



**HEALTH & SAFETY RISK ASSESSMENT
FULL OPENING SCHOOL – COVID-19
January 2021**

Subject of Assessment: School closure. School open for critical workers and vulnerable children only January 2021

Details of workplace /activity: Students and employees partaking in school activities within the school premises, including general classroom activities, outdoor sessions, dining, break-times, playgrounds, pick-up and drop off, First aid and external visitors to the school.

People Affected: Pupils, Employees, Contractors, Visitors, all members of the school community

Location: Dulwich Village Infants School

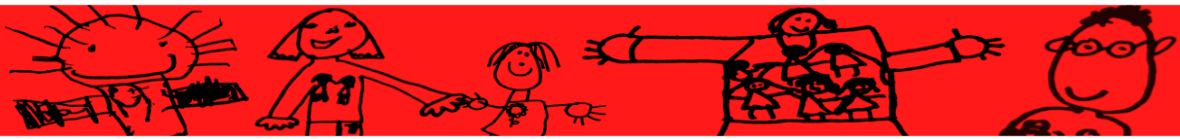
Date of Assessment: 2nd January 2021

Reviewed Weekly

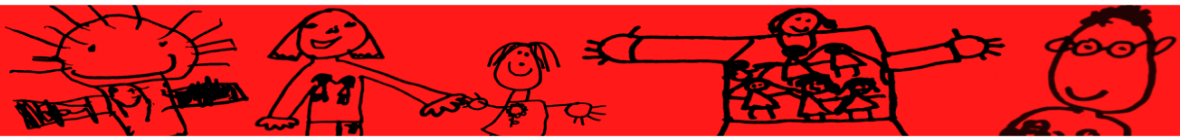
HAZARD	WHO IS AT RISK	EXISTING CONTROL MEASURES	RISK LEVEL	WHAT NEEDS TO BE DONE	TARGET DATE
Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information	ALL	<ul style="list-style-type: none"> • The school has 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); • Parents have received 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, wear masks etc. • Parents of SEND students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures in place to protect themselves and all others in the school community; • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff and parents are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress, support organisation details are available to staff including confidential employee help lines and information that can be provided to students; • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; 	Low	Training arranged for staff. Continual communication with parents through newsletters and email updates.	4.1.2021 On going



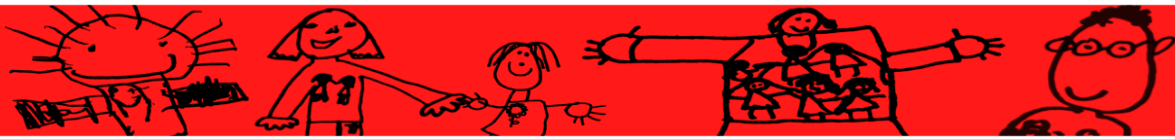
		<ul style="list-style-type: none"> ● Hazard reporting mechanism are in place and easily accessible; ● Staff briefed about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times). Discussions have taken place about what went well and what could be improved following the partial reopening of schools in June 2020. 			
<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"> ● Drop off/ Pickup / leaving the school. 		<p>Drop off/ Pick up:</p> <ul style="list-style-type: none"> ● Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. ● Parents are asked to wear a mask on the school site and to socially distance when dropping off and picking children up. ● Parents are asked to not congregate in the playground for longer than 5 minutes 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); ● Finish times have been staggered for each class in order to prevent large numbers of parents in the playground/on school grounds; ● Finish times are designed to enable one group of parents and students to leave the site before the next group arrive; ● Parents are reminded to leave the site once their children have been collected; ● Only one parent/guardian per child is permitted on site; ● 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. <p>Leaving the school:</p> <ul style="list-style-type: none"> ● Students will be collected at designated pick up point by their parent; ● Parents/Guardians are NOT permitted to enter the school buildings; ● Exit doors are held open, reducing the number of occupants touching the doors; ● Students are reminded to wash hands as they leave the school building; ● Hand-wash stations are located in all classrooms; ● Help is available for children who have trouble cleaning their hands independently; ● Hand washing demonstrations have been provided to students on how to adequately wash their hands; ● Good hand washing signage to instruct students how to do this effectively is displayed 	Low	<p>Ensure resources are available – e.g door wedges.</p> <p>Communicate with parents and staff and pupils</p>	4.1.2021
<p>Spread/contraction of COVID-19 due to lack of social distancing</p>		<p>There will be no whole school worship. There will be class reflection/worship times.</p> <p>Staff to student ratio:</p> <p>In accordance with the government guidance we will adhere to the following:</p>	Medium		4.1.2021



<p>measures during the school day including:</p> <p>Classroom use / activities</p>		<ul style="list-style-type: none"> • The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school; • Classroom sizes are 30 maximum students, 1 teacher and TA and SEN TA if required (specific needs of class); • Students are kept in bubbles as they cannot socially distance themselves at all times; • Hand washing is completed on entrance to the class and between specific activities; • Students are allocated resources and are not permitted to share; Resources for the day are provided in a tray or similar and are cleaned at the end of the day; • Classroom furniture has been reduced. Unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces; • Where possible classes/activities will be completed outside; • Play equipment will be used in rotation. Equipment is cleaned before use by each designated class group; • Activities involving resources such as sand, playdough and cooking are considered to be high- risk activities but can be managed in the 'bubble.' When using sand/playdough/ cooking ingredients, staff and students should wash their hands before and after using them. Tools and equipment should be thoroughly cleaned and the number of children that can use this at once should be limited. Single use materials are easier to manage as these can be discarded at the end of the session/day ie water, cornflour etc . • Music lessons will take place outside under a gazebo in each building. Students will sit forward facing. • In wet or damp weather, the use of electrical equipment will not be permitted outside. In the lake building, should the weather be wet or damp, electrical equipment will be placed inside the staff room in the lake building and will be operated from inside. In the Francis building, an outside socket will be used for electrical equipment. If it is raining heavily electrical equipment should not be used outside in the Francis building. • The same Teacher and TA (where applicable) are assigned to a class each day. Where possible this will be one teacher for the whole and subsequent days; • Staff visiting a classroom to carry out a lesson observation should adhere more strictly to social distancing rules and should ensure they wash hands both before entering and after leaving the classroom. Consideration should also be given to the amount of time spent in the classroom and 			
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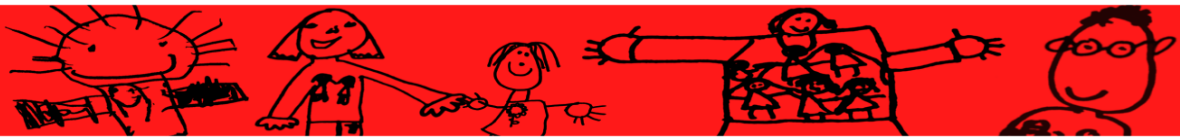
		limited where possible.			
<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Dining; • Moving around the school; <p>Break-time / playground</p>		<p>Lunch breaks: All children:</p> <ul style="list-style-type: none"> • Separate lunch breaks are designated for each bubble. Students will stay in these groups during lunch; • Lunch areas cleaned before and after each group's lunch (not just at the end of break). Only one student will use a clean lunch space before it is cleaned again. • Students are advised to clean hands before and after eating lunch in the classroom. <p>Moving around the school:</p> <ul style="list-style-type: none"> • Movement to different areas within the schools is reduced as much as possible; • 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, coats, bags are not permitted in the school corridor; • Times are allocated for each class to reduce the need to pass one another in open spaces. <p>Breaktime/Playgrounds:</p> <ul style="list-style-type: none"> • 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. • Daily inspection and enhanced cleaning programs in place for external areas and equipment; • Outside play equipment and toys have been reduced; • This is designed to enable successful and effective cleaning of all outside toys / play equipment. 	Low		4.1.2021
<p>Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>		<ul style="list-style-type: none"> • Hand washing stations are positioned at each student, staff and visitor entrance to the school; • All those entering the school are required to wash/sanitise their hands; • Hand washing stations are located within each classroom; • Hand washing sinks are located within each toilet provision; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; 	Medium	Ensure adequate provisions are ordered.	4.1.2021



		<ul style="list-style-type: none"> • Students and staff have been shown how to wash hands properly; • Help is available for children who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ∅ Entry and exit from the school; ∅ After using the toilet; ∅ On entry to the dining hall; ∅ On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. • 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; • Toilets and wash stations have single use paper towel for drying hands. • Each class is provided with a pack of cleaning materials including, tissues, disinfectant, aprons, bucket, washing up liquid, masks, gloves, anti bac wipes and soap, spray sanitiser, cleaning clothes. • Pedal bins are provided in each classroom and office. 			
<p>Spread/contraction of COVID-19 due to lack of adequate cleaning measures.</p>		<p>The school has implemented additional cleaning regimes. This includes the following:</p> <ul style="list-style-type: none"> • More frequent cleaning of toilets and door handles in school. • Cleaners have been briefed and trained on methods and products needed for maximum protection; • Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; • Classrooms will be cleaned after school; • All frequently touched areas in toilets will be cleaned after break, after lunch and at the end of the day; • Common areas will be cleaned once a day; • Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person; • 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 COVID-19: cleaning in non-healthcare settings. 	<p>High</p>		<p>4.1.2021</p>
<p>Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school</p>		<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • 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; • Staff lunches are staggered to ensure the staff room is not overcrowded and allows for social distancing; Each year group have their own staffroom. 	<p>Medium</p>	<p>Ongoing training and monitoring by leaders</p>	<p>4.1.2021</p>



employees		<ul style="list-style-type: none"> • Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; • Employees will be provided with and wear PPE when required in accordance with government guidance. At this stage that guidance is for PPE to be worn during intimate care or when caring for a child who falls ill. 			
<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling / removal of clinical waste <p>Intimate care procedures</p>		<ul style="list-style-type: none"> • There are sufficient first aiders for the school to the number of students. • The school has a specific room dedicated for suspected cases of COVID-19-; (Webb room in Lake Building accessed via Fire Exit and gate onto to Dulwich Village. Galaxy Room with the window open in Francis Building.) • 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; • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; • First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). <p>Waste disposal measures</p> <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"> • All waste from bins where the individual has been to be put in a plastic rubbish bag and tied; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; (Courtyard in Francis Building, Shed in Lake Building in a box labelled COVID 19) • 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; 	Medium	Create list of all first aiders and cert time. INSET day to communicate procedures.	4.1.2021

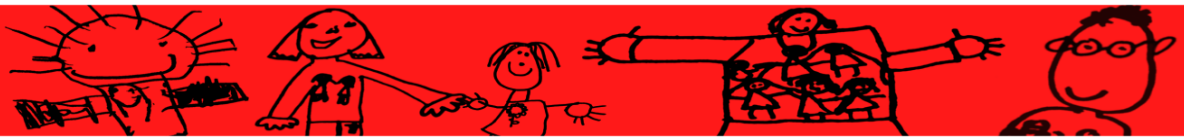


		<ul style="list-style-type: none"> • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as 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 waste that can be sent for appropriate treatment. 			
<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"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; <p>Delivery personnel</p>		<ul style="list-style-type: none"> • Parents are not permitted to enter the school; • Parents have been informed to call the school office or email if they have any questions or concerns; • If parents need to drop off items for students, they should be left outside in a box at the school main entrance for staff to collect; • The SLT are able to video call parents if face to face meetings are required; • For those who have to enter the school reception, distance measures have been put in place to ensure risk of infection is low. • Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; • Visitors will only be permitted into the school if they have an appointment; • Visitors should ensure they follow the schools hygiene protocol and complete our track and trace forms. Volunteers who fall into the critically vulnerable category will not be permitted into school at this time. • 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; • The school contact is required to attend reception in good time to meet their visitor; • Social distancing measures will be adhered to at all times; • Face to face meetings in small room or within 2m are not permitted; • Volunteers will not be allowed into school. • Deliveries will be accepted at designated quiet times only; • Delivered items will be left outside of the school building for staff to collect. 	low	Create signage asking deliveries to leave items outside.	4.1.2021
<p>Spread/contraction of COVID-19 due to lack of social distancing measures. This</p>		<ul style="list-style-type: none"> • One in one out management of toilets is in place; • Toilet use protocols are managed by Teachers if located adjacent to classrooms; • Student use of toilets' is managed by staff and communicated to students; • Toilets are cleaned throughout the day. 	medium		1.4.2021



includes unsuitable use of toilets.					
Lack of staffing / insufficient staff ratios		<ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; • Children are suitably supervised at all times; • Where staffing ratios cannot be adhered to, children will not be permitted to come in. This will be decided by leaders and based on needs. 	Medium		1.4.2021
Lack of suitable premises management		<ul style="list-style-type: none"> • The school adheres to the government guidance on managing buildings that are partially open; • The school has applied the series of guidance documents and advice regarding continued premises management at this time; • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden premises staff absence; 	Medium		1.4.2021
Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.		<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Low		4.1.2021
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"> • Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> Ø Safe assembly of occupants following social distancing requirements; Ø Safe exit via the nearest fire exit; Ø Training occupants of any changes to evacuation; Ø Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; Ø Use of the school has been reduced to enable safe sweeping and evacuation; Ø All other fire system testing and maintenance has continued as normal. 	Low	Fire drills each term.	1.4.2021

DULWICH VILLAGE
CHURCH OF ENGLAND
INFANTS' SCHOOL



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.

Name of Assessor:

Signed Health and Safety Officer: Susan James (Susan James) Date 2.1.2021