



## Health and Safety Risk Assessment – Reopening Schools – COVID-19

<b>Academy / School</b>	<b>Drybrook Primary School</b>	<b>Assessment No.</b>	<b>Covid-19 005</b>
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<b>Site</b>	<b>Drybrook School</b>	<b>Location</b>	<b>Drybrook</b>
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<b>Subject of Assessment</b>	Opening schools to all children		
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<b>Assessed by</b>	<b>B. Lyons/C. Tuffley</b>	<b>Date</b>	1st March 2021	<b>Review date</b>	<b>1/04/21</b>
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<b>Details of workplace/activity</b>	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.	<b>Persons Affected</b> <i>(Who may be harmed)</i>			
		Students, Employees, Contractors and Visitors.			

	Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<ul style="list-style-type: none"> <li>The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</li> <li>The school has guidance in place for the use of face masks – staff should wear a mask when working closely with children for prolonged periods of time, when meeting with parents/professionals, when staff</li> </ul>	M to H	X



		<p>stand on the doors/gates welcoming children to site in the mornings and at the end of the day, when parents enter the school office.</p> <ul style="list-style-type: none"><li>• Parents are required to wear face masks when on the school site.</li><li>• Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school;</li><li>• Parents issued specific school protocols for school attendance for them to explain to their children;</li><li>• Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures;</li><li>• Staff are briefed and consulted on school procedures and the plans for re-entry of students;</li><li>• Employees have had sufficient training and briefing regarding infection control and school protocols;</li><li>• Staff are up to date on other <a href="#">related guidance</a> and support in relation to themselves and students such as stress and wellbeing.</li><li>• In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to students;</li><li>• There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively with the operational head or office manager;</li><li>• Hazard reporting mechanism are in place and easily accessible;</li><li>• Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place,</li></ul>		
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		<p>including discussing whether additional training would be helpful.</p> <ul style="list-style-type: none"> <li>• Staff have LFT (lateral flow test) testing kits and test twice weekly, record on spreadsheet on the shared drive.</li> <li>• Any staff testing positive will need to isolate and book a PCR test</li> </ul>		
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Drop off / entry to the school.</li> </ul>	<p><b>Drop off (primary):</b></p> <ul style="list-style-type: none"> <li>• Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>• Parents must wear face masks while on site.</li> <li>• The playground has been demarcated to enable parents to remain 2m away from other parents during drop off of students;</li> <li>• Parents are asked to not congregate in the playground for longer than 5minutes before the designated school start time for their child (if more than one child is to be dropped off, parents will be able to remain in the playground keeping 2m away from others);</li> <li>• Start times have been staggered for each class in order to prevent 'bottlenecks' of people on the school site;</li> <li>• Start times are designed to enable one group of parents to leave the site before the next group arrive;</li> <li>• Parents are reminded to leave the site once their children have entered the building;</li> <li>• Only one parent/guardian per child is permitted on site;</li> <li>• If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families.</li> </ul>	M	X



		<p><b>Entry to the school:</b></p> <ul style="list-style-type: none"><li>• Students will be met at the designated classroom door / entrance by their Teacher;</li><li>• Parents/Guardians are NOT permitted to enter the school buildings. Meetings should be booked and arranged by contacting the school office and be by phone or Google meet where possible;</li><li>• Entrance doors are held open, reducing the number of occupants touching the doors;</li><li>• Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school;</li><li>• Good hand washing signage to instruct students how to do this effectively is displayed;</li><li>• Help is available for children and young people who have trouble cleaning their hands independently;</li><li>• Hand washing reminder demonstrations have been provided to students on how to adequately wash their hands.</li></ul>		
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"><li>• Pickup / leaving the school.</li></ul>	<p><b>Pick up:</b></p> <ul style="list-style-type: none"><li>• Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li><li>• Face masks must be worn while parents are on site.</li><li>• The playground has been demarcated to enable parents to remain 2m away from other parents during drop off of students;</li><li>• Parents are asked to not congregate in the playground for longer than 5minutes before the designated school finish time for their child (if more than one child is to be picked up parents will be able to remain in the playground/pick-up point keeping 2m away from others);</li></ul>	M – H	X



		<ul style="list-style-type: none"><li>• Finish times have been staggered for each class in order to prevent large numbers of parents in the playground/on school grounds;</li><li>• Finish times are designed to prevent 'bottlenecks' of people on the school site;</li><li>• Parents are reminded to leave the site once their children have been collected;</li><li>• Only one parent/guardian per child is permitted on site;</li><li>• If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families.</li></ul> <p><b>Leaving the school:</b></p> <ul style="list-style-type: none"><li>• Students will be collected in the playground by their parent;</li><li>• Parents/Guardians are NOT permitted to enter the school buildings;</li><li>• Exit doors are held open, reducing the number of occupants touching the doors;</li><li>• Students are reminded to wash hands as they leave the school building;</li><li>• Hand-wash stations are located at the exits from the school (classroom or other);</li><li>• Help is available for children and young people who have trouble cleaning their hands independently;</li><li>• Hand washing demonstrations have been provided to students on how to adequately wash their hands;</li><li>• Good hand washing signage to instruct students how to do this effectively is displayed.</li></ul>		
4.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:	<b>There will be collective assemblies they will take place in individual classrooms with a Google meet assembly each week for celebration.</b>		

	<ul style="list-style-type: none"> <li>Classroom use / activities.</li> </ul>	<p><b>Early years staff to student ratio:</b></p> <ul style="list-style-type: none"> <li>In accordance with the early year's framework class sizes for early years will adhere to the following:</li> <li>Children under two – one adult for every three children</li> <li>Children aged two – 1 adult for every 4 children</li> <li>Children three or over – one adult for every 13 children (teacher in the room) or TA level 3 one to 8.</li> <li>The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school;</li> <li>All other classroom controls are the same as primary below.</li> </ul> <p><b>Primary:</b></p> <ul style="list-style-type: none"> <li>Classroom sizes will be at their maximum level of 34 students, 1 teacher and TA if required (specific needs of class);</li> <li>The biggest class (Beech) will be split between classrooms where possible - in Hazel classroom;</li> <li>Windows will be open at all times to increase fresh air circulating;</li> <li>Students are kept in small groups as they cannot socially distance themselves at all times;</li> <li>The class Key Stage class groups will not interact with other groups within the school;</li> <li>Hand washing is completed on entrance to the class and between specific activities;</li> <li>Students are allocated resources and are not encouraged to share;</li> <li>Students are regularly reminded not to touch their or other students faces;</li> <li>Classroom furniture has been reduced. Some displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts</li> </ul>		
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		<p>have been removed. Where they have been kept in place they are cleaned after use and left for 72 hours before being used again. This is designed to enable successful and effective cleaning of all surfaces;</p> <ul style="list-style-type: none"> <li>• Where possible classes/activities will be completed outside;</li> <li>• Play equipment will be used in rotation. Equipment is cleaned before use by each designated class group;</li> <li>• The same Teacher and TA (where applicable) are assigned to a group each session. Where possible this will be one teacher for the whole and subsequent sessions;</li> <li>• TA's may wear a mask when working 1:1 with a child.</li> <li>• Some staff may be working between two different groups during a week;</li> <li>• The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school.</li> <li>• Separate lunchtime allocation in the hall and playground.</li> </ul>		
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Dining;</li> <li>• Moving around the school;</li> <li>• Break-time / playgrounds.</li> </ul>	<p><b>Primary and EYFS:</b></p> <ul style="list-style-type: none"> <li>• Tables are wiped clean with appropriate disinfectant before and after lunch;</li> <li>• Students are advised to clean hands before and after eating lunch in the classroom.</li> <li>• Classes will have designated tables which they will sit on each day.</li> <li>• Windows will be open at all times to increase fresh air circulating;</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>• Movement to different areas within the schools is reduced as much as possible;</li> <li>• Children will not be permitted to move around the school unsupervised;</li> </ul>	M	X

- Suitable external doors are used to move students from one area to another. Effectively creating external corridors in the open air;
- Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units;
- Additional furniture is not permitted in the school corridor;
- Corridors are sterile environments and kept as clear as possible;
- Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible;
- Corridor floors are demarcated to show direction and safe distance signage;
- Times are allocated for each class to reduce the need to pass one another in open spaces.

**Break-times / playgrounds:**

- Separate times or areas (at a safe distance using government guidance) are issued for each separate key stage group.
- Separate lunchtime allocation in the hall and playground

**Primary and EYFS:**

- Students are only permitted to complete suitable activities with their class group;
- Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play is prevented;
- Daily inspection and enhanced cleaning programs in place for external areas and equipment;
- Outside play equipment and toys will be used in rotation;



		<ul style="list-style-type: none"> <li>• Equipment is cleaned before use by each designated class group;</li> <li>• Outside play equipment and toys have been reduced, staff will take responsibility for cleaning equipment after use. Intricate play items will either not be used, or if small enough left in disinfectant over night;</li> <li>• This is designed to enable successful and effective cleaning of all outside toys / play equipment.</li> </ul>		
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<p><b>Primary and EYFS:</b></p> <ul style="list-style-type: none"> <li>• Staff and parents are encouraged to use education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a>;</li> <li>• Hand washing stations are positioned at each student, staff and visitor entrance to the school;</li> <li>• All those entering the school are required to wash/sanitise their hands;</li> <li>• Hand washing stations are located on each floor and within each classroom.</li> <li>• Hand washing sinks are located within each toilet provision;</li> <li>• Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>• Students and staff have been shown how to wash hands properly;</li> <li>• Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>• Hand washing is recommended frequently and required at the following times:             <ul style="list-style-type: none"> <li>➢ Entry and exit from the school;</li> <li>➢ After using the toilet;</li> <li>➢ Before and after eating;</li> <li>➢ On entry and exit from each classroom.</li> </ul> </li> <li>• Unnecessary touching of the face is discouraged.</li> </ul>	M	X



		<ul style="list-style-type: none"> <li>Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm;</li> <li>Toilets and wash stations have single use paper towel for drying hands.</li> </ul>		
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<p>The school has implemented additional cleaning regimes. This includes the following:</p> <ul style="list-style-type: none"> <li>Frequent cleaning of classrooms, toilets, common areas and dining halls;</li> <li>Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys.</li> <li>Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean;</li> <li>Classrooms will be cleaned at lunch breaks and after school;</li> <li>Toilets will be cleaned regularly during the day;</li> <li>Common areas will be regularly during the day;</li> <li>Equipment used by the students and staff will suitably cleaned at the end of each day or before it is used by another person;</li> <li>If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on <a href="#">COVID-19: cleaning un non-healthcare settings</a>.</li> </ul>	M	X
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> <li>Employees are required to conform with social distancing requirements at all times;</li> <li>The school has guidance in place for the use of face masks – staff should wear a mask when working closely with children for prolonged periods of time,</li> </ul>	M	X

		<p>when meeting with parents/professionals, when parents enter the school office, when staff members stand on doors/outside welcoming pupils at the start and end of the day.</p> <ul style="list-style-type: none"><li>• Staff to enter through classroom doors or doors nearest the classroom;</li><li>• Staff are not required to sign in;</li><li>• School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact;</li><li>• Office 2 +1 visitor</li><li>• Staffroom 4 seated + 1 standing</li><li>• Heads office 2 + 1 visitor</li><li>• Ash intervention room - 4 children to 1 adult with the door open as there are no windows to ventilate this room</li><li>• FSW office 1 + 1 visitor sat by the door with the door open or 1 adult to 2 children with the door open</li><li>• Office 1, 1 + 1 visitor or</li><li>• Staff rooms can be used but follow above room allocation</li><li>• Each staff area has been assessed, a maximum number of staff per room has been placed on the door;</li><li>• Staff to keep mobile phones on at all times and to communicate with each other with them;</li><li>• Staff should maintain social distance from each other when eating their lunch in the staffroom. They should wipe down the area that they have sat in before leaving the staffroom.</li><li>• Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment;</li></ul>		
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		<ul style="list-style-type: none"> <li>• Employees will be provided with and wear PPE when required in accordance with government guidance, this is stored in the head's office.</li> </ul>		
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> <li>• Dealing with general First aid;</li> <li>• Lack of trained first aiders;</li> <li>• Dealing with a suspected case of Covid-19;</li> <li>• Inappropriate handling / removal of clinical waste</li> <li>• Intimate care procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• The school will meet statutory guidance on the number of qualified Paediatric and First Aid at Work trained staff on site.</li> <li>• Qualified first aiders will be available at all times during the day to deal with issues.</li> <li>• This information forms the decision on what activities and groups can safely be managed within the school;</li> <li>• This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision;</li> <li>• Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision;</li> <li>• The school has a specific room dedicated for suspected cases of COVID-19 - upstairs office;</li> <li>• Occupants (staff or students) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate. People displaying symptoms will need to leave site as soon as is practicably possible;</li> <li>• First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>• First aiders have completed appropriate training for 'donning and doffing' PPE – <a href="#">NHS video / advice</a></li> <li>• <a href="#">PPE is disposed of in accordance with NHS COVID-19 waste management guidance</a>;</li> <li>• The COVID room will be cleaned frequently and after each use (when first aid care has been provided).</li> </ul> <p><b>Waste disposal measures</b></p>	M	X

		<p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>• Put in a plastic rubbish bag and tied when full;</li> <li>• The plastic bag is placed in a second bin bag and tied;</li> <li>• It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>• Waste is stored safely and kept away from children;</li> <li>• Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>• If the individual tests negative, this can be put in with the normal waste;</li> <li>• If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>• If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for which waste bags can be sent for appropriate treatment.</li> </ul>		
10	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> <li>• Parents;</li> <li>• Maintenance contractors;</li> <li>• External Teachers;</li> <li>• Inspectors;</li> <li>• Delivery personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Parents are not permitted to enter the school except to visit the office by pre arranged appointment;</li> <li>• The school has guidance in place for the use of face masks – staff should wear a mask when working closely with children for prolonged periods of time, when meeting with parents/professionals, when parents enter the school office, when staff members stand on doors/outside to welcome children to school at the start and end of the day;</li> <li>• Parents must wear a face mask while on the school site.</li> </ul>	M	X

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|  |  | <ul style="list-style-type: none"><li>• Parents have been informed to call the school office or email if they have any questions or concerns and to only visit the office hatch if this is not possible;</li><li>• If parents need to drop off items for students, they should be left at the school main entrance in a bag with a suitable label for staff to collect;</li><li>• Staff are able to meet one parent at a time and should wipe down the area used once the meeting has finished;</li><li>• Where possible staff should use virtual meeting spaces or telephone calls to speak with parents. At Drybrook this should be done via Google Meet and notes of the session recorded.</li><li>• Only one person is permitted in the office space at any one time.</li><li>• Office staff should speak from behind the glass screen and should avoid talking face to face with a visitor.</li><li>• Visitors will only be permitted into the school if they have an appointment;</li><li>• Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available;</li><li>• The school contact is required to attend reception in good time to meet their visitor;</li><li>• Meetings with visitors will be via video conference or phone where possible. At Drybrook this should be done via Google Meet and notes of the meeting recorded;</li><li>• If not possible social distancing measures will be adhered to at all times;</li><li>• Face to face meetings in small room or within 2m are not permitted;</li><li>• Deliveries will be accepted at designated quiet times only;</li></ul> |  |  |
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		<ul style="list-style-type: none"> <li>Delivered items will be left outside of the school building for staff to collect.</li> </ul>		
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> <li>One in one out management of toilets is in place;</li> <li>Toilet use protocols are managed by Teachers if located adjacent to classrooms;</li> <li>Student use of toilets outside of early years' is managed by staff and communicated to students;</li> <li>Toilets are cleaned throughout the day.</li> </ul>		X
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> <li>Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation or long COVID;</li> <li>Staff on part-time hours have fit for work documents from their GP;</li> <li>Children are suitably supervised at all times;</li> </ul>	M	X
13.	Lack of suitable premises management	<ul style="list-style-type: none"> <li>Premises staff levels are maintained and suitable for the use of the building;</li> <li>Appropriate cleaning and premises staffing levels are in place;</li> <li>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>Contingency in place for sudden premises staff absence;</li> </ul>	L	X
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> <li>Suitable storage and management of flammable hand sanitizer is in place;</li> <li>All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>Material safety data sheets are held for all chemicals and readily available to all staff;</li> <li>All cleaning chemicals are stored safely and securely in accordance with requirements;</li> </ul>	L	X



		<ul style="list-style-type: none"> <li>• COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>• Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>		
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> <li>• Evacuation plans including the following have been reviewed:             <ul style="list-style-type: none"> <li>➢ Safe assembly of occupants following social distancing requirements;</li> <li>➢ Safe exit via the nearest final exit;</li> <li>➢ Training occupants of any changes to evacuation;</li> <li>➢ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school;</li> <li>➢ Use of the school has been reduced to enable safe sweeping and evacuation;</li> <li>➢ Due to reduced numbers use of the school is kept to ground floors or specific areas where possible.</li> </ul> </li> <li>• All other fire system testing and maintenance has continued as normal.</li> </ul>	L	X

<b>ACTION PLAN</b> (Additional Control Measures Required/Recommended Actions)	
<b>Hazards and Risks</b>	<b>Recommended Actions</b>





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***Please note:***

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a  $\surd$  in the box and note the action in the action plan.*

*Any further actions identified should be completed before the assessed task is carried out.*