

**KTS Academy**  
**Coronavirus Risk Assessment**  
 As required by the Health and Safety at Work Regulations 1999



|                 |                                |                            |                  |
|-----------------|--------------------------------|----------------------------|------------------|
| Date:           | 24 <sup>th</sup> February 2021 | Assessment Carried out by: | Brian Richardson |
| Who is at risk: | All children and staff         |                            | Revisions in red |

| HAZARD   | RISK (see attached matrix) |   |                              |   |                                 | CONTROL MEASURES  | Residual Risk |
|--|----------------------------|---|------------------------------|---|---------------------------------|---|---------------|
| Hazards  | Likely risk<br>L. M. H.    | X | Severity of risk<br>L. M. H. | = | Overall Risk Rating<br>L. M. H. | Actions Taken to Reduce Risk  | L. M. H.      |
| <p><b>Strategic/leadership risks:</b></p> <p>National guidelines are updated daily but school lapses in following advice.</p> <p>Guidelines in place but are not being followed in school.</p> | M                          | X | M                            | = | M                               | <p><i>Daily updates shared with all staff. SLT ensure guidelines are read thoroughly and adhered to. Additional measures or actions are quickly put in place.</i></p> <p><i>SLT review union guidance to ensure safety measures are adhered to.</i></p> <p><i>SLT review guidelines at least weekly to ensure they are still current and reflecting the situation.</i></p> <p><i>Parents have been informed of the risk assessment and agreed to abide by the guidance re exhibiting symptoms and track and trace.</i></p> <p><i>Visitors will be restricted to essential only and instructed to maintain social distancing measures and wear face coverings.</i></p> <p><i>A member of SLT and DSL will remain on site at all times when children are present.</i></p> | L             |
| <p><b>General risk</b></p> <p>Pupils/staff spread the virus between each other.</p>  | M                          | X | M                            | = | M                               | <p><i>Staff have been made aware of school guidelines. These have also been shared with parents via the website.</i></p> <p><i>In addition to all other hygiene and distancing measures</i></p>   | L             |

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|   |   |   |   |   |   | <p><b>listed by government:</b></p> <p><b><i>Pupils and staff will remain in constant class groups throughout the day. They must not mix with other groups. Staff to remain in their own bubble throughout the day.</i></b></p> <p><b><i>When in the staff room / hall area, staff will maintain social distancing and maintain their bubbles. Staff lunchtimes will be staggered. Alternative rooms also available for staff to allow for distancing.</i></b></p> <p><b><i>Strict expectations on hand hygiene with washing on arrival, before snacks, before and after playtime, before and after lunch, before and after visiting the toilets.</i></b></p> <p><b><i>Restrict available activities to prevent cross-contamination.</i></b></p> <p><b><i>Keep windows open to allow air circulation.</i></b></p> <p><b><i>Thorough cleaning of the premises during and at the end of each day. Cleaners on site during the day to maintain hygiene levels in public areas.</i></b></p> <p><b><i>Disinfectant wipes available in each room to wipe down equipment after use. Antibacterial gel available in all rooms. PPE available.</i></b></p> <p><b><i>Staff to wear face coverings whilst moving through the school and in communal areas.</i></b></p> <p><b><i>Students within KTS+ to wear masks when moving through communal areas and down corridors. <b>Students are able to wear face masks in class if that is their preference.</b></i></b></p> <p><b><i>Car sharing to be restricted to staff within their own bubbles only.</i></b></p> |   |
| <p><b>Risks during transitions</b><br/>Pupils/staff moving around school for lessons – touching handles, passing in corridors, encountering</p> | M | x | L | = | M | <p><b><i>Pupils and staff stay within their classrooms or timetabled outside areas for the duration of the day.</i></b></p>  | L |

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| <p>pupils and staff from other groups unnecessarily.</p>   |   |   |   |   |   | <p><i>Pupils should not 'do jobs' or be out of their classrooms during the day, if at all possible. If distraction techniques required, use outside spaces.</i></p> <p><i>Cleaning of handles and surfaces in public areas throughout the school day by cleaning staff. Cleanliness of class tables and surfaces to be maintained by class staff.</i></p> <p><i>Avoid corridors if possible, access classrooms via external doors. If pupils already accessing the corridor, wait until they are clear before commencing.</i></p> <p><i>Staff to wear face coverings whilst moving through the school and in communal areas.</i></p> <p><i>Students within KTS+ to wear masks when moving through communal areas and down corridors. <b>Students are able to wear face masks in class if that is their preference.</b></i></p> <p><i>Staff moving through the reception areas do so on their own, and will wait until it is empty before commencing.</i></p> <p><i>Staff accompany pupils one at a time through reception.</i></p> <p><i>Anyone using the automatic doors, move through as quickly as possible, not waiting for the first door to close.</i></p> <p><i>Staff aware that the door leading to outside might momentarily be left open – close supervision of children near the doors is needed.</i></p> <p><i>Medications will be delivered to the classroom by nursing staff to avoid movement and congestion in the nurses' room.</i></p> |   |
| <p><b>Start/end of day risks:</b></p> <p>Social distancing not possible in entrance area, including 'cube' area.</p> | L | x | M | = | M | <p><i>Parents asked to wait outside/in car. Staff will collect at staggered times. Staff to wear face coverings. Parents to be informed of possible change in arrival time. Office staff keep external door locked and open via the button to allow one at a time. Parents to remain outside or in the external reception area only, and not enter the main</i></p>  | L |

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| <p>Pupils arriving at the same time, make social distancing difficult to follow.</p> <p>Pupils/staff congregating in corridors on arrival and at the end of the day make social distancing difficult to follow.</p>  |   |   |   |   |   | <p><b>building.</b></p> <p><b>Staff collect pupils from transport one-at-a-time, taking them straight into class. Staff to wear face coverings whilst moving through the school and in communal areas, including collecting children from the transport. Pupils go straight into class, not stopping outside class. Coats/bags etc are sorted once in class.</b></p> <p><b>Staff from class groups take turn to put things onto pegs if 2 groups share a corridor/cloakroom area e.g. Purple/Grey.</b></p> <p><b>KTS3 students access transport and the main yard without entering the main building ie use the main gate.</b></p> <p><b>Start and end of day to be monitored / supervised by a member of SLT.</b></p>   |   |
| <p><b>Lesson time risks:</b></p> <p>Planned activities don't adhere to social distancing e.g. circle time, group work.</p> <p>Pupils require a staff member to be physically close to them in order to support their needs.</p> <p>Pupils go into crisis, where their support plan would have RPI as a strategy.</p> | M | X | M | = | M | <p><b>Teachers/staff to try and plan activities where social distancing between pupils (and staff) is possible. Pupils to have their own resources, as much as is possible. Resources not to be shared between classes.</b></p> <p><b>Use of symbols to explain to the children re distancing, the number of children allowed at an activity etc.</b></p> <p><b>ICT suite equipment to be wiped down afterwards. Students use their own headphones and not share.</b></p> <p><b>No transferring between buildings or sites if at all possible. If accessing the main yard, use external doors and gates only.</b></p> <p><b>Teachers to review each child's plan on an individual basis, avoiding RPI, where possible e.g. take outside in early signs of escalation, so staff can move away. If RPI is required, use PPE if possible and maintain for the minimum length of time.</b></p> | L |
| <p><b>Personal care</b></p> <p>Pupils require personal care involving staff to be physically close to them and ensure their intimate</p>   | M | X | M | = | M | <p><b>Staff wear appropriate PPE, as advised. (Mask, Apron and gloves, dependent on the needs of the children.)</b></p>  | L |

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| care needs are met.  |   |   |   |   |   | <p><b><i>Class groups to be allocated specific toilet areas to reduce traffic and cross-contamination.</i></b></p> <p><b><i>Soap and hot water available in every classroom. Hand sanitiser available in all areas.</i></b></p> <p><b><i>Tissues available within every room. Bin with lid in each classroom.</i></b></p>  |   |
| <p><b>Lunchtimes</b></p> <p>Social distancing not possible in the dining hall. Pupils from different groups mixing, potentially spreading the virus between groups.</p> <p>Pupils touching surfaces, sharing utensils e.g. water jugs.</p> | M | x | L | = | M | <p><b><i>Pupils to eat lunches in classroom. Lunches to be delivered by kitchen staff to avoid movement of staff and pupils around school. Lunchtime to be extended to allow for additional time required to deliver plus staggering of staff breaks.</i></b></p> <p><b><i>Staff to wear gloves and masks when preparing food.</i></b></p> <p><b><i>All staff and pupils wash hands, following guidance before and after lunch.</i></b></p> <p><b><i>All rubbish put in bin immediately, by the pupils if possible. Trays left outside classrooms and collected by kitchen staff to be returned to the kitchen.</i></b></p> <p><b><i>Lunchtime breaks to be staggered to ensure only smaller groups on the yards.</i></b></p> <p><b><i>Yard equipment must be cleaned before and after use.</i></b></p> <p><b><i>Kitchen staff to remain within the kitchen area and maintain social distancing measures, except to deliver meals and collect used trays and cutlery.</i></b></p> <p><b><i>Staff to continue to access breaks and lunchtime breaks, through local arrangements with the class team. Social distancing measures to be adhered to in the staffrooms.</i></b></p> | L |
| <p><b>Toilet visits (pupils and staff).</b></p> <p>Toilet areas are not big enough to allow social distancing.</p>   | M | x | L | = | M | <p><b><i>Pupils and staff visit the toilet one-at-a-time. Staff ensure pupils follow this – accompanying and waiting outside.</i></b></p> <p><b><i>Class groups to be allocated specific toilet areas to reduce traffic.</i></b></p>   | L |
| <p><b>Breaktimes</b></p> <p>Pupils from different groups mixing on the playground.</p>   | M | x | L | = | M | <p><b><i>Stagger break times – only allow certain class groups at specified times per play area.</i></b></p>   | L |

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|   |   |   |   |   |   | <b>Yard equipment must be cleaned before and after use.</b>   |   |
| <b>Health:</b><br>Staff member or pupils develop symptoms of Covid 19<br><br>Prevention<br><br>Testing  | L | x | H | = | M | <b>Follow guidance – DfE guidance. See risk assessment re track and trace.</b><br><br><b>Designated room (conference room) available to be used if anyone displays symptoms, staff supporting must wear PPE, parents need to be contactable and be able to collect child. All resources and rooms the student has accessed needs to be cleaned afterwards.</b><br><br><b>All staff have had the opportunity to be vaccinated, and the majority have been vaccinated. Vaccinations should severely reduce the risks from covid.</b><br><br><b>On site testing is available for staff and secondary pupils, initially. Home testing kits are then available for twice weekly testing for all staff and secondary pupils. Results are reported back to school and NHS are informed also.</b> | L |
| <b>Shared areas – staff and pupils</b><br>Photocopier – potential spread of the virus with staff sharing resources and touching the buttons.<br><br>Water cooler – pupils and staff use meaning potential spread of the virus with staff sharing resources and touching the buttons.<br><br>Office area | L | x | L | = | L | <b>Gloves available for staff to use – all staff must use gloves and then dispose of them after use. Wipe down.</b><br><br><b>Wipes available.</b><br><br><b>Office to remain closed to pupils. Office staff to distance within the office.</b><br><br><b>Lidded bins available in each classroom, and will be emptied regularly throughout the day.</b>  | L |
| <b>Staff absence due to COVID</b><br>Staff levels drop due to symptoms, awaiting testing, isolation due to other family members, therefore unable to maintain a class group safely  | H | x | L | = | M | <b>Staff levels maintained through support within a ‘bubble’ as much as possible; however, if there are limits to staff availability, staff from other areas of the school must be used. Records kept of staff movement to allow for track and trace.</b><br><br><b>If staff are required to move bubbles, testing will take place to ensure a negative result before the movement takes place.</b>   | L |

**FURTHER CONTROLS:**

Staff to continue to contact any pupils' families who are not accessing school, to ensure safeguarding and support with remote learning.  
Knowledge of pupils' risk assessment / behaviour plans.  
Medical Care Plans/Medication for identified pupils to be delivered by school staff with parental permission. Follow NHS guidelines to ensure safe administration.

| <u>Probability Key:</u>           | <u>Severity Key</u>                          | <u>Key:</u> | <u>Residual Risk</u>  |
|-----------------------------------|--|-------------|-----------------------|
| L = No Chance                     | L = No injury/Minor first aid                | L X L = L   | Low = Acceptable      |
| M = Medium Chance                 | M = First aid treatment, Doctor or Hospital. | L X M = M   | Medium & High         |
| H = High Chance, Very High Chance | H = Major injury/Reportable Accident.        | L X H = M   | Requires additional   |
|                                   |  | M X M = M   | Action to reduce risk |
|                                   |  | M X H = H   |                       |
|                                   |  | H X H = H   |                       |

At the time of producing this assessment, as far as I can foresee, the risks involved with this activity have been reduced as far as is reasonably practicable.  
The risk assessment should be reviewed when anything gets changed.