

Risk Assessment Overview

Details

School: <p style="text-align: center;">Krishna Avanti Primary School - Edgware</p>	Department: <p style="text-align: center;">Whole School</p>
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Risk Assessment Title:

<p>General Risk Assessment – Coronavirus COVID 19</p> <p>Schools Compliance measures with “Implementing protective measures in Education and Childcare settings”.</p>
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Who is at Risk?

People at Direct Risk: <p style="text-align: center;">Staff, Pupils and Visitors</p>	Other People Who Could be Affected: <p style="text-align: center;">Parents</p>
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Summary of Risk

What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	<input checked="" type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk
What will the level of risk be <u>after</u> the ACTION PLAN is completed?:	<input type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	<input checked="" type="checkbox"/> 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 or have had a confirmed test are excluded from the school site for at least 7 days or until they are symptom free.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Schools "Sickness Policies" updated to ensure that staff and pupils that have someone in their household displaying the symptoms of COVID 19 or are confirmed cases are excluded from the school site until a PCR test has been done and shows negative result.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Communicate the updated school Sickness Policies to Parents and Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Any visitor or contractor who develops COVID 19 symptoms whilst on site will be asked to leave the school as soon as practicable and the areas they have been in will be thoroughly cleaned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		The school will identify any possible "contacts" and seek advice form Public Health England.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	For pupils displaying symptoms the school will follow the DfE guidance “What to do if a pupil is displaying symptoms of coronavirus (COVID 19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff that develop unconfirmed symptoms whilst on the school shall be asked to do a LFT or PCR at their earliest convenience and will self isolate until result has been received.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		For younger children 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Parents should be contacted, and the child / young person collected as soon as practicable. The child will wait in the designated Isolation room whilst waiting to be collected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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		If a bathroom is required for the isolated person – they shall use a separate bathroom to other people if possible. If not, the bathroom should be quarantined after use until it can be cleaned and disinfected thoroughly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	School should encourage the parents to have the child/young person tested.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Direct contact with airborne droplets from carriers. Cont'	Direct infection of a well individual with virus particles	Appropriate signage to be placed on display in all rooms, offices, corridors etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Face Coverings: The guidance provided by Public Health England does not recommend the use of face coverings for general use in education settings apart from circulation spaces in secondary settings If concerns exist with staff or parents, then the school should conduct a separate risk assessment and develop appropriate procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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		School to undertake an assessment of any air conditioning system or air handling system (HVAC) if fitted, is able to ensure appropriate air changes per hour to reduce viral loading in classrooms, offices or work spaces. Guidance available from CIBSE COVID 19 Ventilation Guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		School must identify any offices or work spaces that have poor ventilation and take appropriate steps to mitigate the problem. E.g reduce occupancy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Direct contact with airborne droplets from carriers. Cont'	Direct infection of a well individual with virus particles	Classrooms will have as much natural ventilation as possible. Windows and doors will be kept open.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Fire Doors – these doors 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. School to assess which doors have to be left open and therefore need to be managed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Direct contact with virus particles from hand contact surfaces.	Direct infection of a well individual with virus particles	Staff are reminded to wash their hands on a frequent and regular basis using the approved "20 second" method.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Personal Hygiene	transferred to hands to mucous membranes.	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: <ul style="list-style-type: none"> - On arrival at school - After visiting the toilet - Returning the classroom after breaks - Before lunch time Any other time deemed necessary by the supervising staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Supplies of hand sanitizer gel should be provided in all rooms in use and at entrances and in other locations to allow children and staff to use them as required to reduce the frequency of hand washing. Preferably this should be alcohol based at 70% +.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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.	Ensure that the school buildings are provided with appropriate posters and signage to remind people / children present to wash their hands.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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		The staff room and facilities to be re-organised to limit numbers of staff that can be present.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Staff not allowed to share resources/ materials or equipment within the staff room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact on site – Children/Young people	Direct transmission of virus from carriers to well individuals	Staff briefings and meetings must take into account of being able to socially distance to at least 1m.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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 be in the school setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Social Contact on site – Children/Young people	Direct transmission of virus from carriers to well individuals	<p>The school has identified specific plans to enable the various social bubbles to undertake the following on site (delete those not applicable):</p> <ul style="list-style-type: none"> • Arrival and Departure • Movement around the school site • Access to the dining room • Access to personal hygiene and toilet facilities <p>Access to break areas</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Social Contact on Site - General	Direct transmission of virus from carriers to well individuals	Where possible implement one-way systems in and out of buildings to reduce mixing of people and children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Where possible classrooms should be accessed from the outside at all times as long as this situation can fit with the drop off and collection procedures for the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Although transmission of the virus in corridors is low due to the transitory nature of people using the space, it is good practise to implement a "walk on the left" protocol.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Social Contact on Site – Drop Off.	Direct transmission of virus from carriers to well individuals	Develop an appropriate “drop off” protocol which will allow children to be dropped off at a secure point and then taken into the school by a member of staff. Any protocol should be age appropriate. Older children can be allowed to access the school independently as long as social distancing measures can be adhered to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Due to increased transmissibility of the new variant parents should be encouraged to wear face coverings during the drop off.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Social Contact - Collection	Direct transmission of virus from carriers to well individuals	Develop an appropriate collection protocol that takes into account any appropriate age considerations, safeguarding procedures and social distancing requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Communicate with the families that they should not be congregating in large groups outside of the school gates or at the collection points. Social distancing must be adhered to if possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Due to increased transmissibility of the new variant parents should be encouraged to wear face coverings during the drop off.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	Dining tables and chairs as well as other hard surfaces will need wiping using an appropriate sanitiser between classes. <i>COVID 19: cleaning of non-healthcare settings.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Supervise the dining hall appropriately to prevent children from sharing food or utensils whilst eating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Trays, glasses, cups and cutlery shall be maintained in a hygienic manner and preferably handed to the child during service to reduce over transmission risks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Children/ Young people should wash their hands before entering the dining hall and appropriate sanitiser gel should be used before food is collected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	Hand sanitiser gel stations should be available for use within the dining facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact School hall / Sports	Direct transmission of virus from carriers to well individuals	PE Department / PE leads to develop appropriate sports / PE lesson plans.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Outdoor PE lessons are preferred to reduce the risk of transmission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Contact: Teaching	Direct transmission of virus from carriers to well individuals	Shared resources must be limited. Children to be provided with individual resources where appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		All staff meetings where possible, will take place remotely, where this is not possible we will ensure all staff wear a face covering and have at least 1m distance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		All parent workshops will move to online workshops, this will be reviewed every 2 weeks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		If the school employs their own cleaners, discussions will be required to determine changed working patterns throughout the day to meet the requirements of the above guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		All school cleaning staff will need appropriate instruction and training with regards the requirements of government guidance and the wearing of identified PPE and the reasons for effective cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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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 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. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		School to identify high risk areas of the school buildings which may require higher frequencies of cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Identify the staff responsible to conduct the cleaning in certain situations. Employ additional staff if required. Daily cleaner throughout day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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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. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Ensure that up to date MSDS sheets are present for the chemicals in use at the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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		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 ppm available chlorine or • 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		All toilet facilities shall be cleaned and disinfected on a basis as detailed above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Ensure that there are measures in place to restrict numbers of pupils using toilet facilities at any one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact with virus particles on surfaces: Toilet facilities / handwashing.	In Direct transmission of virus from carriers to well individuals	Provisions in place to monitor younger children using the toilet facilities to ensure social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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)