

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



Date:	1.9. 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 L. M. H.	X	Severity of risk L. M. H.	=	Overall Risk Rating L. M. H.	Actions Taken to Reduce Risk	L. M. H.
<p>Strategic/leadership risks:</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>Updates shared with all relevant 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 as required 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, testing and track and trace.</i></p> <p><i>Visitors will be restricted to essential only and instructed to 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>General risk</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. In addition to all other hygiene and measures listed by government:</i></p>	L

						<p><i>Pupils and staff will continue to remain in constant class groups throughout the day. They will not mix with other groups, apart from at playtime when outside, and when going to and returning from transport. There will also be some mixing at lunchtime for KTS3 and KTS+ pupils. Staff to remain in their own bubble throughout the day as much as possible. KTS+ staff and pupils to form single bubble due to close proximity to each other, as will KTS3.</i></p> <p><i>When in the staff room / hall area, staff will maintain social distancing and sit with close contacts only. Staff lunchtimes will continue to be staggered.</i></p> <p><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></p> <p><i>Keep windows open to allow air circulation.</i></p> <p><i>Thorough cleaning of the premises at the end of each day.</i></p> <p><i>Disinfectant wipes available in each room to wipe down equipment after use. Antibacterial gel available in all rooms. PPE available.</i></p> <p><i>Students and staff are able to wear face masks in class if that is their preference.</i></p>	
<p>Risks during transitions Pupils/staff moving around school for lessons – touching handles, passing in corridors, encountering pupils and staff from other groups unnecessarily.</p>	M	x	L	=	M	<p><i>Cleanliness of class tables and surfaces to be maintained by class staff.</i></p> <p><i>Avoid congestion in 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 accompany pupils one at a time through reception. Parents wait outside and the child will be taken to them.</i></p> <p><i>Medications will be delivered to the classroom by nursing staff to avoid movement and congestion in the</i></p>	L

						<i>nurses' room.</i>	
<p>Start/end of day risks:</p> <p>Social distancing not possible in entrance area, including 'cube' area.</p> <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>	L	x	M	=	M	<p><i>Parents asked to wait outside/in car. Staff will continue to collect and deliver. Parents to remain outside or in the external reception area only, and not enter the main building unless empty and meeting individual children or staff. They are to wear a mask when inside the school.</i></p> <p><i>Staff continue to collect pupils from transport one-at-a-time, taking them straight into class. Other staff make space and avoid congestion.</i></p> <p><i>Pupils go straight into class, not stopping outside class. Coats/bags etc are sorted once in class.</i></p> <p><i>KTS3 students access transport and the main yard without entering the main building ie use the main gate.</i></p> <p><i>Start and end of day to be monitored / supervised by a member of SLT.</i></p>	L
<p>Lesson time risks:</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><i>Resources not to be shared between classes.</i></p> <p><i>ICT suite equipment to be wiped down afterwards.</i></p> <p><i>Students use their own headphones and not share.</i></p> <p><i>Limit transferring between buildings or sites if at all possible, with the exception of accessing hydro and soft play. If accessing the main yard, use external doors and gates only.</i></p> <p><i>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.</i></p>	L
<p>Personal care</p> <p>Pupils require personal care involving staff to be physically close to them and ensure their intimate care needs are met.</p>	M	X	M	=	M	<p><i>Staff wear appropriate PPE, as advised. (Mask, Apron and gloves, dependent on the needs of the children.)</i></p> <p><i>Class groups to be allocated specific toilet areas to reduce traffic and cross-contamination.</i></p> <p><i>Soap and hot water available in every classroom. Hand sanitiser available in all areas.</i></p> <p><i>Tissues available within every room. Bin with lid in each classroom.</i></p>	L

<p>Lunchtimes</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><i>KTS1 and 2 pupils to continue to eat lunches in their classroom. Lunches to be delivered by kitchen staff to avoid movement of staff and pupils around school. KTS3 students in U4, 5 and 6 will also continue to eat within their classroom – meals will be collected by staff from the KTS3 serving hatch. KTS3 pupils (U1, 2, 3 class groups) and KTS+ students will be able to collect their lunch from a serving hatch and eat within a dining area space. Lunchtime to be extended to allow for additional time required to deliver plus staggering of staff breaks.</i></p> <p><i>Staff to wear gloves when preparing food.</i></p> <p><i>All staff and pupils wash hands, following guidance before and after lunch.</i></p> <p><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></p> <p><i>Yard equipment to be cleaned regularly.</i></p> <p><i>Staff to continue to access breaks and lunchtime breaks, through local arrangements with the class team. Avoid close mixing of staff teams within the staffrooms if possible.</i></p>	L
<p>Toilet visits (pupils and staff).</p> <p>Toilet areas are not big enough to allow social distancing.</p>	M	x	L	=	M	<p><i>Pupils and staff visit the toilet one-at-a-time. Staff ensure pupils follow this – accompanying and waiting outside.</i></p> <p><i>Class groups to be allocated specific toilet areas to reduce traffic.</i></p>	L
<p>Health:</p> <p>Staff member or pupils develop symptoms of Covid 19</p> <p>Prevention</p>	L	x	H	=	M	<p><i>Follow guidance – DfE guidance.</i></p> <p><i>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.</i></p> <p><i>All staff have had the opportunity to be vaccinated. Vaccinations should severely reduce the risks from covid.</i></p>	L

Testing						<p><i>Staff with double vaccinations will not have to isolate when a close contact, but will take a daily LFT. Children within a class group who do not display symptoms will not have to isolate, but will be encouraged to take a daily test.</i></p> <p><i>On site testing is available for staff and secondary pupils as required. Home testing kits are available for twice weekly testing for all staff and secondary pupils until the end of September. Results are reported back to school and NHS are informed also.</i></p> <p><i>Pregnant staff will complete a risk assessment and operate accordingly, following midwife guidance.</i></p>	
Pregnant staff							
<p>Shared areas – staff and pupils</p> <p>Photocopier – potential spread of the virus with staff sharing resources and touching the buttons.</p> <p>Water cooler – pupils and staff use meaning potential spread of the virus with staff sharing resources and touching the buttons.</p> <p>Office area</p>	L	x	L	=	L	<p><i>Gloves available for staff to use – all staff must use gloves and then dispose of them after use. Wipe down.</i></p> <p><i>Wipes available.</i></p> <p><i>Office to remain closed to pupils.</i></p> <p><i>Lidded bins available in each classroom, and will be emptied regularly throughout the day.</i></p>	L
<p>Staff absence due to COVID</p> <p>Staff levels drop due to symptoms, awaiting testing, isolation due to other family members, therefore unable to maintain a class group safely</p>	H	x	L	=	M	<p><i>Staff from across the school will be used to support staff shortages. Vaccinations and regular testing supports this movement across school. Records kept of staff movement to allow for track and trace, if deemed a close contact.</i></p> <p><i>Isolation following a close contact no longer required if double vaccinated, which should support staff attendance.</i></p>	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 as required.