additional measures will be put into place.	Yes
Lack of Contingency Planning	Transmission of virus / Loss of staff due to isolation requirements	Outbreak management Plan in place to deal with an outbreak in a class or year group. Contingency framework: education and childcare settings (publishing.service.gov.uk)	X	<input type="checkbox"/>	<input type="checkbox"/>		

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?
Staff Issues							
Staff being COVID 19 Virus carriers – Symptomatic	Spread of virus to staff or pupils	Staff to be informed of the latest symptoms associated with COVID 19.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff not to attend the school site if they are showing symptoms and strongly encouraged test using LFT/PCR	X	<input type="checkbox"/>	<input type="checkbox"/>		
		On receipt of a positive test result (PCR/LFT) staff to self-isolate in accordance with guidance at the time.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff made aware of latest UKHSA self-isolation guidance.	X	<input type="checkbox"/>	<input type="checkbox"/>		
Staff being COVID 19 Virus carriers – Asymptomatic	Spread of virus to staff or pupils	Staff provided with Lateral Flow Devices - LFD's if available on site. Staff reminded to order tests for home use.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff encouraged to test at least 2 times per week.	X	<input type="checkbox"/>	<input type="checkbox"/>	**Schools may consider encouraging staff to test 3 times per week if infection rates in the local community are rising or advise by UKHSA.	
Staff being COVID 19 Virus carriers – Asymptomatic	Spread of virus to staff or pupils	Staff to report any positive tests to the school as soon as practicable via an appropriate method and then self-isolate in accordance with the prevailing UKHSA advice. Staff to register the LFT test and provide the school with the NHS confirmation	X	<input type="checkbox"/>	<input type="checkbox"/>		
Potential transmission events	Spread of virus between staff	Whole school staff meetings to occur via Zoom / Teams instead of face to face if the room where the meeting is small/lacks ventilation- Harit class will be used for full staff meetings as it is a large room with good ventilation.	X	<input type="checkbox"/>	<input type="checkbox"/>		

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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?
		SLT meetings to occur in person where a suitable room for the number of people with adequate fresh air ventilation present.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Departmental meetings only to occur in person where a suitable room of sufficient size and ventilation levels is available. Otherwise via Zooms / Teams.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Organised staff social events to be subject to a separate COVID 19 Risk Assessment and in line with prevailing Government guidance.	X	<input type="checkbox"/>	<input type="checkbox"/>		
Staff developing symptoms at school.	Spread of virus to staff or pupils	Staff member to be sent home as soon as practicable-LFT test can be taken by the staff member on site to determine result.	X	<input type="checkbox"/>	<input type="checkbox"/>		
Pupils / Student Issues							
Pupils being ill	Potential spread of virus by pupils to staff and other pupils.	School to review their illness procedures to decide in what circumstances to exclude a pupil from school	X	<input type="checkbox"/>	<input type="checkbox"/>		
Pupils being ill	Spread of virus to staff or pupils	Pupils not to attend the school if displaying COVID 19 symptoms determined by the DfE.	X	<input type="checkbox"/>	<input type="checkbox"/>	**Young children can display very minor symptoms similar to a cold.	
Pupils being ill	Spread of virus to staff or pupils	Parents informed of the schools' procedures regarding attending the school if displaying symptoms or suspected to have COVID 19.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Secondary school pupils to be encouraged to take LFT two time per week. Process in place to keep parents informed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NON-APPLICABLE TO PRIMARY SCHOOLS	

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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 catching the virus.	Spread of virus to staff and pupils	From September 2021 there is no requirement for schools to keep children in consistent groups (bubbles). Bubbles will only need to be re-introduced when recommended by UKHSA of NHS Test and Trace/Public Health. Or there is a significant change in the guidance.	x	<input type="checkbox"/>	<input type="checkbox"/>		
	Transmission of viruses during breaks.	Where possible, break times are staggered to reduce the mixing of pupils between different year groups.	x	<input type="checkbox"/>	<input type="checkbox"/>	Staggered breaktimes remain in place	Yes
		Where possible, lunch times are staggered to reduce the pupil loading in dining halls and reduce mixing of pupils between different year groups.	x	<input type="checkbox"/>	<input type="checkbox"/>	Staggered lunch times in place	Yes
	Transmission of virus during drop off and pick up of pupils.	Staggered start and finish times for different year groups to reduce mingling at school gates and collection drop off areas.	x	<input type="checkbox"/>	<input type="checkbox"/>	School gates open at 8:10am and pupils can enter the school until 8:30am-this is to avoid crowds.	Yes
		Drop and go procedures implemented to ease congestion where possible.	x	<input type="checkbox"/>	<input type="checkbox"/>	Pupils in KS2 picked up from the upper playground- outside	Yes
		Where possible, different year groups are allocated different entrances/exist to the school buildings.	x	<input type="checkbox"/>	<input type="checkbox"/>	In the morning CLT ensure that pupils in KS2 are staggered going into the building to avoid congestion. Reception have their own entry/exit point. KS1 have their own entry and exit point.	Yes
Pupils displaying symptoms or reporting they are ill whilst at school.	Transmission of virus to staff / pupils.	Pupils to be sent home as soon as possible.	x	<input type="checkbox"/>	<input type="checkbox"/>		
		Whilst awaiting collection, they should be placed in a designated room on their own (if possible) with adequate fresh air ventilation.	x	<input type="checkbox"/>	<input type="checkbox"/>	Pupils are too young to be on their own, pupils are supervised in a well-ventilated area of the school.	Yes

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		Suitable room identified for this purpose:	X	<input type="checkbox"/>	<input type="checkbox"/>	Pupils showing symptoms will be supervised in the room designated as an isolation area	Yes
		Isolation room detail cleaned / decontaminated after use.	X	<input type="checkbox"/>	<input type="checkbox"/>	Site team informed to clean the designated area after use	Yes
Visitors / Contractors							
Visitors / Contractors carrying the virus.	Transmission of virus to staff / pupils.	All visitors to the school to be by appointment only if possible. Contractors and parents informed of this process.	X	<input type="checkbox"/>	<input type="checkbox"/>	Parents to be advised to contact the school by phone/ email rather than entering the school office	Yes
		At reception, contractors required to complete a health questionnaire to confirm they are not displaying symptoms or having to self-isolate.	X	<input type="checkbox"/>	<input type="checkbox"/>	Visitors who enter the building will be asked if they have any of the Covid 19 symptoms	Yes
		Suitable health questionnaire developed for use in the school.	X	<input type="checkbox"/>	<input type="checkbox"/>	Visitors who enter the building will be asked if they have any of the Covid 19 symptoms	Yes
		Visitors/Contractors developing on site requested to leave the school as soon as possible.	X	<input type="checkbox"/>	<input type="checkbox"/>		
Contact Tracing							
Contact with positive cases of COVID 19.	Spread of virus to staff or pupils	"NHS test and Trace" in identify the close contacts of infected staff members. The school no longer takes responsibility for this.	<input type="checkbox"/>	X	<input type="checkbox"/>	NHS have taken responsibility for tracing contacts	Yes
Contact with positive cases of COVID 19 within school, home or other setting. (Vaccinated Adults/Exempt Adults and U18's)	Spread of virus to staff or pupils	Potential school staff contacts (fully vaccinated adults) are advised to take a LFT test every day for 7 days but continue to attend the setting until they test positive and have to self-isolate.	X	<input type="checkbox"/>	<input type="checkbox"/>		

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Contact with positive cases of COVID 19 within school, home or other setting. (Un vaccinated staff)	Spread of virus to staff or pupils	Unvaccinated school staff identified as an close contact by NHS Test and Trace will be required to self-isolate for the required period.	X	<input type="checkbox"/>	<input type="checkbox"/>		
Pupils not being self - isolated	Spread of virus	Ensure that parents are aware that children should not be in school if they are displaying the symptoms. Advice sent out.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Contingency planning- work available for the pupil to complete if they are required to self-isolate.	X	<input type="checkbox"/>	<input type="checkbox"/>		
Personal Hygiene							
Staff, Pupils and Visitors not practising good personal hygiene.	Spread of virus to staff or pupils	Staff and pupils informed to practise good hand hygiene using soap and water (20 secs)	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Appropriate signage located around the school buildings, remaining staff, pupils and visitors to practise good hygiene.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Access to suitable resources to assist with hand washing for young children and regular teaching in place.	X	<input type="checkbox"/>	<input type="checkbox"/>		
Staff, Pupils and Visitors not practising good personal hygiene.	Spread of virus to staff or pupils	Appropriate quantities of suitable hand gel located at strategic locations around the school buildings. E.g. reception, entry or exit points, classrooms, toilet facilities.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff and pupils encouraged to practise the "catch it, bin it and kill it" technique for respiratory hygiene.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Tissues and appropriate bins available in all classrooms and offices/ playgrounds etc	X	<input type="checkbox"/>	<input type="checkbox"/>		

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Lack of Personal Protective Equipment	Infection of staff member / pupil with the virus.	Most staff / pupils will not be required to where PPE as part of their normal work activities.					
		The school to follow the guidance contained here: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Face Masks – From 27 th January face coverings are no longer advised for pupils, staff or visitors in classrooms or communal areas. The use of face masks is left to the discretion of the individual Staff member or Pupil.	X	<input type="checkbox"/>	<input type="checkbox"/>	As a school, we require visitors to wear a face mask when inside the school. Pupils/staff can wear a face mask if they wish to	Yes
		Face Masks – From 27 th January staff and pupils are advised to follow the wider advice on face coverings outside of school, including on transport to and from school.	X	<input type="checkbox"/>	<input type="checkbox"/>	Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK (www.gov.uk)	
Lack of Personal Protective Equipment	Infection of staff member / pupil with the virus.	Face Masks – The school will review the use of face coverings when a Director of Public health from the local authority advises that as a temporary measure they are required to control an outbreak of COVID 19.	X	<input type="checkbox"/>	<input type="checkbox"/>		
Adaptions to Buildings							
Design and Layout of the school buildings increasing the risk of transmission.	Transmission of virus between people	Reception areas – office staff to ensure that they remain at least a metre from visitors who are reporting to reception. The glass screen is partly closed.	X	<input type="checkbox"/>	<input type="checkbox"/>	Parents are not encouraged to come into the main office if their query/ concern can be dealt with by phone/email	Yes

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		One-way systems are not required.	X	<input type="checkbox"/>	<input type="checkbox"/>	Teachers/ staff to ensure pupils are supervised as they move around the school and keep to the left.	Yes
		School administration offices and meeting rooms are not overcrowded.	X	<input type="checkbox"/>	<input type="checkbox"/>	Admin staff/office based staff to monitor the number of staff in the office to ensure area does not become overcrowded.	Yes
		If temporary classrooms have to be installed at the school, they must be adequate to hold the required numbers of pupils and have adequate ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	X	N/A	
		School determined any other building adaptations required to minimise transmission.	<input type="checkbox"/>	<input type="checkbox"/>	X		
Ventilation of Occupied Spaces							
Poor ventilation of occupied spaces allowing viral particles to accumulate to levels where transmission can occur.	People being infected with COVID 19 virus.	A separate assessment to identify occupied spaces that are likely to have poor ventilation has occurred?	X	<input type="checkbox"/>	<input type="checkbox"/>	The Site Team have identified which areas have poor ventilation and as a result CO2 monitors are in place. Windows opened in the morning throughout the day to allow air flow.	Yes
		School has CO2 monitoring devices available to monitor in identified high risk areas if CO2 levels do exceed 1500ppm - open windows further/ doors to increase ventilation.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		If any occupied rooms in normal operation exceeds 1500ppm conduct an assessment to determine if ventilation of the room concerned can be improved.	X	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy rates may need to be reduced if ventilation cannot be improved or windows opened further	Yes

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		<p>Normal operation of an occupied rooms includes:</p> <p>Keeping windows open to increase fresh air.</p> <p>Keeping internal doors open whilst the room is occupied to increase air flow.</p> <p>Scheduling room occupancy of classrooms to allow air changes to occur when unoccupied.</p> <p>If fitted, ensure that mechanical ventilation system should be maintained to manufacturers specification and flow rates increased where possible.</p>	X	<input type="checkbox"/>	<input type="checkbox"/>		
Maintain appropriate cleaning regimes							
Inappropriate cleaning regimes.	Transmission of viruses via unclean surfaces	Appropriate schedule in place to ensure that areas of the school and equipment are cleaned appropriately	X	<input type="checkbox"/>	<input type="checkbox"/>	School to follow the following guidance: COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk) Cleaners are scheduled to clean all areas/ rooms daily	Yes
		Frequently used surfaces (handles) have enhanced cleaning regimes in place.	X	<input type="checkbox"/>	<input type="checkbox"/>	Site Team to clean areas of high use- touch points	Yes
		Suitably qualified and experienced staff or contractor in place to maintain the school in a clean condition.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Procedures in place to detail clean and decontaminate potentially infected areas.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Suitable antibacterial wipes or cleaning materials made available for staff to use if required.	X	<input type="checkbox"/>	<input type="checkbox"/>		

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Inappropriate waste disposal	Cross contamination of other surfaces with contaminated waste	General waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID 19. Treat as normal.	X	<input type="checkbox"/>	<input type="checkbox"/>		
		Personal waste from individuals with symptoms of COVID 19 and waste from cleaning of areas where they have been. Should be double bagged and tied and then stored in a separate area for 72 hours when it can be placed in general waste. Alternatively treat as category B infectious waste and disposed of via a specialist contractor.	X	<input type="checkbox"/>	<input type="checkbox"/>		
School Events							
Potential to be a super spreader event.	Transmission of virus to large numbers of people.	All school events that involve large numbers of visitors to site should be subject to a separate COVID 19 risk assessment and consider all sources of COVID 19 government guidance e.g. theatre guidance.	X	<input type="checkbox"/>	<input type="checkbox"/>		
Educational Visits							
Staff and pupils becoming ill	Transmission of virus between staff and pupils	COVID 19 is required to be a hazard on the educational visits risk assessment	X	<input type="checkbox"/>	<input type="checkbox"/>		
		School to follow the appropriate government guidance, TfL rules and carrier rules when using public transport.	X	<input type="checkbox"/>	<input type="checkbox"/>		

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		School to have in place contingency plans in plans to account for a Trip Leader testing positive and having to self-isolate before a trip.	x	<input type="checkbox"/>	<input type="checkbox"/>		
		For residential trips, the school should have contingency plans in place for pupils or staff displaying symptoms or testing positive whilst on the trip.	x	<input type="checkbox"/>	<input type="checkbox"/>		
Wraparound Provision and extra-curricular activity							
Pupils catching the virus.	Transmission of virus between staff and pupils	The school operating wraparound provision and any extra curricular activities in accordance with the following guidance: Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)	x	<input type="checkbox"/>	<input type="checkbox"/>		

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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?

Sign Off Sheet

Assessor Details:

Assessor(s) name: Deborah Walters	Assessor(s) signature: Deborah Walters	Date: 24 th January 2022
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School safety co-ordinator to sign below to accept the assessment

School safety co-ordinator's name: John Loeber	School safety co-ordinator's signature: John Loeber	Date: 24 th January 2022
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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: